



Mediterranean
Action Plan
Barcelona
Convention



PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

INVITATION TO TENDER

**PROCUREMENT SUBJECT: Consultant for Governance and mainstreaming
climate change considerations into Coastal Plan/SRL of the region
Tanger-Tetouan-Al Hoceima (Morocco)**

GEF MedProgramme Child Projects 2.1 and SCCF

SIMPLE PROCUREMENT

Reference number 3/GEF/2022

Split, February 2022

1. GENERAL INFORMATION

1.1. Client information:

Name: Priority Actions Programme Regional Activity Centre (PAP/RAC) – UNEP MAP
(hereinafter: the Client)

Registered office – address: 21000 Split, Kraj Sv. Ivana 11

Telephone: + 385 21 340470

1.2. Contact person: Questions concerning the tender contents and format can be sent to the person in charge of communicating with Tenderers, Daria Povh Skugor, on her e-mail: daria.povh@paprac.org and to procurement@paprac.org.

1.3. Procurement type: Simple procurement

2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER

2.1. Introduction

The Mediterranean Sea Programme: Enhancing Environmental Security (MedProgramme) is an assortment of seven child projects funded by the Global Environment Facility (GEF) over the 2021-2025 period. It aims to kick start the implementation of priority actions to reduce the major transboundary environmental stresses affecting the Mediterranean Sea and its coastal areas, while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations. UNEP/MAP is its executing agency, and partners in execution include UNESCO/IHP, EIB, IUCN Med, GWP Med, WWF Mediterranean and the UNEP/MAP Regional Activity Centres PAP/RAC, Plan Bleu/RAC, SCP/RAC and SPA/RAC. Its ten beneficiary countries are Albania, Algeria, Bosnia and Herzegovina, Egypt, Libya, Lebanon, Morocco, Montenegro, Tunisia and Turkey. The MedProgramme is articulated around four components, reflecting the priorities adopted by the Contracting Parties to the Barcelona Convention:

- Reduction of land-based pollution in priority coastal hotspots and measuring progress to impacts;
- Enhancing Sustainability and Climate Resilience in the Coastal Zone;
- Protecting Marine Biodiversity;
- Knowledge Management and Programme Coordination.

MedProgramme builds on the GEF MedPartnership and ClimVar & ICZM projects, which enriched the knowledge on the Mediterranean environment and unravelled the implications of climate change and variability; strengthened countries' mutual trust, cooperation and common purpose; consolidated the partnership among countries, UN bodies, civil society organizations, bilateral donors and the European Union; and tested on the ground the feasibility and effectiveness of technical and policy instruments aimed at addressing major present and future threats to environmental sustainability and climate related impacts.

This invitation to tender for consultant to prepare the integrated governance and climate change contributions for the Coastal Plan / *Schéma Régional du Littoral* for the region of Tanger-Tetouan-Al Hoceima (TTA, Morocco) concerns in particular the activities under the two MedProgramme child projects:

- **MedProgramme Child Project 2.1 (CP 2.1): Mediterranean Coastal Zones: Water Security, Climate Resilience and Habitat Protection, and**

- **MedProgramme SCCF (Special Climate Change Fund) Project: Enhancing regional climate change adaptation in the Mediterranean Marine and Coastal Areas.**

PAP/RAC is contributing to these projects in collaboration with other Executing Partners (UNEP/MAP, Plan Bleu/RAC, GWP-Med and UNESCO-IHP).

The main product of this project in the region TTA is the Integrated Coastal Zone Management (ICZM) Plan (also known as the Coastal Plan, or in Morocco *Schéma Régional du Littoral*) that should be developed and submitted for adoption (TTA, Morocco). The development of a regional coastal plans / SRL that mainstreams climate change adaptation is identified as one of the priorities in Morocco. This Plan should be developed according the ICZM Protocol Article 18, also in synergy with the SCCF Project of mainstreaming climate change adaptation into the Coastal Plan.

