Terms of reference (ToR) for the procurement of services below the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Development of the Sustainable Energy and Climate Action Plan for Akunk, Aparan and Talin	**Project number/ cost centre:**
Decarbonization and Climate Resilience in the Eastern Partnership Countries (EU4ClimateResilience)	**21.9025.4-009.00**

0. List of abbreviations
1. Context, Background and Objective
2. Tasks to be performed by the contractor
3. Concept
4. Personnel concept
5. Costing requirements
6. Assignment of personnel and travel expenses
7. Requirements on the format of the tender

0. List of Abbreviation

- EU-European Union

- BMUV- Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection
- GIZ- Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
- OECD-Organization on Economic Cooperation and Development
- EaP-Eastern Partnership
- PA-Paris Agreement
- NDC- Nationally Determined Contribution
- MRV- Measurement, Reporting and Verification
- EnC-Energy Secretariat
- GHG- Greenhouse Gas
- SECAP-Sustainable Energy and Climate Action Plan
- SEAP-Sustainable Energy Action Plan
- BEI-Baseline Emission Inventory
- MEI-Monitoring Emission Inventory
- JRC-Joint Research Centre

1. Context

Decarbonisation and Climate Resilience in the Eastern Partnership (EU4ClimateResilience) is jointly co-financed by the European Union and the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), and implemented by GIZ and OECD.

EU4ClimateResilience supports the Eastern Partnership (EaP) countries in improving climate change and adaptation policies to achieve the mitigation and adaptation goals and targets under the Paris Agreement (PA) and related to bilateral agreements with the EU such as association agreements and the provisions included in the 'Joint Staff Working Document - Recovery, Resilience and Reform: post-2020 EaP priorities' that was endorsed at the EaP Summit in December 2021.

To achieve these goals, the EU4ClimateResilience project focuses on supporting the green transition, enhancing decarbonization efforts, improving energy security, and boosting resilience to climate change impacts. The project's specific objectives are as follows:

- Increase countries' capacities to adequately measure and reduce national emissions and adapt to the impact of climate change and advance the implementation of the climate policy framework.
- Demonstrate the benefits of climate adaptation through specific projects.
- Support the establishment of credible regulatory frameworks on green finance in line with EU norms and to support the diversification and scaling-up of bond issuance.

EU4ClimateResilience will inter alia provide technical support for the NDC 2025 update, improving the regulatory framework as well as further enhancing the institutional capacities to update the Nationally Determined Contribution (NDC), elaborate and implement Monitoring, Reporting and Verification (MRV) systems and mainstream climate change into sectoral and regional policies. The Action also acts on a local level by supporting the implementation of local climate adaptation projects, increasing the preparedness and resilience of cities and municipalities against short- and long-term climate risks. To mobilise additional sustainable investments, the introduction of innovative financial instruments such as green bonds will be supported.

Background

Urban communities in Armenia contribute to Greenhouse Gas (GHG) emissions through inefficient energy use, outdated heating system and waste management challenges, poor public transport system. These communities have limited access to modern renewable energy solutions. While their emissions are lower than larger cities, addressing these issues is essential for Armenia's overall climate goals.

Armenia's commitment to sustainability has been reinforced by its participation in the Covenant

of Mayors for Climate and Energy. This initiative encourages local governments, including small cities, to adopt sustainable energy policies, reduce emissions, and increase climate resilience.

Akunk is a community in the Kotayk region. The community is situated at the foot of Mount Hatis. The local economy is heavily dependent on agriculture, based primarily on grain farming, orchard cultivation, and cattle-breeding. The community has 8 settlements: Akunk, Nor Gyugh, Kotayk, Kaputan, Hatis, Zovashen, Zar, Sevaberd. The administrative territory of the community is 30 284 ha. The population of the enlarged community is 9 864 residents. Akunk joint to Covenant of Mayors on 14th of February 2023, making a commitment to reduce GHG emissions by at least 30% by 2030.

Aparan community is in Aragatsotn region and includes 22 settlements: Aparan, Aragats, Arayi, Apnagyugh, Yeghipatrush, Yernjatap, Ttujur, Lusagyugh, Tsaghkashen, Kayq, Hartavan, Dzoraglukh, Melikgyugh, Nigavan, Shenavan, Shoghakn, Chknagh, Jrambar, Saralanj, Vardenis, Vardenut, Kuchak. The population of the community is 24,986 residents. The territory of the community is 59,150 ha. Aparan joint to Covenant of Mayors on 2nd of September 2013, making a commitment to reduce GHG emissions by at least 20% by 2020. On 16th of February 2023, the community's City Council adopted the decision to reduce GHG emissions by at least 35% by 2030.

