# INVITATION TO TENDER

PROCUREMENT SUBJECT: Consultant to produce the content and implement a virtual training on the thematic of Vulnerability Studies in the Mediterranean

SIMPLE PROCUREMENT

Reference number 3/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 7,000 € excluding VAT.

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

**2.1. Introduction**

The Programme of Work and Budget for 2024–2025 (Decision IG.26/14) adopted by the Meetings of the Parties to the Barcelona Convention and its Protocols at their last sessions (Portoroz-Slovenia, 5-8 December 2023) provides for support to Contracting Parties in the implementation of the ICZM Protocol, among others by delivering advanced runs of MedOpen virtual training course and updating training material (MTS Foundational Programme 5: Governance)

[MedOpen](http://www.medopen.org/), an on-line training course being implemented since 2004, aims at assisting Mediterranean countries in building capacities for coastal management. The training programme has been created to share ideas, knowledge and strategies to forward the art of designing and implementing local, national and regional place-based integrated coastal zone management (ICZM), to enhance a policy dialogue and build / improve capacities on implications of climate variability and change (CV&C) considerations and to build capacities in relation to marine spatial planning (MSP). Lately, two MedOpen sessions have been organized: the first one on MSP (2023) and the second one on Land Cover changes in the Mediterranean (2024).

**Mission Objective**

The objective of this mission is to develop the technical content of one MedOpen session on the topic of vulnerability studies and to implement the training.

**Scope of Work**

To meet the aforementioned objective, the contractor is required to accomplish the following tasks:

Mission 1: Preparation for the development of one MedOpen session in consultation on the topic of vulnerability studies with the PAP/RAC team.  
The contractor will design the learner’s path by presenting:

* Learning objectives;
* Description of the lectures (from 5-to 10) and corresponding materials;
* Tools needed for content creation. The tools should be attractive and diverse (written resource documents, short videos, PowerPoint slides, etc.);
* Estimated time to be allocated by the learner to each lecture;
* Means of providing feedback to the MedOpen organizers;
* Ways to encourage real interaction and peer exchange (e.g., participation forum and or/live sessions).

Mission 2: Production of educational and technical content for the MedOpen session

* Design and structure the courses;
* Develop the course content ;
* Compile all educational materials (course materials, guides, additional resources, etc.);
* Design and structure methods for assessing acquired knowledge (practical exercises, tests, quizzes, final exam, etc.).

The content of the course should include a chapter on inclusion of the gender perspective in the making of vulnerability studies.

Mission 3: Implementation of the training

The MedOpen learning virtual session (on line) will be held by the contractor according to the modalities determined in the Missions 1 and 2.

* 1. **Deliverables and deadlines**

The deliverables and provisional deadlines related to the activities/tasks defined in 2. are as follows:

|  |  |
| --- | --- |
| **Deliverables** | **Delivery Date** |
| **Deliverable 1:** Concept of the training course | 30 April 2025 |
| **Deliverable 2:** Educational material for the MedOpen | 15 May 2025 |
| **Deliverable 3:** Final report of the training course | 30 June 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.
* Expertise in climate change, particularly in the area of vulnerability studies of mapping of the impacts.
* At least 5 years of experience in the field of climate change vulnerability.
* Proven experience in the field of climate risk mapping.

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);
* List of projects verifying expertise (see chapter 3) of the Tenderer (Annex 2);
* Cost statement signed and filled in according to this Invitation to Tender (Annex 3);

**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](mailto:paprac@paprac.org) and [veronique.evers@paprac.org](mailto:veronique.evers@paprac.org) with the subject line – “Expert for MedOpen course”.

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

Tender offers must be received by 10 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.

**4.5. Tender currency: US dollars**

The Tenderer currency shall be expressed in Euros(€).

**4.6. Language and script**

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

**4.7 Period of validity**

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

**4.8. 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 3)

**Evaluation:**

During the evaluation of Tender proposals, the Client will consider the total price inclusive of VAT (as specified in Annexes 1 and 3).

**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:

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 Euros (€).

The Client shall make the payment to the Tenderer in one instalment upon submission of the deliverables and clearance by PAP/RAC.

An advance payment by the Client is not permitted.

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 June 2025.

# Annex 1- Tender sheet

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

**Procurement subject**: Consultant to prepare the content and implement a virtual training on the thematic of Vulnerability Studies in the Mediterranean

**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 €:**

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

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

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

# Annex 2

# Practical experience verifying expertise of the Tenderer

Relevant experience of the tenderer- expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, related to the topic in which the Tender was involved as a key expert/coordinator:

|  |  |  |  |
| --- | --- | --- | --- |
| No[[4]](#footnote-4) | Experience (name of the project or other type of engagement) | Role of the expert | Year |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |

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

# Annex 3

# Cost statement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Technical description and cost statement for the Tenderer to produce the content and implement a virtual training on the thematic of Vulnerability Studies in the Mediterranean*** | | | | | | |
| No. | Deliverable description | Unit | Quantity | Unit price in **€** (excluding VAT) | Total price in € (excluding VAT) | |
| 1. | Concept of the training course | set | 1 |  |  | |
| 2. | Educational material for the MedOpen | set | 1 |  |  | |
| 3. | Final report of the training course | set | 1 |  |  | |
| Tender price in €, excluding VAT (total unit amount): | | | | | |  |
| VAT amount in € (25%)[[5]](#footnote-5): | | | | | |  |
| Total Tender price in €, 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. Add rows, if necessary [↑](#footnote-ref-4)
5. Please refer to the Chapter 4.7 Tender validity date [↑](#footnote-ref-5)