UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# **INVITATION TO TENDER**

**PROCUREMENT SUBJECT:** **Methodological guidance and process to support**

**the implementation of the ICZM Protocol, in the frame of the Transboundary CAMP Otranto Project**

Simple procurement 11/2022

Split, July 2022

**1. GENERAL INFORMATION**

**1.1. Client information**

**Name:** UNEP/MAP **-** Priority Actions Programme Regional Activity Centre (hereinafter: the Client)

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

**OIB: 27788012253**

**Telephone number:** +385 (21) 340470

**Website:** [www.paprac.org](http://www.paprac.org)

1. **Contact person:** Questions concerning the tender contents and format can be sent to the person in charge of communicating with Tenderers, Marina Marković, e-mail: [marina.markovic@paprac.org](mailto:marina.markovic@paprac.org)
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at 135,000 HRK (approximately EUR 18,000) without VAT.
4. **CPV:** 73200000-4
5. **INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Background information on CAMP Otranto project**

The proposal of a transboundary CAMP Project for the Otranto Strait area (hereinafter referred to as: CAMP Otranto or Project) was launched as a part of the Coastal Areas Management Programme (CAMP) launched in 1989, which falls into the Mediterranean Sea protection activities undertaken by the Contracting Parties (CPs) to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (so called Barcelona Convention). The CAMP, coordinated by the Priority Actions Programme Regional Activity Centre (PAP/RAC) under the supervision of the United Nations Environment Programme/Mediterranean Action Plan (UNEP/MAP), focuses on the implementation of coastal management projects in pilot areas located across the Mediterranean.

The Feasibility Study (FS) for the transboundary CAMP project for the Otranto Strait area, prepared in 2019 allowed to identify the priorities and the main strategic objectives and activities of the CAMP Otranto. These were confirmed both by the national authorities of the two Countries and the representatives of the Contracting Parties (CPs) at the 21st Ordinary Meeting of the Contracting Parties of the Barcelona Convention (Naples, Italy, 2-5 December 2019). That allowed to proceed to the next step towards the implementation of the CAMP Otranto i.e., the preparation of the CAMP Agreement signed in March 2021.

The design of the CAMP Otranto project recognizes and incorporates the following fundamental considerations:

* The CAMP Otranto is designed to respond to regional (Mediterranean), national and local priorities, and will operate according to the experiences and realities of the host-countries’ legal, administrative and cultural institutions, and will benefit from the available national and local expertise. UNEP/MAP technical assistance will be targeted to general coordination and to issues in which national expertise and resources require support and supplementary inputs.
* The CAMP Otranto project is based on an integrated approach to coastal and marine environment and development problems. This means that the project activities will cut across protection and development problems, harmonize public sector priorities and private sector pressures, and provide an integrated strategy for the common goal of achieving development in the region within a sustainable management policy framework.
* Consequently, the CAMP Otranto project, far from compromising development objectives, aims to incorporate the principles of sustainable development and integrated coastal management in the development process to better articulate resource protection and development objectives.

Within the general objective of testing the transboundary integrated management of coastal zones, by implementing both the ICZM Protocol and the Marine Spatial Planning (MSP), the CAMP Otranto actions aim to:

* reduce **pollution**, with particular attention to marine litter, on which the project should concentrate the efforts on developing best practices shared among Italy and Albania;
* improve sustainability of the **tourism** sector, in particular through the evaluation of selected tourism activities;
* preserve, protect and restore the health and integrity of **coastal and marine ecosystems**, in particular in the **existing and potential sites of the Natura 2000 Network**, through examining different Area Based Management Tools (ABMTs) and Other Effective Area-Based Conservation Measures (OECMs), within and beyond national jurisdiction (AWNJ and ABNJ).

The Project will contribute to the implementation of various decisions of the CPs related to ICZM, MSP, biodiversity, pollution, as well as to other international obligations such as the UN Sustainable Development Goals (SDGs), EU Strategy for the Adriatic-Ionian Region (EUSAIR) and alike.

* 1. **Detailed description of the procurement subject matter**

The Contracting Parties to the Barcelona Convention at their 21st meeting have adopted with Decision IG.24/5 a [**Common Regional Framework for Integrated Coastal Zone Management**](http://iczmplatform.org/storage/documents/Ab5KKfiwRSrOLYPvVRYdKBdr0GAkl0Mx14KtOfRo.pdf)(CRF for ICZM) as a strategic guiding document meant to facilitate the implementation of the **ICZM Protocol**, providing guidance mainly for the regional (Mediterranean) and sub-regional levels, based on a flexible approach that can be replicated at lower geographical levels (national and sub-national).