2.2. Description of the procurement subject matter

The tasks of the consultant will consist of the following key components:

- a) Elaboration of the thematic study on governance as a key adaptation tool in light of ongoing climate crisis in the Mediterranean, downscaled to the TTA region;
- b) Publication of policy paper on the advances of the Mediterranean Protocol on integrated coastal zone management (ICZM Protocol) in the region and beyond, in the light of the changing climate;
- c) Preparation of sections of the Coastal Plan / SRL TTA that have synergies with the governance, participation of the local stakeholders and risk assessment, and with recommendations to mainstream climate change adaptation into the coastal management within the regional ICZM plan (SCCF contributions integrated with the SRL TTA CP 2.1).

Overall, the synergies and the contributions of the activities that take place around the development of the Coastal Plan / SRL TTA will play a key role in designing the governance process that will enhance adaptation to climate change, ensure that participants develop a sense of ownership and meaningful involvement in the elaboration and later implementation of the Coastal Plan. The consultant will gather the knowledge on stakeholders, produced on the meetings and workshops, and a shared scientific and socio-economic information established by the Executing Partners, consultants and collaborators to inform the design of governance mechanisms and processes for execution of activities. Additional inputs, from the SCCF project, will consist of consultations on climate change adaptation recommendations (including a cost-benefit analysis and proposal of timeline for implementation of these adaptation solutions) and ecosystem-based adaptation strategies for the TTA region. Governance is a crucial part of the answer to the ongoing climate crisis. The knowledge base produced in the recent decades by PAP/RAC will serve the Consultant to develop the updated recommendations to reinforce the prepared and implemented Coastal Plan / SRL TTA, and to overcome all the possible obstacles in governance.

In addition, participation of the Consultant in online and physical meetings in Morocco is envisaged. Consultant will assist all the activities relevant for the Coastal Plan / SRL TTA along with PAP/RAC staff, enabling the synergies between the two child projects of the MedProgramme.

The Project will be implemented based on the Project Cooperation Agreement PCA/20/MAP/A2938 and PCA/2021/Ecosystems Division/4272 between UNEP/MAP and PAP/RAC. The implementation of the activities within this Tender are fully funded by the GEF ID 9687 and GEF ID 9670.

Estimated work load for above mentioned tasks is of 90 days.

2.3. Deliverables and deadlines

The deliverables and tentative deadlines related to the activities/tasks defined in 2.2 are as follows:

Deliverables	Deadlines
a) Thematic study on governance as a key adaptation tool in light of ongoing climate crisis in the Mediterranean, downscaled to the TTA region	15 July 2022
b) Policy paper on the benefits of the ICZM Protocol in the region and beyond, in the light of the changing climate, published in a relevant international journal	1 December 2022 (draft) 1 February 2023 (final)
c) Inputs for the Coastal Plan / SRL TTA	31 August 2023

The deliverables can be written in English or in French. All deliverables should be submitted in an electronic form (Word form for Windows).

Tenderer will participate to the meetings relevant to the development of the Coastal Plan/SRL TTA and Inter-Ministerial Consultations, estimated as 5 meetings, each of duration of 3 to 4 days. Travel costs pertaining to these meetings will be covered over and above the aforementioned amount.

3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)

3.1. Technical and professional capacity

The Tenderer shall prove it has the following qualifications:

- Master's degree in relevant social, environmental or technical sciences, preferably with a focus in coastal risk management/planning and/or adaptation to climate change, relevant for subject of this tender.
- At least 3 years of experience in working on the projects relevant to the main activity fields of this project, preferably with activity fields related to coastal management and climate change. Work experience in the project area (North Morocco) is a strong asset.
- Written and oral fluency in English. Written and oral fluency in French is a strong asset.
- Scientific publishing in international, peer reviewed journals is a strong asset.

