ANNOUNCEMENT

TO SIGN A PRELIMINARY COOPERATION CONTRACT

The Ministry of Environment, located at 3 Government House, Republic Square, Yerevan, Republic of Armenia, invites organizations that meet the conditions set forth in this announcement to cooperate in order to participate in the organizational work of the 17th Conference of the Parties to the Convention on Biological Diversity (COP-17) to be held in Armenia in 2026.

The selected organization(s) will be invited to sign a preliminary cooperation contract. The terms of reference for cooperation are presented in Appendix No. 4 to this announcement.

The requirements presented to applicants within the framework of this announcement are as follows:

* Application form (the format according to Appendix No. 1 of this announcement), indicating the participant's name, TIN number, business address, contacts and e-mail address. A copy of the state registration certificate is attached to the application.
* State registration of the organization at least at least the second year preceding the submission of the application for participation;
* The organization or the main staff of the organization (minimum 3 employees) must have at least two similar contracts previously properly executed and a certificate provided by the contract customer confirming the executions. A similar contract is considered to be the organization of mass events of national or international public importance within the last 5 years, the number of main participants of which exceeded 2000. The format for submitting information on the proper performance of previously concluded contracts is in accordance with Appendix No. 2 to this announcement;
* The Portfolio of the Organization
* Reference on the main staff proposed for the performance of the contract to be concluded (format according to Appendix No. 3 of this announcement), CVs of the main staff and confirmed written agreements on their involvement in the work to be carried out. Team members must have at least 5 years of work experience as event organizers, and the team must also have experience in customs, power supply, and logistics management. After the
* submission of applications, an equivalent replacement of any member of the staff is mandatory, which must be agreed with the Ministry of Environment. Violation of this condition is grounds for not concluding the contract or terminating the concluded contract;
* English proficiency for key staff is mandatory.

Applicants who have fully submitted the documents required by this announcement will be included in the extended list. Taking into account the experiences of the applicants, a short list will be drawn up, with whom an interview will be conducted. Applicants will be notified by email about the date and format of the interview.

Organizations recognized as the best in the interview will be offered a preliminary cooperation contract.

The selected participant(s) will be determined from among those applicants who have submitted satisfactory applications on the extended list of participants who have provided the full range of documents required by this announcement.

Applications for participation in this procedure must be submitted electronically via e-mail to [secretariat@env.am](mailto:secretariat@env.am) or on USB sticks by **10:00 on September 2, 2025**. Applications on USB sticks must be submitted with a receipt to the following address: 3, Government House, Republic Square, Yerevan, Republic of Armenia, Room 529. Applications submitted after the deadline will not be considered. Documents can be submitted in Armenian, Russian or English.

For additional information regarding this announcement, please contact Roman Chobanyan, the Secretary of the Working Group,.

Phone: 011-81-85-29, +37494559902:

E-mail address: [secretariat@env.am](mailto:secretariat@env.am)։

Ministry of Environment

### Appendix №1

**APPLICATION FORM**

name  expresses his/her interest to participate in the invitation for cooperation announced by the Ministry of Environment and submits an application in accordance with the requirements of the announcement.

name  declares and confirms that he/she is a resident of the  name of the country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

name

* Taxpayer Identification Number\_\_\_\_ TIN number \_\_\_\_\_
* E-mail address  e-mail \_\_\_\_\_\_\_\_\_\_\_
* Business address  business address
* Phone  phone number

Attached is a copy of the state registration certificate of \_\_\_\_\_name of the participant, as well as a link to the webpage containing information on the beneficial owners \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of the applicant (Name and position of the head) |  | (signature) |

\*A link to the webpage containing information about its beneficial owners, registered with the State Registry Agency of Legal Entities in accordance with the Law “On State Registration of Legal Entities, Their Subdivisions, Institutions, and Individual Entrepreneurs.

### Appendix №2

**INFORMATION**

on the proper performance of previously concluded contracts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| N | Year | Subject of the contract | Event location | Number of participants | Customer name and contacts (phone, e-mail address) | Provision of references to previous large-scale events. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Attached are the documents required by the application (at least tow similar contract previously properly executed and a certificate provided by the contract customer confirming its execution. A similar contract is considered to be the organization of mass events of national or international public importance within the last 5 years, the number of main participants of which exceeded 2000).

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name (Name and position of the head) |  | (signature) |

### Appendix №3

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**INFORMATION**

**about the main staff proposed for the execution of the contract to be concluded**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **N** | **Specialists included in the core staff** | | | | |
| **Name** | **Qualification** | **Working experience** | | **Name of the employer** |
| **Duration** | **Field of activity and work performed** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Attached are the documents required by the announcement (CVs of key staff and confirmed written agreements on their involvement in the work to be carried out).