As part of the CRF, the Methodological guidance has been created in order to support implementation of the ICZM Protocol for the achievement of the [Ecological Objectives](http://wedocs.unep.org/bitstream/handle/20.500.11822/10576/IMAP_Publication_2016.pdf?sequence=1&isAllowed=y) towards Good Environmental Status (GES). It is envisaged that this is done in a coordinated and integrated manner with the UNEP/MAP-Barcelona Convention System (thus considering the other Protocols and related key documents), and in light with the relevant international instruments.

**In the frame of the CAMP Otranto project, testing/implementation of the methodological guidance is envisaged to the geographical scope of the Strait of Otranto - along the coastal zones of Puglia Region (Italy) and Vlora County (Albania), as a single complex project area**.

The overall objective of this Assignment is to demonstrate the definition and application of the methodological guidance and process to support the implementation of the ICZM Protocol, for reaching GES, considering both the national and transboundary contexts.

In order to complete the Assignment, the Tenderer will perform the following **tasks,** using the templates and detail guidance, available in the Methodological guidance appendix of the [Common Regional Framework for ICZM](http://iczmplatform.org/storage/documents/Ab5KKfiwRSrOLYPvVRYdKBdr0GAkl0Mx14KtOfRo.pdf):

1. **Matrix of interactions**
   * Elaborate interactions between the [Ecological Objectives](https://wedocs.unep.org/bitstream/handle/20.500.11822/10576/IMAP_Publication_2016.pdf?sequence=1&isAllowed=y) (EOs) of the [Ecosystem Approach](https://www.unep.org/unepmap/what-we-do/ecosystem-approach) (EcAp) and the economic activities, as well as natural (coastal landscape, ecosystems) and cultural (cultural heritage) elements that have great relevance for the Otranto Strait coastal areas, according to the content of the ICZM Protocol;
   * The analysis of interactions, by using the template available in the Common Regional Framework for ICZM, shall take into consideration the integrity (interconnections) of the entire coastal zone, while clearly distinguishing the following categories:   
     **pressures** (i.e., activities causing pressure on the coastal and marine environment), **state** (components of the environment, i.e. coastal landscapes, coastal forests and woods, cultural heritage, water quality, habitat, etc.) or **impacts** (i.e. coastal erosion);
   * Prioritise/identify the most relevant interactions between EOs and elements of the ICZM Protocol.
2. **Analysis of the provisions of the main relevant documents part of the UNEP/MAP Barcelona Convention System**
   * Based on the results of matrix of interactions developed in Task 1 provide an analysis of the provisions of the main relevant documents, related to key interactions previously identified. Relevant policy documents that need to be taken into considerations include Barcelona Convention system and EU policy documents in **Albania and Italy**.

The broad list of these policy documents (and analysis templates) is available in [Common Regional Framework for ICZM](http://iczmplatform.org/storage/documents/Ab5KKfiwRSrOLYPvVRYdKBdr0GAkl0Mx14KtOfRo.pdf).

1. **Operational Recommendations for the Otranto Area** 
   * Based on the results of Tasks 1 and 2, identify operational recommendations to address the negative interactions, thus contribute towards implementing the CRF on ICZM in the Otranto Area.  
     Detailed guidance and templates for providing recommendations are available in [Common Regional Framework for ICZM](http://iczmplatform.org/storage/documents/Ab5KKfiwRSrOLYPvVRYdKBdr0GAkl0Mx14KtOfRo.pdf).
2. **Workshops and meetings at national & transboundary levels**
   * Present the main findings in and support the organisation of workshops (approximately 4, taking place in Albania and Italy) and meetings with project partners and relevant stakeholders, which are essential for the implementation of this Assignment, by preparing outputs and other necessary materials which will help facilitate cross-border discussion relevant for the finalisation of the task.

The Assignment will be undertaken in close coordination with and under the supervision of the Project Coordinators (national coordinators from both countries involved and PAP/RAC), as well as in close co-operation with the project partners.   
The Project Coordinators will support the Tenderer in:

* + collection of available data and information;
  + organising workshops and meetings, both at national and transboundary level.

The Tenderer is required to participate on regular coordination meetings regarding the Assignment, and on other project meetings which are relevant for the implementation of the Assignment.

During the first coordination meeting, the Tenderer will present an activity workflow which will be used to complete the Assignment.

The Tenderer is requested to draft communication material for the project website, concerning the key results of the Assignment.

