PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Consultant to provide technical support to the national experts and to the supervision team for the LCC assessments and capacity building in 9 countries in the framework of the

GEF MedProgramme Child project 2.1

SIMPLE PROCUREMENT

Reference number 5/GEF/2023

Split, March 2023

**1. GENERAL INFORMATION**

**1.1. Client information:**

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

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

**PIN**: 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, Daria Povh Škugor, e-mail: daria.povh@paprac.org
2. **Procurement type:** Simple procurement
3. **Estimated duration:** Expected contract duration is nine months.
4. **Estimated procurement value:** Procurement value is estimated at 7,200.00 USD without VAT.

**2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Introduction**

Adopted in January 2008 by the Contracting Parties (CPs) to the Barcelona Convention, the **Mediterranean ICZM Protocol** is the first supra-state legal instrument aimed specifically at coastal zone management. As Mediterranean coastal zones have been on an unsustainable development path for the last few decades, the application of ICZM Protocol is of vital importance for the future of the Mediterranean basin.

**GEF MedProgramme Child Project 2.1** provides support to the countries for ratification and implementation of the ICZM Protocol. The goal of this work is to enable favourable conditions for the implementation of the ICZM Protocol in various fields ranging from the legal framework to capacity building (administrative and legal staff, etc.), the use of planning documents (cadastres, land use plans, MSP, etc.) and the integration of climate change issues in planning and ecosystem protection decisions. This task is a part of the Activity 1.1.1. Development of the materials for the consultations in support of ICZM Protocol ratification/implementation.

The upgraded LCC indicator aims to support implementation of the ICZM Protocol, particularly related to the understanding risks affecting the coastal zones, preserving open coastal space, securing setback zone, avoiding urban sprawl by limiting linear extension of urban development including transport infrastructure along the coast, securing balanced allocation of uses and ecosystem health. These objectives are among the most important ones of the ICZM Protocol. Being a Candidate Common Indicator, the land cover indicator is still in a testing phase. In the framework of CP 2.1 PAP/RAC team of experts reviewed and updated the initial methodology of this indicator developed in 2017 and included the data on elevation so to adapt this indicator to be used for rapid identification of the coastal flooding risks. Having in mind that the satellite imageries and the open data policy has changed since 2017., the methodology of calculating the indicators was considerably upgraded and updated. This methodology is to be applied now for the land cover change analysis of the MedProgramme Child Project 2.1 countries. (Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco and Tunisia). This invitation to tender for contractor consist in providing support to the national consultants and to the supervision team of PAP/RAC in finalizing national reports and providing capacity building for calculating LCC indicator and for its use.

This procurement is fully funded by the UNEP budget, GEF project MedProgramme Child Project 2.1, on the basis of Project Cooperation Agreement PCA/20/MAPIA2938 between UNEP and PAP/RAC. This procurement is carried out in accordance with the Article 29 of the Public procurement law.

**2.2. Description of the procurement subject matter**

The task will consist of the following:

1. Technical services supporting national consultants and supervision team;
2. Technical services supporting capacity building for two educational sets: one for experts using and interpreting CI25 indicator, and one for GIS technicians; including technical services supporting preparatory meetings and team organisation.

In more detail:

1. Technical services supporting national consultants and supervision team: performing GIS data analytics, graphical editing of reports, drafting thematic maps and graphs for the analysis of the land cover change in the project countries: Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco and Tunisia, according the procedure described in the “Manual for IMAP Candidate Common Indicator 25 “Land cover change” calculation” (Manual), provided as Annex IV, and in line with the “Report for the upgraded land cover change indicator 25” (Report), provided as Annex V to this Tender.
2. Technical services supporting capacity building: creation of training GIS datasets, graphical editing of training materials, providing assistance during training for 9 countries of the project. A training course for the calculation of the upgraded Candidate Common Indicator 25 “Land cover change” is to be prepared and delivered to the selected consultants and other national resource persons. The course may be online or live, or combination of both. This will be determined on the one-by-one basis, upon the signature of the contracts with the national consultants. Training materials are to be adapted to the PAP/RAC virtual training course MedOpen for future use of the national institutions in the Mediterranean countries which will be in charged with reporting on the indicator 25 on land cover change, once this indicator becomes official indicator of the IAMP (Integrated Assessment Monitoring Programme). Training to be performed, through the on-line materials and several webinars to be scheduled and implemented in autumn 2023. Technical services supporting preparatory meetings and team organisation: preparing materials for meetings, communication with participants, reporting. Consultant is expected to provide on-line guidance and support to the experts, as requested, using e-mails, on-line meetings or other, as requested by the national consultants.

**2.3. Deliverables and deadlines**

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

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| 1. Nine finalized country reports (Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco and Tunisia) | December 2023 |
| 1. Ten training reports | December 2023 |

The above-listed deliverables shall be written in English in an electronic form.

