UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# **INVITATION TO TENDER**

**PROCUREMENT SUBJECT: Technical expert to support testing** **for the ICZM Management System and Audit Scheme (SAS) in Albania, the framework of Transboundary CAMP Otranto project**

Simple procurement CAMP Otranto/2\_2023

Split, July 2023

**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 12.000 EUR without VAT.

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

**2.1. Background information**

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 21nd 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.

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

Within the transboundary CAMP project, the cross-cutting ICZM management system and audit scheme (ICZM SAS) activity is a combination of knowledge dissemination and practical actions targeting different levels of stakeholders and the local community.

Its main objectives are to propose an effective operational methodology for the SAS application and to test the methodology in the project area. The system is to be seen as the supporting instrument for ICZM management (considering the ICZM Protocol and the MSP Conceptual Framework), creating a sort of " label" that certifies such adherence, to be validated by the. recognised competent body. In the framework of CAMP Otranto project this will be project management body.

The identified methodology should have the characteristic of replicability to allow repetition in other Mediterranean areas.

The objective of this Assignment is to **support testing of the ICZM management system and audit scheme** (**ICZM SAS**) developed within the CAMP Otranto project, in order to assess and support relevant ICZM-related initiatives on the local level. The activity falls within the measures to increase the efficiency and sustainability of activities in the Mediterranean area.

As part of this initiative, the selected Tenderer will need to implement the **following tasks**:

1. Identify and prepare list of relevant private and public entities that could be candidates to test the ICZM SAS scheme[[1]](#footnote-1) and suitable for labelling test. These entities could include, but are not limited to, activities in the following sectors: marinas and tourist ports, natural marine-coastal protected areas, seaside tourism, sustainable fishing and agriculture etc.;
2. In collaboration with and under the supervision of the Leading Expert of the ICZM SAS and project coordinators, undertake surveys with public and private entities potentially suitable for labelling (including those preliminary identified by the project);
3. Prepare an assessment report of shortlisted relevant private and public entities suitable for labelling test;
4. Support the organisation of meetings with shortlisted private and public entities to test the ICZM SAS during October/November;
5. Support the preselected and interested entities to prepare self-assessment (according to SAS criteria) for testing the ICZM SAS scheme. As part of this task a direct case visit will be organised during which the selected entities will be assisted in completing the required documentation, to be sent to the certifying party for evaluation;
6. Prepare final report, including records of the case visit(s), along with completed documentation of selected entities and recommendations for further implementing ICZM SAS.

The Assignment will be undertaken in close coordination with and under the supervision of the Leading Expert of the Individual Activity ICZM SAS and the ICZM National project coordinators (NPCs) from both countries involved and PAP/RAC, as well as in close co-operation with project partners.

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.

**2.3. Deliverables and deadlines**

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

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverables** | **Deadlines** |
| 1. | List of relevant private and public entities suitable for labelling test | 15 September 2023 |
| 2. | Assessment report of shortlisted relevant private and public entities suitable for labelling test | 15 October 2023 |
| 3. | Final report, including records of the case visit(s), along with completed documentation of selected entities and recommendations for further implementing ICZM SAS | 15 December 2023 |

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

**3.1. Technical and professional capacity**

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

* University degree in environmental science/management or closely related field;
* At least three (3) years of professional experience related to the environment
* Good command of both written and spoken English and of the Albanian language.

**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. **CV of key expert/professional to be involved in the implementation of the task**

**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. **CV**, in English;
3. **List of projects verifying expertise of the qualified expert** (Annex 2; not to be filled in the expert has no required expertise);
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: [marina.markovic@paprac.org](mailto:marina.markovic@paprac.org) and [paprac@paprac.org](mailto:paprac@paprac.org) indicating “**ICZM SAS Otranto-indicator testing Albania**”.

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

Tender offers must be received **by 21 August 2023, 23:59 CET.**

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.

* 1. **Tender currency:** Euro.  
     The Tenderer shall express the tender price in Euro (EUR).
  2. **Language and script:** The Tender shall be drafted in English language, using the Latin script.
  3. **Period of validity:** 15 days from the tender submission deadline.
  4. **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 fees 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.

When evaluating the tenders, the Client will take into account the total 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 (Annex 3);
* expertise of the Tenderer’s qualified expert (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 EUR including VAT, if applicable | P = (Lowest Tender price/price of the tender) x 50.00 | 50 | 50 |
| Expertise | E | Number of relevant projects related to coastal management, implemented in project area (Albania) | E = (No of projects/ Highest no of projects) x 50.00 | 50 | 50 |

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 6. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. **List of projects verifying expertise of the qualified expert** (Annex 2);

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

The contract will be Euro currency.

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 deliverables 1 and 2 listed in chapter 2.3. of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of deliverable 3 listed in chapter 2.3. of this Tender and clearance by the Client.

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.

**Envisaged duration of the Contract is till the end of** **December 2023**.

# **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:** Technical expert to support testing for the ICZM Management System and Audit Scheme (SAS) in Albania, the framework of Transboundary CAMP Otranto project

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat** |  |
| **PIN[[2]](#footnote-2)** |  |
| **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 (EUR) |  |
| VAT (25%)[[3]](#footnote-3) |  |
| Total price with VAT (EUR) |  |

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

**For the Tenderer:**

(Signature of a legal representative)

# **Annex 2**

# **List of projects verifying expertise of the Tenderer’s expert**

Relevant references of the expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in projects related to coastal management, implemented in project area (Albania):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[4]](#footnote-4). | Name of the project | Role of the expert, relevant to the Tender | Online sources of the work/project | Beginning and end year of the project |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

# **Annex 3**

# **Cost statement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Technical expert to support testing for the ICZM Management System and Audit Scheme (SAS) in Albania, the framework of Transboundary CAMP Otranto project** | | | | | |
| No. | Task description | Unit | Approx. amount | Unit price in EUR (without VAT) | Total EUR (without VAT) |
| 1. | List of relevant private and public entities suitable for labelling test | piece | 1 |  |  |
| 2. | Assessment report of shortlisted relevant private and public entities suitable for labelling test | piece | 1 |  |  |
| 3. | Final report, including records of the case visit(s), along with completed documentation of selected entities and recommendations for further implementing ICZM SAS | piece | 1 |  |  |
| **Tender price in EUR without VAT (total item amount)** | | | | |  |
| **VAT amount (25%)[[5]](#footnote-5)** | | | | |  |
| **Tender price with VAT in EUR** | | | | |  |

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

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

(Full name of the legal representative)

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

(Signature of the legal representative)

1. Full documentation on ICZM SAS will be provided to the selected candidate [↑](#footnote-ref-1)
2. Or national identification number according to the economic operator’s country of establishment, if applicable [↑](#footnote-ref-2)
3. 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-3)
4. Add rows, as necessary [↑](#footnote-ref-4)
5. 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-5)