# INVITATION TO TENDER

PROCUREMENT SUBJECT: GIS consultant to produce the content and implement one live training on the calculation of the Land Cover change indicator in Morocco and to participate to a capacity building training in Split

SIMPLE PROCUREMENT

Reference number 2/GEF CHILD 2.1./2025

Split, February 2025

**1. GENERAL INFORMATION**

**1.1. Customer information:**

**Name** : Priority Action Program Regional Activity Center - CAR/PAP (hereinafter: the Client)

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

**PIN:** 27788012253

**Phone: + 385 21 340470**

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

**1.2**. **Contact person**: Questions regarding the content and format of the call for tenders can be sent to the person responsible for communicating with bidders, Veronique Evers, e-mail: [veronique.evers@paprac.org](mailto:%20veronique.evers@paprac.org)

* 1. **Type of market :** Simple acquisition
  2. **Estimated Supply Value:** The purchase value is estimated at USD 5,500 excluding VAT.

**2. INFORMATION ON THE SUBJECT OF THE CONTRACT**

**2.1. Introduction**

The $43 million Mediterranean Sea Programme: Enhancing Environmental Security (MedProgramme) comprises a set of seven sub-projects funded by the Global Environment Facility (GEF) for the period 2021-2025. It aims to initiate the implementation of priority actions to reduce major transboundary environmental pressures on the Mediterranean Sea and its coastal areas, while strengthening resilience to climate change and water security, and improving the health and livelihoods of coastal populations. This call for tenders concerns the production of content for one live training on Land Cover change and the implementation of the training, as well as the participation to one capacity building workshop on Land Cover change in Split.

These trainings are developed within the framework of the GEF MedProgramme - Mediterranean Coastal Zones: Water Security, Climate Resilience and Habitat Protection project (sub-project 2.1 - GEF ID 9687).

PAP/RAC is an implementing partner of sub-project 2.1 together with RAC/Plan Bleu, GWP-Med, UNESCO-IHP and UNEP/MAP (which is the lead executing agency). The beneficiary countries of sub-project 2.1 are Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco, and Tunisia.

The MedProgramme builds on the success of the MedPartnership and ClimVar and ICZM projects, which have enriched knowledge on the Mediterranean environment and deciphered the implications of climate change and variability; strengthened mutual trust, cooperation and common purpose among countries; consolidated the partnership between countries, UN bodies, civil society organizations, bilateral donors and the European Union; while testing in the field the feasibility and effectiveness of technical and policy instruments to address the main current and future threats to environmental sustainability and climate-related impacts.

**The Land Cover change indicator**

IMAP, which stands for **Integrated Monitoring and Assessment Programme of the Mediterranean Sea and Coast and Related Assessment Criteria**, is a comprehensive initiative designed to quantitatively evaluate the environmental state of the Mediterranean Sea and its coastal areas.

Through this programme, the 21 Mediterranean countries monitor a range of parameters harmoniously, including water quality, biodiversity, pollution levels, and habitat degradation. By analyzing this data over time, IMAP can identify trends in environmental conditions, providing policymakers and relevant stakeholders with a better understanding of the dynamics of environmental change. This helps them make informed decisions regarding environmental management, conservation efforts, and policy development.

The Candidate Common Indicator 25 measures land cover change. Its purpose is to support the balanced allocation of land use, protect open coastal areas, secure setback zones, prevent urban sprawl, limit the linear extension of development and transport infrastructure along the coast, and preserve ecosystem health. These objectives are crucial for the implementation of the ICZM Protocol.

However, since the land cover indicator is still in the testing phase, PAP/RAC is organizing the MedOpen training course to enable GIS experts from national and regional institutions to calculate the indicator consistently across the Mediterranean

**2.2. Mission Objective**  
On the request of the Moroccan Ministry of Energy Transition and Sustainable Development, a live training will be held in Rabat, Morocco, in April/May 2025. The key objectives of the course are to help participants understand the usefulness of calculating CI 25, to present and discuss the process of calculating the indicator, to understand results visualization, quality control, and validation, and to discuss the potential of the results for coastal planning and management. Furthermore, the course will provide an opportunity to share lessons learned from experiences of good practices across the Mediterranean region.

The training audience will consist of GIS experts from the Ministry of Energy Transition and Sustainable Development of Morocco (or from the Environmental and Sustainable Development Observatory if relevant, as they are responsible for measuring Indicator 25). The training can accommodate around 20 participants.

The material produced for the training will be then presented during a capacity building workshop in Split in October/November 2025.