For the purpose of establishing the grounds set out in item 3.1. of the Invitation to Tender the Tenderer shall submit the following in his Tender:

- The Tenderer's curriculum vitae (CV), clearly highlighting among others, required technical and professional qualifications.**

4. INFORMATION ON THE TENDER

4.1. Tender contents and format

The Tender proposal should contain the following elements:

- Tender sheet** signed and filled in according to this Invitation to Tender (Annex 1);
- Curriculum vitae** of the Tenderer, proving required technical and professional capacity;
- List of projects verifying expertise (see chapter 5) of the Tenderer** (Annex 2);

iv. **Cost statement** signed and filled in according to this Invitation to Tender (Annex 3);

4.2. Tender format and submission

Tender offers need to be drafted according to the requirements laid out in the Invitation to Tender.

Offers shall be sent electronically to the following e-mail addresses: daria.povh@paprac.org and procurement@paprac.org with “Morocco TTA CP2.1 & SCCF – Governance Consultant” as the e-mail subject.

4.3. Date, time and place of tender submission

Tender offers must be received **by 3 March 2022, 15 pm CEST**.

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

4.4 The Tenderer may amend or withdraw his Tender before the Tender submission deadline. The amended Tender shall be submitted in the same manner as the original and clearly marked as amended. The Tenderer may withdraw his Tender by submitting a written statement before the Tender submission deadline. The written statement shall be submitted in the same manner as the original Tender and clearly marked as a statement of Tender withdrawal. Alternative Tenders are not permitted.

4.5 Tender currency: US Dollars (USD).

The Contractor shall express the price in USD, and the payment will be made in USD. However, payment can be made in other currency using the exchange rate of conversion of the Client’s bank (OTP bank), valid on the date of the payment.

4.6 Language and script: The Tender shall be drafted in English language, using the Latin script.

4.7 Period of validity: 15 days from the tender submission deadline.

4.8. Price setting method

The Tender price consists of Pre-Vat price, VAT and total price.

If tenderers are registered in Croatia the following should be applied:

- if in VAT system, expressed VAT shall be 25%;
- if out VAT system, expressed VAT shall be 0%.

Tenderers registered outside the Republic of Croatia (in/or out of VAT system) do not express VAT, but indicate “reverse charge” (see Annex 1, 3.).

Note: The Pre-VAT price for natural person includes all taxes, pay-related social insurance contributions and all other contribution or payments, statutory or otherwise, arising by virtue of performance of the services.

When evaluating the tenders, the Client will take into account the above indicated VAT.

5. AWARD CRITERIA

The Tender will be awarded according to the **most economically advantageous tender (MEAT) criteria**.

The following table sets out the criteria, units of measure, labels and their relative importance. They will be applied to Tenderers who satisfy technical and professional capacity criteria set in chapter 3.1. The MEAT award criteria are the following:

- proposed price (Annex 3);
- expertise of the Tenderer (Annex 2).

Determining the MEAT according to the above criteria for selecting the MEAT will be done as follows: after the Client has determined the score value by individual criteria for each Tenderer, the points awarded to Tenderer according to each of the criteria will be summed in order to obtain the total number of points for each Tenderer. The most favourable Tenderer will be the one who has earned the highest total score according to all the above criteria.

At that, the MEAT is equal to the highest total score resulting from the ranking of the Tenders; the total maximum number of points is 100.00 with the total points being calculated in two decimal places. In case that two or more Tenders achieve equal number of points, the one received earlier will be chosen. As a proof, data will be used on the order in which tenders have been received.

Criteria	Criteria label	Description and measuring unit	Methodology	Number of points	Maximum
Price	P	The Tender price, i.e. the financial Tender amount in including VAT, if applicable	$C = (\text{lowest bid price/bid price being evaluated}) \times 40$	40	40
Expertise	E	Number of projects related to coastal zone management / governance / adaptation to climate change in which the tenderer was involved as the expert/coordinator	1	10	60
			2	20	
			3	30	
			4	40	
			5	50	
			6 and more	60	

Selection of the most economically advantageous Tenders (MEAT) will determine the basis for evaluating the criteria for each individual Tender according to the delivery of the requested Tenderer's documentation, in the appropriate form: **MEAT = P + E**.