Talin community is in Aragatsotn region. The territory is 94 875 hectares with a population of 38 603 residents. The community includes 33 settlements: Agarakavan, Akunk, Ashnak, Aragatsavan, Arteni, Garnahovit, Getap, Dashtadem, Davtashen, Dian, Yeghnik, Zarindzha, Zovasar, Tatul, Irind, Lusakn, Tsaghkasar, Katnaghbyur, Karmrashen, Kakavadzor, Hatsashen, Mastara, Nerkin Sasnashen, Nerkin Bazmaberd, Nor Artik, Shgharshik, Vosketas, Partizak, Suser, Verin Bazmaberd, Verin Sasnashen, Tsamakasar. Talin joint to Covenant of Mayors on 21st of May 2023, making a commitment to reduce GHG emissions by at least 30% by 2030.

Objective

The objective of this work is to support the three CoM signatories Akunk, Aparan and Talin on the step-by-step preparation of Sustainable Energy and Climate Action Plan (SECAP). The SECAPs will focus on emissions reduction, improving resilience to climate change, supporting Armenia's national and EU climate policies, and strengthening local capacities to ensure the effective implementation of climate and energy actions for sustainability.

Specifically, the objectives are in detail:

The specific objectives are:

- Provide support to communities in the development of SECAPs, along with a clear plan for their implementation.,

- Review the Aparan community's SEAP, analyze the gaps for SECAP development, and prepare and submit Monitoring Emission Inventories (MEI) to demonstrate progress in implementing the SEAPs by 2020.
- The SECAPs should focus on reducing greenhouse gas emissions, including CO2, and decreasing energy consumption by end-users in the communities. They should also incorporate measures to adapt to the most significant impacts of climate change.
- **Mitigation:** Priority sectors should align with the Covenant of Mayors' guidelines, building on those identified in the SEAP for Aparan, in consultation with local municipalities.
- **Adaptation:** Actions should target the sectors most vulnerable to climate hazards in each community.
- The SECAPs should integrate mitigation and adaptation efforts, embedding them into existing policies to create synergies and make the best use of resources.

The final objective is to provide developed final SECAP documents, to present it to the city councils of above-mentioned communities, include all recommendations from local self-government bodies until final adoption.

2. Tasks to be performed by the contractor

The task implementation should be in close cooperation with the target municipalities, in compliance with the corresponding methodologies and guidelines of the Covenant of Mayors for Climate and Energy. The task implementation will be coordinated by the GIZ EU4ClimateResilience project, Ministry of Environment, Ministry of Territorial Administration and Infrastructures of the RA.

The contractor is responsible for providing the following services:

Task 1. Analysis of Energy and Climate Policies and Frameworks.
Relevant to Target Communities Identification, gathering, organization, and analysis of relevant information, as well as existing municipal, regional, and national policies, projects, procedures, and regulations related to energy and climate issues within the jurisdiction of the target communities, essential for the implementation of this assignment.

Task 2. Monitoring and Evaluation of SEAP Implementation Progress in Aparan

Conduct monitoring and evaluation of the quantitative progress made in implementing the SEAPs of Aparan up to 2020. The evaluation should include both the status and outcomes of specific mitigation actions outlined in the SEAPs and an analysis of changes in energy consumption, energy production, and CO2 (or CO2 equivalent) emissions across target sectors. This analysis will provide quantitative data on the actual results achieved by 2020, compared to the Baseline Emission Inventory (BEI) for the relevant baseline years, in line with Covenant of Mayors requirements.

The results must be compiled into monitoring reports, including Monitoring Emission Inventories (MEIs) for 2020. If reliable or representative data for 2020 is unavailable, an alternative monitoring year can be proposed, subject to agreement between the project team and local authorities.

Task 3. Baseline Review and Development of BEIs for Target Communities

Carry out a baseline review and develop new Baseline Emission Inventories (BEIs) for Akunk and Talin, while updating existing BEIs for Aparan if necessary. This work should align with the SECAP Development Guidebook and utilize collected data, information from local communities, national statistics, the National GHG Inventory Report, other open sources, and expert evaluations for the selected baseline years.

Task 4. Climate Change Risk and Vulnerabilities Assessment and Adaptation Planning

Conduct Climate Change Risk and Vulnerabilities Assessments (RVA) to identify critical climate hazards and the most vulnerable sectors using collected and available data. Based on the RVA results, develop the RVA and Adaptation chapters of the SECAPs, including adaptation planning. For key adaptation measures addressing critical hazards, assessing investment needs, potential funding sources, implementation timelines, involved actors and stakeholders, beneficiaries, and affected sectors. Whenever possible, evaluate the financial impacts of proposed actions, such as avoided costs, return on investment, life expectancy, and other economic benefits.