**Scope of Work**  
To meet the aforementioned objective, the contractor is required to accomplish the following tasks:

Mission 1: Production of educational and technical content for the live training

* Design and structure the courses;
* Develop the course content ;
* Compile all educational materials (course materials, guides, additional resources, etc.). The course material should include illustrations for power point presentations which will be used in policy briefs on the LCC indicator.

Deliverable 1: Concept of the training course

Mission 2: Implementation of the training in Morocco

The training will take place in April/May 2025. The meeting venue will be agreed upon with the Ministry of Energy Transition and Sustainable Development. The training will be conducted in **English**. If translation into French is needed, a translator will be provided.

**Training targets :**

* Present and discuss the **LCC calculation process** according to the latest methodology update.
* Present and review the **visualization of results, quality control, and validation**.
* Discuss the **potential of LCC assessment** for coastal planning and management.
* Conduct **practical exercises** on the application of the methodology.

Mission 3: Participation to the capacity building training in Split

The training will take place in October/November 2025.

**2.3. Deliverables and deadlines**

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

|  |  |
| --- | --- |
| **Deliverables** | **Delivery Date** |
| **Deliverable 1**: Concept of the training course | 31 March 2025 |
| **Deliverable 2**: Report of the traing course | 30 May 2025 |
| **Deliverable 3:** Report on the participation to the capacity building workshop | 30 November 2025 |

All documents must be produced in English and submitted electronically (Word and PPT).

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

* 1. **Technical and professional capacity**

The Tenderer shall prove it has the following qualifications:

* Advanced university education (Master’s degree or equivalent) geography, environment, or any other discipline deemed relevant to the consultation.
* Advanced knowledge on the use of sustainable development indicators in the Mediterranean.

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:

i) 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 offers must include the following documents, which are to be completed following the guidelines provided in this Invitation to Tender:

* Curriculum vitae of the Tenderer, proving required technical and professional capacity;
* Tender sheet signed and filled in according to this Invitation to Tender (Annex 1);
* Cost statement signed and filled in according to this Invitation to Tender (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: [mail to:paprac@paprac.org](mailto:mail%20to:paprac@paprac.org) and [veronique.evers@paprac.org](mailto:veronique.evers@paprac.org) with the subject line – “GIS expert for LCC trainings”.

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

Tender offers must be received by 17 March 2025, 2 pm CEST.

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

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.

**4.4. Tender currency: US dollars**

The Tenderer currency shall be expressed in USD ($).

**4.5. Language and script**

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

**4.6. Period of validity**

The offer must remain valid for a minimum of 45 days after the tender submission deadline.

**4.7. Price setting method**

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:**

Transport and accommodation expenses associated with the Tender (if applicable) are not part of the aforementioned amount and will be covered by the Client as supplementary charges.

Any supplementary expenses, such as daily subsistence allowances (DSA) linked to the Tender,should be integrated within the Tender price.

1. **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 payment/s to the Tenderer upon the submission of the deliverable/s and its validation by PAP/RAC.

- The First instalment (75 %) upon submission of the deliverable 1 and 2;

- The Final instalment (25%) upon submission of the deliverables 3.

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 30 November 2025.

# 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**: GIS consultant to produce the content and implement one live training on the calculation of the Land Cover change indicator in Morocco and to participate to a capacity building training in Split

**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 in USD:**

|  |  |
| --- | --- |
| Tender price, excluding VAT (USD) |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total tender price with VAT (USD) |  |

|  |  |
| --- | --- |
| Tender validity date[[3]](#footnote-3): |  |

|  |  |  |
| --- | --- | --- |
| **Date:** |  | **For the Tenderer:** |
|  |  |  |
|  |  | Full name and signature of the legal representative |

# Annex 2 - Cost statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Technical description and cost statement for the Tenderer to produce the content and implement one live training on the calculation of the Land Cover change indicator*** | | | | | |
| No. | Deliverable description | Unit | Quantity | Unit price in USD (excluding VAT) | Total price in USD (excluding VAT) | |
| 1 | Concept of the training course | set | 1 |  |  | |
| 2 | Report of the training course | set | 1 |  |  | |
| 3 | Report on the participation to the capacity building workshop | set | 1 |  |  | |
| Tender price in USD, excluding VAT (total unit amount): | | | | |  | |
| VAT amount in USD (25%)[[4]](#footnote-4): | | | | |  | |
| Total Tender price in USD, inclusive of VAT: | | | | |  | |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2025.

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

(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 who are not part of the VAT system and economic operators registered outside the Republic of Croatia should leave the respective column blank. [↑](#footnote-ref-2)
3. Please refer to the Chapter 4.7 Tender validity date [↑](#footnote-ref-3)
4. Please refer to the Chapter 4.7 Tender validity date [↑](#footnote-ref-4)