For the purposes of establishing the grounds set out in item 5. of the Invitation to Tender the Tenderer shall submit the following in his/her Tender:

- i. *List of projects verifying expertise of the Tenderer* (Annex 2);

6. DUE DATE, CONTRACT AND TERMS OF PAYMENT

The Contract will be made in USD currency.

If selected contractor is resident of the Republic of Croatia, payments will be in kuna currency (HRK), using the exchange rate of conversion of the OTP Bank d.o.o. valid on the date of payment.

The Client shall make the payment to the Tenderer in three instalments i.e.:

- 30% upon submission and clearance by PAP/RAC of the deliverable a.
- 35% upon submission and clearance by PAP/RAC of the deliverable b.
- 35% upon submission and clearance by PAP/RAC of the deliverable c.

All legal person (in or our VAT system) and natural person which are in VAT system are required to issue invoice/s.

An advance payment by the Client is not permitted.

Envisaged duration of the Contract is 18 months.

Annex 1

Tender sheet

Tender date:

Contracting Authority: Priority Actions Programme Regional Activity Centre (PAP/RAC)- UNEP/MAP, Kraj Sv. Ivana 11, 21000 Split, Croatia

Subject of procurement: Consultant for Governance and Mainstreaming Climate Change Considerations into Coastal Plan/SRL of the region Tanger-Tetouan-Al Hoceima (Morocco), GEF MedProgramme Child Projects 2.1 and SCCF

Tenderer information:

Tenderer's name and registered seat	
PIN¹	
Bank name	
IBAN	
SWIFT	
The economic operator is VAT registered (select)	YES NO
Name, family name and position of a person / persons authorised to sign the public procurement contract	
Name and title of the contact person:	
Mail address:	
E-mail address:	
Telephone number:	

Tender price:

Tender price, excluding VAT (USD)	
VAT (25%) ²	
Total price with VAT (USD)	

Bid validity date: (at least 15 days after the bid submission deadline)

For Tenderer:

(Signature of the legal representative)

¹ Or national identification number according to the economic operator's country of establishment, if applicable

² Economic operators registered in Croatia that are not in VAT system, do not fill in the column (or put 0). Economic operators registered outside the Republic of Croatia in or out of VAT system, in the place of VAT have to put "reverse charge".

Annex 2

Practical experience verifying expertise of the Tenderer

Relevant experience of the tenderer- consultant (*Name and Surname*) _____, relevant to the main activity fields of this project and in project area (Morocco, preferably Tanger-tetouan-Al Hoceima), preferably activity fields related to coastal management, in which the Tenderer was involved as the expert /coordinator:

No ³ .	Experience (name of the project or other type of engagement)	Role of the expert	Year
1.			
2.			
3.			
4.			
5.			

In _____, _____ 2022

(Full name of the applicant or legal representative)

(Signature of the applicant or legal representative)

3 Add rows, as necessary

Annex 3

Cost statement

<i>Technical description and cost statement for the Consultant on Governance and Mainstreaming Climate Change Considerations into Coastal Plan/SRL of the region Tanger-Tetouan-Al Hoceima (Morocco)</i> <i>GEF MedProgramme Child Projects 2.1 and SCCF</i>					
No.	Deliverable description	Unit	Number of units	Unit price in USD (without VAT)	Total item price in USD (without VAT)
1.	Thematic study on governance as adaptation measure for the region TTA	Expert days			
2.	Policy paper on the advances of the Protocol on ICZM in the region and beyond in the light of the changing climate	Expert days			
3.	Inputs for the Coastal Plan / SRL TTA	Expert days			
<i>Tender price in USD without VAT (total item amount)</i>					
<i>VAT amount in USD (25%)</i>					
<i>Tender price with VAT in USD</i>					

In _____, _____ 2022

(Full name of the legal representative)

(Signature of the legal representative)