Task 5. Mitigation Actions Assessment and Planning for Akunk, Aparan and Talin
For Akunk and Talin propose mitigation measures to achieve at least a 30% reduction in emissions by 2030 compared to the baseline years. For Aparan, identify new mitigation measures to achieve the same target.
Assess the energy-saving or renewable energy potential, GHG reduction, required investments, funding sources, risks, implementation timelines, and key actors for each measure.
Define the institutional and organizational framework for implementing the proposed actions.
Highlight the social, economic, and environmental benefits of the measures.
Coordinate and validate the proposed measures with municipal departments, partners, beneficiaries, and donors. Ensure alignment with municipal development plans, legislation, and national strategies.

Task 6. Finalization of Mitigation and Adaptation Measures and Draft SECAP Development
Incorporate stakeholder feedback to finalize the proposed mitigation and adaptation measures.
Develop draft SECAPs for the communities with a clear vision, defined objectives, and targets for the relevant sectors. Include monitoring indicators in alignment with the requirements outlined in the SECAP Guide.

Task 7. Presentation and Finalization of Draft SECAPs to City Council for adoption and stakeholders through workshops.

Present the draft SECAPs at the workshops in collaboration with the target local authorities, involving members of the Councils of Elders. Involve in these dicussions also relevent stakeholders, such as CoM, NGOs and/or representatives of municipalities with accepted and reporting SECAP experience. Finalize the SECAPs based on feedback and comments received during the workshops and meetings.

Task 8. Translate of the 3 SECAP documents into English

All 3 documents should be translated into English, ensuring the language and formatting are compatible with the platform.

Task 9. Submission of Final SECAPs to the Covenant of Mayors Online Platform

Assist the communities in submitting the finalized SECAPs, approved by the Councils of Elders, through the Covenant of Mayors' online reporting platform, My Covenant.

Task 10. Support in Addressing Feedback on SECAPs and Making Necessary Improvements

Provide support to the communities in interpreting and, if necessary, addressing comments on the SECAPs received from JRC (Joint Research Centre) through Feedback Reports. Make any required adjustments and improvements to the SECAPs accordingly.

Any further task arising during the implementation of the assignment needs a prior agreement between the Contractor and GIZ.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Period of assignment: from May 1st, 2025, to May 1st, 2026.

The Contractor is obliged to perform the assignment based on this ToR while ensuring close contact and cooperation with GIZ throughout the implementation of the assignment. The Contractor is further required to submit all the deliverables to GIZ. Approval from GIZ is mandatory at each stage before moving on to the next level.

Tasks/ Deliverables		Expert days (up to)	Duration/ Deadline
Task 1	Analysis of Energy and Climate Policies and Frameworks Relevant to Target Communities	10	May 31, 2025
Task 2	Monitoring and Evaluation of SEAP Implementation Progress in Aparan	5	June 30, 2025

Task 3	Baseline Review and Development of BEIs for Target Communities	5	June 30, 2025
Task 4	Climate Change Risk and Vulnerabilities Assessment and Adaptation Planning	5	July 31, 2025
Task 5	Mitigation Actions Assessment and Planning for Akunk, Aparan and Talin	5	August 31, 2025
Task 6	Finalization of Mitigation and Adaptation Measures and Draft SECAPs	10	September 30, 2025
Task 7	Presentation and Finalization of Draft SECAPs to City Council for adoption and stakeholders through workshops.	5	November 30, 2025
Task 8	Translate of the 3 SECAP documents into English	5	January 31, 2026
Task 9	Submission of Final SECAPs to the Covenant of Mayors Online Platform	2	January 31, 2026
Task 10	Support in Addressing Feedback on SECAPs and Making Necessary Improvements	8	April 30, 2026
Total		**60**	

Period of assignment: from 1st of May 2025 until 1st May 2026.

3.Concept

The aim of this activity is to develop and finalize Sustainable Energy and Climate Action Plans (SECAPs) for 3 Armenian communities: Akunk, Talin and Aparan. The contractor should start from analysing relevant energy and climate policies and evaluating Aparan's existing SEAP progress.

The contractor will establish or update Baseline Emission Inventories (BEIs) for all above mentioned 3 communities, conduct climate risk and vulnerability assessments, develop detailed mitigation and adaptation plans aiming to reduce 30% of emissions reduction by 2030.

These activities should include stakeholder engagement, presentation to city councils for adoption and English versions of the documents for submission. The contractor will also support in finalized SECAPs submission to the Covenant of Mayors online platform and provide support in addressing any feedback received from the JRC to ensure that the SECAPS meet all requirements.

0. Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

Coordination with GIZ (1.6.1)

Coordination with the GIZ EU4ClimateResilience project will be based on proactive communication, transparent reporting, and collaborative problem-solving.

Regular Communication: A clear communication protocol needs to be established, including regular progress meetings (weekly/bi-weekly), email updates, and immediate notification of any potential issues.

Adherence to Timelines and Milestones detailed project schedule with clear milestones, deliverables, and timelines should be developed. And regular progress reports to GIZ, highlighting achievements, challenges, and proposed solutions should be provided.

