

UNEP/MAP - PRIORITY ACTIONS PROGRAMME/REGIONAL ACTIVITY CENTRE
Kraj Sv. Ivana 11, Split, Croatia

INVITATION TO TENDER

Procurement subject:

**Guidelines for transboundary environmental assessments (EIA/SEA) in the
Mediterranean**

SIMPLE PROCUREMENT
Reference No. 1/MTF/2026

Split, March 2026

1. GENERAL INFORMATION

1.1 Client Information

Name:

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

Registered Office Address:

Kraj Sv. Ivana 11, 21000 Split, Croatia

OIB (PIN): 27788012253

Telephone Number: +385 (21) 340470

Website: www.paprac.org

1.2 Contact Person

For inquiries regarding the Tender contents and format, please get in touch with the designated person responsible for communicating with Tenderers – Marko Prem, e-mail: marko.prem@paprac.org

1.3 Procurement Type

Simple procurement

1.4 Estimated Procurement Value

The procurement value is estimated at USD 8.400,00 without VAT.

1.5 Source of Funding

The Project Cooperation Agreement (PCA) between UNEP and PAP/RAC of PoW 2026-2027 activities with support from Italian Voluntary Contribution (UNEP/PCA/ECOSYSTEMS/2026).

2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER

2.1 Introduction

The Programme of Work and Budget for 2026–2027 (Decision IG.27/14) adopted by the Meetings of the Parties to the Barcelona Convention and its Protocols at their last sessions (Cairo, Egypt, 2-5 December 2025) provides for drafting Guidelines for transboundary environmental assessments in the Mediterranean (under Activity 5.3.2 *Mainstreaming of transboundary EIA and SEA in the Barcelona Convention Framework*). This work is a continuation of previous activities on transboundary environmental assessment in the context of the Barcelona Convention.

Main objective(s) of the specific deliverable:

To prepare the Guidelines on transboundary Environmental Assessments (EIA/SEA) in the Mediterranean. More specifically the objectives are to:

- a) Prepare a draft Guidelines on transboundary Environmental Assessments (EIA/SEA) in the Mediterranean
- b) Present the draft at the third sub-regional meeting on environmental assessments in a transboundary context in the Mediterranean Sea organised by the ESPOO secretariat that will take place in Athens, 23-24 April 2026
- c) Include suggestions and comments from the sub-regional meeting to the draft Guidelines

- d) Present the final draft at the regional consultation meeting with the Contracting Parties to the Barcelona Convention at the online meeting in autumn 2026
- e) Finalise the Guidelines based on comments and suggestions from the consultation meeting

2.2 Description of the Procurement Subject Matter

As part of this assignment, the selected tenderer will be responsible for the following tasks:

Preparation of the Guidelines:

The expert will prepare the draft Guidelines taking into consideration the draft document for environmental assessment in a transboundary context on the procedures for notification, exchange of information and consultation among the Mediterranean States prepared in 2019. This document has never been consulted with the countries and needs substantive revision and upgrade. All work on this topic undertaken within the Barcelona Convention so far should be taken into account.

Technical/Consultation Meetings:

The expert will participate and contribute to the following meetings:

- a) Present the draft at the third sub-regional meeting on environmental assessments in a transboundary context in the Mediterranean Sea organised by the ESPOO secretariat that will take place in Athens, 23-24 April 2026
- b) Present the final draft at the consultation meeting with the Contracting Parties to the Barcelona Convention at the online meeting in autumn 2026

Suggestions and conclusions of the above meetings will be incorporated to the final document.

2.3 Deliverables and Deadlines

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

No.	Deliverables	Indicative deadlines
1	Draft Guidelines on transboundary Environmental Assessments (EIA/ SEA) in the Mediterranean	1 April 2026
2	Conclusions and suggestions of the third sub-regional meeting organised by ESPOO secretariat	30 April 2026
3	Final draft Guidelines on transboundary Environmental Assessments (EIA/ SEA) in the Mediterranean	22 May 2026
4	Report of the regional consultation meeting	30 October 2026
5	Guidelines on transboundary Environmental Assessments (EIA/ SEA) in the Mediterranean	27 November 2026

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 environmental sciences, planning, law or related backgrounds;
- A minimum of 7 years of experience in dealing with related issues in the field of environment, and/or environmental assessments;
- Knowledge of the system of UNEP Mediterranean Action Plan, i.e. the Barcelona Convention and its Protocols;
- Excellent knowledge of English: written and spoken.

To comply with the requirements outlined in item 3.1 of the Invitation to Tender, the Tenderer must submit

the following documentation in their Tender:

- Curriculum Vitae (CV) of the key expert/professional proposed to be involved in implementing the Assignment;
- *Company profile (optional).*

4. TENDER INFORMATION

4.1 Tender Proposal Requirements

The Tender proposal must include the following documents, which are to be completed following the guidelines provided in this Invitation to Tender:

- Tender Sheet** (Annex 1)
Complete all sections of the Tender Sheet accurately and comprehensively.
- Curriculum Vitae (CV) and Company Profile (optional):**
Submit a CV for the key expert/professional proposed to be involved in implementing the Assignment. *If applicable*, also include a company profile.
- Cost Statement** (Annex 2):
Fill out the Cost Statement, providing all necessary financial information according to the guidelines outlined in Annex 2.