**The Tenderer needs to ensure that all the analysis (tasks 1 and 2) and recommendations (task 3) adequately address both Albanian and Italian as well as area beyond national jurisdiction of the Otranto area.**

**The Key expert proposed by the Tenderer, based on whose expertise the Tender will be evaluated (see Ch. 3.; annex 2.) shall be responsible for the implementation of all the tasks and participate in all project meetings. No substitutes will be allowed.   
Involvement of substitutes, without prior written approval of the Client, will be the ground for termination of the Contract. Additional experts, which may participate in the Assignment implementation along with the Key expert, are not considered as substitutes.**

* 1. **Deliverables and deadlines**

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

|  |  |  |
| --- | --- | --- |
| No. | Deliverables | Deadlines |
| 1 | **Matrix of interactions** | **30 October2022** |
| 2 | **Analysis of the provisions of the main relevant documents part of the UNEP/MAP Barcelona Convention System** | **28 February 2023** |
| 3 | **Operational Recommendations for the Otranto Area** | **30 June 2023** |

The deliverables shall be written in English in an electronic form (MS Word and PDF format). All relevant data appendix shall be provided in the corresponding data formats.

Upon completion of the Assignment, the Tenderer will prepare a final presentation of the key results for the Client and other relevant stakeholders.

**3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)**

**3.1. Technical and professional capacity**

**The Tenderer shall prove it has** **at his disposal the Key expert qualified for the provision of services indicated as the subject matter of the procurement, which has the required technical and professional capacity as stated bellow:**

* + University degree in Environmental Sciences (Master level or equivalent);
  + At least 5 years of professional experience in Environmental Management;
  + Excellent command of English language, both written and spoken.

**For the purposes 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 qualified key expert’s curriculum vitae (CV) in English,** clearly highlighting, among others, the required technical and professional qualifications.   
  The Tenderer can submit more than two CVs in case more experts will be involved, indicating the one Key expert.

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal should contain the following elements:

1. **Tender sheet** filled in according to this Invitation to Tender, signed by the authorised representative of the Tenderer (Annex 1);
2. **CV of the Key Expert**, proving required technical and professional capacity;
3. **List of projects verifying expertise of the qualified Key Expert** (Annex 2);
4. **Cost Statement** filled in according to this Invitation to Tender, signed by the single authorised representative of the Tenderer (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:   
[**procurement@paprac.org**](mailto:procurement@paprac.org) and [**marina.markovic@paprac.org**](mailto:marina.markovic@paprac.org) indicating “**ICZM Methodological guidance CAMP Otranto**” as the e-mail subject.

**4.3. Date, time and place of tender submission**

Tender offers must be received **by 26 July 2022, 11:00 am CET.**

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.

* 1. **Tender currency:** Croatian kuna (HRK) or Euro (EUR)

The Tenderer shall express the Tender price in Croatian kuna (HRK) or in Euro (EUR).

If the Tender price is expressed in EUR, for Tender comparison purposes, the Tender price will be converted to Croatian kuna (HRK) using the middle exchange rate of the Croatian National Bank (HNB) valid on the day of Tender submission deadline.

* 1. **Language and script:** The Tender shall be drafted in English language, using the Latin script.
  2. **Period of validity:** 15 days from the tender submission deadline.
  3. **Price setting method**

The Tender price consists of pre-VAT price, VAT and total price.

If the Tenderer is not in the VAT system, the same amount as entered in the place provided for entering the Tender price without VAT shall be entered in the Tender sheet in the place provided for entering the Tender price with VAT, while the place intended to enter the amount of VAT shall be left blank.

For Tenderers who are not established in the Republic of Croatia, the place provided for the entry of the amount of VAT is left blank, and in the place provided for the entry of the tender price with VAT, the same amount is entered as in the place provided for entry of the Tender price without VAT.

When evaluating the Tenders, the Client will take into account the total price (with value added tax).

Transport fees (public transport only) and accommodation expenses related to the Tender are not included and will be covered by the Client as an additional expense. Additional expenses, such as daily substance allowances (DSA) related to the Tender, need to be included in the Tender price.