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name (Name and position of the head) |  | (signature) |

*Appendix №4*

**Terms of Reference (ToR) (Draft)**

**Professional Conference Organizer (PCO)**

**For Seventeenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP17)**  
**Dates: October 18 -31 November 2026**  
**Location: the Meridian Exhibition center, Yerevan, Armenia**

**1. Background**

This Terms of Reference defines the responsibilities and expectations for the Professional Conference Organizer (PCO) engaged to manage and execute the COP17, a large-scale, two weeks event attracting international and local participants including Government representatives, NGOs, Indigenous People representative, Ministers and other VIPs. The conference will include Multi meeting rooms, receptions, exhibitions, and a variety of logistical and operational components requiring experienced, large-capacity support.

**2. Purpose**

To appoint a highly experienced and well-established Professional Conference Organizer (PCO) capable of managing the full operational and logistical delivery of the conference. The PCO must demonstrate a successful track record in organizing large-scale, complex events, and must have sufficient staffing, infrastructure, and established supplier networks.

**3. Objectives**

* Deliver a professionally executed, seamless conference experience.
* Ensure cost-effectiveness and timely execution across all logistics.
* Uphold the reputation and branding of the host organization.
* Ensure safety, accessibility, and satisfaction for all participants.

**4. Scope of Work**

The PCO will be responsible for end-to-end management, including but not limited to:

**4.1 Planning and Coordination**

* Master timeline development and tracking.
* Budget preparation, forecasting, and monitoring.
* Coordination with venue(s), national suppliers, and government authorities.
* Setup timelines, rehearsals, and contingency planning.

**4.2 Venue and Infrastructure**

* Coordination between organizer needs and suppliers
* Recruitment of suppliers as needed.
* Venue design and Setup with multiple meeting rooms, and breakout spaces.
* Setup of temporary offices for Parties and Organizations.
* Setup of pavilions, temporary structure and installations.
* Coordination with security personnel on entry points, perimeter, checkpoints.
* Coordination of receptions, social events, and VIP areas.
* Coordination with suppliers on deliverable and specification required by organizers.
* Decor design and implementation (branding, signage, staging).
* Furniture rental, installation, and layout planning.
* Provision, installation, and management of temporary structures (e.g., tents).
* Supply and setup of additional power systems (generators, cabling).
* Production of Branding and signage throughout the venue.

**4.3 Delegate Services**

* Setup of Welcome desks at airport(s) for international arrivals.
* Transportation logistics and scheduling (shuttles, VIP cars).
* Onsite support for accessibility and mobility.
* Establishing and managing services across the venue to ensure smooth operations, efficient logistics.

**4.4 Staffing and Operations**

* Recruitment, and training of local staff and volunteers.
* Management of staff schedules, briefings, and assignments.
* Oversight and coordination of suppliers and the day-to-day operation from setup until the end of the meetings.

**4.5 Exhibitions, and Partners**

* Exhibition and pavilions layout design and logistics.
* Communications with interested parties and organization on design and equipment needs in both English and French.
* Coordination with sponsors and exhibitors (technical, branding, setup, design and delivery).
* Onsite exhibitor support.

**4.6 Shipment and Storage**

* Coordination of international and domestic shipments.
* Customs procedures, clearance and documentation.
* Centralized storage and secure distribution of materials and equipment.
* Inventory and delivery tracking.

**4.7 Post-Event Services**

* Breakdown and site restoration.
* Financial reconciliation and invoice management.
* Final report including lessons learned and key performance indicators.

**4.8 Greening of the meeting**

* Ensure that the conference was planned and coordinated with a strong focus on environmental responsibility and sustainability, incorporating eco-friendly practices such as recycle, waste reduction, local sourcing, and carbon offset initiatives.
* Complete greening report at the end of the meeting

**5. Governance and Reporting**

* Regular planning meetings (bi-weekly until final month, then weekly).
* Written status updates and risk reports.
* Decision log and issue tracker maintained collaboratively.
* Escalation procedures in place for critical path delays or budget issues.
* Plan and

**6. Timeline (Indicative)**

* Kick-off meeting: PCO to be available to start work September 2025.
* Onsite setup begins: September, 2026
* Conference dates: over 2 weeks period, October/November 2026, exact dates TBD
* Dismantling and close-out: [TBD]
* Final report due: [TBD]

**7. Performance Indicators**

* Adherence to agreed timeline and budget.
* Smooth operations with no major disruptions.
* Compliance with safety, health, and local regulations.
* Accuracy logistics tracking and in financial reporting.