4.2 Tender Format and Submission

Tender proposals must be drafted according to the requirements laid out in the Invitation to Tender, and submitted electronically to the following email addresses:

paprac@paprac.org and marko.prem@paprac.org, with the subject line – "**Guidelines EIA/SEA**".

Tender proposals must be received by 25 March 2026, 11:00 CET.

Any Tender proposals received after the bid opening deadline will be marked as late and excluded from the procedure.

4.3 Tender Amendment or Withdrawal

The Tenderer is permitted to either amend or withdraw their Tender before the submission deadline.

If the Tenderer chooses to amend their Tender, the amended version must be submitted in the same manner as the original and marked as "Amended".

Similarly, if the Tenderer wishes to withdraw their Tender proposal, they must submit a written statement to that effect before the submission deadline. The statement should be submitted using the same method as the original Tender and marked as a "Tender Withdrawal Statement".

Please note that alternative tenders are not permitted.

4.4 Tender Currency

The Tender currency shall be expressed in **USD (\$)**.

Upon request, payments can be made in alternative currencies using the exchange rate of the Client's bank, valid on the date of payment.

4.5 Language and Script

The Tender shall be drafted in the English language, using the Latin script.

4.6 Tender Validity Date

The Tender must remain valid for a minimum of 30 days after the Tender submission deadline.

4.7 Price setting method

Value-added tax (VAT) regulations:

Tenderers based in the Republic of Croatia who are registered under the VAT system are required to complete the VAT field in Annex 1 and Annex 2. Other tenderers should leave this field blank in both the 'Tender Sheet' and the 'Cost Statement Sheet' (Annex 1 and Annex 2).

Evaluation:

During the evaluation of Tender proposals, the Client will consider the total price inclusive of VAT (as specified in Annexes 1 and 2).

Expense Inclusions:

The Tender price excluding VAT should include all expenses, including taxes (up to 34% for individual consultants/experts under the Croatian Act on Income Tax), as well as any applicable discounts.

Supplementary Charges:

Accommodation expenses and daily subsistence allowances (DSA) associated with the Tender (if applicable) are included in the aforementioned amount and will not be covered as supplementary expenses by the Client. Transport expenses (flight ticket) for the participation to the third sub-regional meeting (23-24 April 2026, Athens, Greece) will be covered by the Client as supplementary expenses.

5. AWARD CRITERIA

The Tender will be awarded according to the **best price criteria**.

In case of two Tender proposals with the same offered bid price, the one submitted earlier will be awarded with the Contract.

6. DUE DATE, CONTRACT DURATION AND TERMS OF PAYMENT

The contract will be executed in **USD currency (\$)**.

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

- **1st instalment** – 60% upon submission of Deliverable 1, 2 and 3 listed in section 2.3 of this Tender and clearance by the Client;
- **2nd instalment** – 40% upon submission of Deliverables 4 and 5 listed in section 2.3 of this Tender and clearance by the Client.

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

Any legal entities and natural persons registered in the VAT system and engaged in financial transactions with the Client must issue electronic invoices. The invoices should be produced as e-invoices using the FINA e-invoice service or via the PEPPOL Network.

An advance by the Client is not permitted.

The contract is expected to end on 27 November 2026.

Annex 1

Tender Sheet

Client:

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

Procurement Subject:

Guidelines for transboundary environmental assessments (EIA/SEA) in the Medietranean

Tenderer information:

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

Tender price in USD (\$):

Tender price excluding VAT:	
VAT (25%)²:	
Total Tender price inclusive of VAT³:	

Tender validity date⁴:	
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Date:

For the 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 who are not part of the VAT system and economic operators registered outside the Republic of Croatia should leave the respective column blank.

³ Please refer to section 4.7. Price setting method.

⁴ Please refer to section 4.6 Tender validity date.

Annex 2

Cost Statement

Guidelines for transboundary environmental assessments (EIA/SEA) in the Mediterranean

No.	Assignment description	Unit	Quantity	Unit price in USD (excluding VAT)	Total price in USD (excluding VAT)
1.	Draft Guidelines on transboundary Environmental Assessments (EIA/ SEA) in the Mediterranean	pc	1		
2.	Conclusions and suggestions of the third sub-regional meeting organised by ESPOO secretariat	pc	1		
3.	Final draft Guidelines on transboundary Environmental Assessments (EIA/ SEA) in the Mediterranean	pc	1		
4.	Report of the regional consultation meeting	pc	1		
5.	Guidelines on transboundary Environmental Assessments (EIA/ SEA) in the Mediterranean	pc	1		
Tender price in USD, excluding VAT (total unit amount):					
VAT amount in USD (25%)⁵:					
Total Tender price in USD, inclusive of VAT⁶:					

Place: _____

Date: _____

Full name of the legal representative

Signature of the legal representative

⁵ Economic operators registered in Croatia who are not part of the VAT system and economic operators registered outside the Republic of Croatia should leave the respective column blank.

⁶ Please refer to section 4.7. Price setting method.