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

**3.1. Technical and professional capacity**

**The Tenderer shall prove it has the following qualifications:**

* Education: higher education in the field of geoinformatics or geography or related sciences
* Experience: 7 years of experience in geoinformatics and/or geography
* Expertise: developing methodologies for mapping or geospatial analysis (including land/coastal use/cover or/and coastal flooding) on regional/national level in the Mediterranean region
* written and oral fluency in English.

**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:**

1. *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:

1. **Tender sheet** signed andfilled in according to this Invitation to Tender (Annex 1);
2. **Curriculum vitae** of the Tenderer,proving required technical and professional capacity;
3. **List of projects verifying expertise (see chapter 5) of the Tenderer**(Annex 2);
4. **Cost statement** signed andfilled 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: [paprac@paprac.org](mailto:paprac@paprac.org) and daria.povh@paprac.org with “Land cover change analysis – technical support” as the e-mail subject.

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

Tender offers must be received **by April 4th 2023, 1 pm CEST.**

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

* 1. **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.
  2. **Tender currency:** US dollars (USD)**.**

The Tenderer shall express the Tender price in USD.

* 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**

If the Tenderer is registered in Croatia and is not in the VAT system, the same amount in “Tender price with VAT” and “Tender price without VAT” fields shall be given (in Annexes 1 and 3).

The “VAT” field (in Annexes 1 and 3) shall be left blank.

For Tenderers who are not registered in the Republic of Croatia, the “VAT” field (in Annexes 1 and 3) shall be left blank. The same amounts in “Tender price with VAT” and “Tender price without VAT” fields shall be given (in Annexes 1 and 3).

However, when evaluating the Tenders, the Client will take into account the total price (with value added tax, as indicated in Annexes 1 and 3). In this case, the VAT will be paid by the Client.

The tender price net of VAT shall include all costs (including taxes up to 34% according to the Croatian Act on income tax) and discounts.

Transport and accommodation expenses related to the Tender (if any) are not included and will be covered by the Client as an additional expense. Additional expenses, such as daily substance allowances (DSA) (if any) 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 who satisfy technical and professional capacity criteria set in ch 3.1.The MEAT award criteria are the following:

* expertise of the Tenderer (Annex 2); and
* proposed price (Annex 3);

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 USD including VAT, if applicable | C = (lowest bid price/bid price being evaluated) x 30 | 30 | 30 |
| Expertise | E | Number of projects **related to** **development of methodology for land cover change assessment in the Mediterranean and its application** in which the tenderer was involved as the coordinator/expert | 1 | 40 | 70 |
| 2-3 | 60 |
| More then 3 | 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/her Tender:**

1. ***List of projects verifying expertise of the Tenderer*** (Annex 2)*; and*
2. ***Cost statement*** *(Annex 3)*.

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

The Contract will be made in US dollars currency.

If selected contractor is resident of the Republic of Croatia, payments shall be made in EUR currency, using the exchange rate of conversion of the OTP Bank d.o.o. valid on the date of payment.

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

The Client shall make payment/s to the selected Tenderer upon the submission of the deliverable/s and its validation by PAP/RAC.

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

* 50% upon submission and clearance by PAP/RAC of the 5 country and 5 training reports (including visualisations and trainings held).
* 50% upon submission and clearance by PAP/RAC of the remaining 4 country and 5 training reports, including visualisations and events held.

An advance payment by the Client is not permitted.

# Annex 1

# Tender sheet

**Tender date**:

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

**Subject of procurement**: Consultant to provide technical support to the national experts and to the supervision team for the LCC assessments and capacity building in 9 countries in the framework of the GEF MedProgramme Child project 2.1

**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 (USD) |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total price USD |  |

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

**For Tenderer:**

# Annex 2

# Practical experience verifying expertise of the Tenderer

Relevant experience of the tenderer- expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, related to the development of methodology for the land cover change assessments and coastal vulnerability assessment and its application in the Mediterranean countries in which the tenderer was involved:

|  |  |  |  |
| --- | --- | --- | --- |
| No[[3]](#footnote-3). | Experience (name of the project or other type of engagement) | Role of the expert | Year |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2022.

(Full name of the applicant or legal representative)

(Signature of the applicant or legal representative)

# Annex 3

# Cost statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Technical description and cost statement for the Consultant to provide technical support to the national experts and to the supervision team for the LCC assessments and capacity building in 9 countries in the framework of the GEF MedProgramme Child project 2.1*** | | | | | |
| No. | Deliverable description | Unit | Approx. Amount | Unit price in USD | Total USD |
| 1. | Technical support to finalize 9 country reports (Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco and Tunisia) | Expert days | 23 |  |  |
| 2. | Technical support to finalize 10 training reports (MedOpen and 9 country trainings) | Expert days | 67 |  |  |
| ***Tender price in USD without VAT (total item amount)*** | | | | |  |
| ***VAT amount (25%)[[4]](#footnote-4)*** | | | | |  |
| ***Tender price with VAT in USD*** | | | | |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2023.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of the applicant or legal representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the applicant or 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 [↑](#footnote-ref-4)