**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 whose experts satisfy technical and professional capacity criteria set in Ch. 3.The MEAT award criteria are the following:

* **proposed price;**
* **expertise of the Tenderer’s qualified Key Expert.**

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 HRK including VAT, if applicable | C = (Lowest Tender price/price of the tender) x 30.00 | 30 | **30** |
| Expertise in Integrated Coastal Zone Management | E | Number of expert projects/ studies related to ICZM in the Adriatic/Ionian area in which the proposed expert had the role of Key Expert | 1 | 10 | **70** |
| 2-3 | 20 |
| 4-5 | 30 |
| 6-7 | 40 |
| 8-9 | 50 |
| 10 | 60 |
| More then 10 | 70 |

Selection of the most economically advantageous Tenders (ENP) 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: **ENP = 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 Tender:**

* **Cost statement filled in according to this invitation to Tender**, signed by the single authorised representative of the Tenderer (Annex 3);
* **List of projects verifying expertise of the qualified expert Key Expert 1** (Annex 2);

**6. DUE DATE, CONTRACT AND TERMS OF PAYMENT**

For any contractors that are legal persons established outside the Republic of Croatia, payments shall be made in EUR. For any contractors that are legal persons established in the Republic of Croatia, payments shall be made in the Croatian currency (HRK).

The Client shall make the payments to the Tenderer, based on invoices drawn up by the Tenderer. The invoices shall be issued in the following manner:

* First invoice is issued upon finalisation of deliverable 1 listed in chapter 2.3 of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of deliverable 2 listed in chapter 2.3 of this Tender and clearance by the Client;
* Third invoice is issued upon finalisation of deliverable 3 listed in chapter 2.3 of this Tender and clearance by the Client, accompanied by the Tenderer’s Assignment Report.

The Client shall pay the issued invoices, pursuant to the prices set out in the selected Tender, within 30 days of the invoice receipt.

All legal persons and natural persons which are in VAT system conducting financial transactions with the Client are required to issue electronic invoices. The invoices shall be issued as e-invoice through FINA e-invoice service or through PEPPOL Network.

**An advance by the Client is not permitted.**

**Due date:** Envisaged duration of the Contract is till the end of **July 2023.**

# Annex 1

# **Tender sheet**

**Contracting Authority**:

Priority Actions Programme Regional Activity Centre (PAP/RAC), Kraj Sv. Ivana 11, 21000 Split, Croatia

**Subject of procurement:**

Methodological guidance and process to support the implementation of the ICZM Protocol, in the frame of the Transboundary CAMP Otranto Project

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat** |  |
| **PIN[[1]](#footnote-1)** |  |
| **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 (HRK/EUR)** |  |
| **VAT (25%)[[2]](#footnote-2)** |  |
| **Total price with VAT (HRK/EUR)** |  |

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

|  |  |
| --- | --- |
| **Tender date:** |  |

|  |
| --- |
| **For the Tenderer:** |
|  |
| (Signature of a legal representative) |

# Annex 2

# **List of projects verifying expertise of the Tenderer’s Key Expert**

Relevant references of the Key Expert **Name and Surname** in expert projects/studies related to ICZM in the Adriatic-Ionian area, in the role of Key expert:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[3]](#footnote-3). | Name of the project/study | Specific roles of the expert (provide details) | Online sources of the project in which the expert was involved | Start - end date |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |

# Annex 3

# **Cost statement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Methodological guidance and process to support the implementation of the ICZM Protocol, in the frame of the Transboundary CAMP Otranto Project | | | | | |
| No. | **Task description** | **Unit** | **Approx. amount** | **Unit price in EUR/HRK (without VAT)** | **Total EUR/HRK  (without VAT)** |
| 1 | Matrix of interactions | Piece | 1 |  |  |
| 2 | Analysis of the provisions of the main relevant documents part of the UNEP/MAP Barcelona Convention System | Piece | 1 |  |  |
| 3 | Operational Recommendations for the Otranto Area | Piece | 1 |  |  |
| Tender price in EUR/HRK without VAT (total item amount) | | | | |  |
| VAT amount (25%)[[4]](#footnote-4) | | | | |  |
| Tender price with VAT in EUR/HRK | | | | |  |

|  |  |
| --- | --- |
| **Place:** |  |
|  |  |
| **Date:** |  |

|  |
| --- |
|  |
| (Full name of the legal representative) |
|  |
|  |
| (Signature of the legal representative) |

1. Or national identification number according to the economic operator’s country of establishment, if applicable [↑](#footnote-ref-1)
2. Economic operators registered in Croatia that are not in VAT system and economic operators registered outside the Republic of Croatia do not fill the column. [↑](#footnote-ref-2)
3. Add rows, as necessary [↑](#footnote-ref-3)
4. Economic operators registered in Croatia that are not in VAT system and economic operators registered outside the Republic of Croatia do not fill the column. Note: reverse change will be applied for the economic operators registered outside the Republic of Croatia. [↑](#footnote-ref-4)