Quality Assurance: Implementation of an accurate quality assurance process for all deliverables, ensuring they meet the requirements and specifications.

Task-Specific Coordination: For each task outlined in Chapter 2, specific coordination mechanisms with GIZ should be established.

For any JRC feedback needed, GIZ will be included in all communication.

Proactive Risk Management: Identification of potential risks and development of mitigation strategies in collaboration with GIZ and municipalities.

Personnel Assignment Plan (1.6.2)

Provision of a detailed personnel assignment plan including:

- A list of all the experts proposed for the project.
- Their respective roles and responsibilities.

- Assignment dates (duration and expert days) for each expert.
- Locations of assignment.
- Allocation of work steps as per the project schedule.

Contractor's backstopping strategy (1.6.3)
Technical Expertise: Availability of specialized experts to address technical challenges and provide guidance.
Quality Control: Regular reviews of deliverables to ensure quality and compliance with project requirements.
Securing the administrative conclusion of the project.

4.Personnel Concept

The company should have an experienced professional team on each of outlined tasks throughout the project. For the implementation of all deliverables the following experts are expected to provide contracted consultancy.

Key experts:

2.1 Team Leader

The Team Leader will be responsible for all project activities, ensuring the quality of deliverables and maintaining consistent communication on progress.

Required Education, Professional Experience, and Skills:

2.1.1 Qualification: University degree in finance, business management, energy, economics, or a related field is essential.
2.1.2 Language: English proficiency (B2 or equivalent) is required.
2.1.3 General professional experience: 5 years of experience in Municipal Management.
2.1.4 Specific professional experience: 5 years of professional experience in public budgeting, energy, climate change, or a comparable area.

2.2 Expert -1: Expert on Energy Sector GHG Inventory

Required Education, Professional Experience, and Skills:

2.2.1 Qualification: University degree in Energy, Engineering or any other relevant field.
2.2.2 Language: English proficiency (B1 or equivalent) is required.
2.2.3 General professional experience: 5 years of overall professional experience in the Energy sector, in climate change mitigation and GHG Inventory assessment for Energy sector.
2.2.4 Specific professional experience: 5 years of experience in developing regulatory, methodological documents and guidance. Extended knowledge of 2006 IPCC Guidelines and

UNFCCC provisions on GHG Inventory reporting and climate change mitigation, including preparation of Biennial Update Reports.

2.3 Expert-2: Expert on Climate Change Mitigation

Required Education, Professional Experience, and Skills:

2.3.1 Qualification: University degree in Energy, Economics, Natural resources Management, Climate Change or in another related field.
Proven knowledge of climate change mitigation and GHG Inventory assessment for Energy sector.
2.3.2 Language: English proficiency (B1 or equivalent) is required.
2.3.3 General professional experience: 5 years' experience in the field of municipal energy consumption (multi-apartment and public buildings, street illumination, transport and other relevant sectors.
2.3.4 Specific professional experience: 5 years of experience in working and collaborating with government counterparts.

2.4 Expert- 3: Expert on Climate Change Adaptation

Required Education, Professional Experience, and Skills:

2.4.1 Qualification: University degree in finance, business administration/management, economics or in another relevant field.
2.4.2 Language: English proficiency (B1 or equivalent) is required.
2.4.3 General Professional Experience: 5 years of experience in in conducting economic assessments, evaluation of the environment and climate change impacts/climate mainstreaming in their field/sector.
2.4.4 Specific professional experience: 5 years of experience in working and collaborating with government counterparts.

2.5 Expert -4: Expert on economic assessment

Required Education, Professional Experience, and Skills:

2.5.1 Qualification: University degree in finance, business administration/management, economics or in another relevant field.
2.5.2 Language: English proficiency (B1 or equivalent) is required.
2.5.3 General Professional Experience: 5 years' experience in an analysis of the abatement potential in the concerned sectors and in conducting cost-benefit analysis.
2.5.4 Specific professional experience: 5 years of experience in developing and implementing projects, programs on climate policies/documents.

5. Costing requirements

Assignment of personnel and travel expenses

All business trips must be arranged in advance with the officer responsible for the project.

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. It is required to plan business trips carefully and efficiently to minimize CO_2 emissions. There should be considered factors such as the most direct routes should be considered, the use of low emissions transportation options, and the possibility to reduce through virtual meetings where feasible.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Fees of Team Leader and team experts	5	12	60	Experts days per working day in total
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment	6	5	30	The daily allowance provided will be 5000
Overnight allowance in country of assignment	6	5	30	The maximum allowance for accommodation is set at 14000 AMD per day upon provision of evidence
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
Travel expenses (car)	310	5	1550	Travelling by private car is reimbursed with 100 AMD per km as a lump sum or upon provision of evidence-based on the market price of transportation service.

6. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 3 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long it took.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.