** **

PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Consultant to perform Coastal zone management scoping review in Lebanon in the frame of the GEF MedProgramme Child project 2.1

SIMPLE PROCUREMENT

Reference number 18/GEF/2022

Split, October 2022

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Name:** UNEP/MAP – PAP/RAC (hereinafter: the Client)

1. **Procurement type:** Simple procurement
2. **Estimated procurement value:** Procurement value is estimated at USD 7000 gross.

In case of natural person, the amount includes all the relevant taxes. In case of legal person, it includes 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. It entered into force in March 2011. Previously, coastal zones were still governed in a fragmented way by international law, while the rare instruments aimed at transcending sectoral policies and guiding national systems towards integrated coastal management were confined to the realm of soft law. As Mediterranean coastal zones have been on an unsustainable development path for the last few decades, the application of this new legal tool 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. Consequently, the analysis should take into account all driving forces and barriers to integration identified within public policies (both environmental and sectoral) as well as in the way in which they are implemented. The analysis should thus be able to draw conclusions on the dimensions or challenges of integration that have already been effectively addressed and on those that will be at the heart of efforts to implement the Protocol. Coordination and integration of all actors and stakeholders dealing with coastal zone management is of utmost importance for the implementation of the Protocol. Therefore, existence of the coordination mechanisms are considered to be of a particular importance.

Lebanon has ratified this legal instrument for ICZM in 2017. However, circumstances in the country considerably changed since then, therefore a fresh insight into the state of the implementation of the Protocol is needed.

In addition, within the Child Project 2.1 PAP/RAC in collaboration with the Ministry of Environment of Lebanon is to develop National ICZM Strategy to be adopted by the competent authority. The national strategy for integrated coastal zone management shall be consistent with the common regional framework and in conformity with the integrated management objectives and principles of the ICZM Protocol for the Mediterranean. The strategy shall set the common vision for the coastal zone of the country, set objectives, determine priorities with an indication of reasons, identify coastal ecosystems needing management, as well as all relevant actors and processes, enumerate the measures to be taken and their costs as well as the institutional instruments and legal and financial means available, and set an implementation schedule. PAP/RAC has prepared the [Guidelines for the preparation of National ICZM Strategies](https://iczmplatform.org/storage/documents/csvfY4R6tKZinFefg1sINiw2I4rfXSLhvm6lbBxA.pdf) which describes the process and the aims of this initiative and it is to be used for the purpose of this contract. The implementation of the activities within this Tender are to be considered as contribution to the Establishment stage and will be funded by the GEF ID 9687. PAP/RAC will guide and supervise the quality of desired outputs of this task.

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

The task will consist of the four key components:

1. Perform policy/literature review relevant to coastal zone management
2. Perform coastal zone stakeholder’s analysis in Lebanon, using PAP/RAC methodology for that with a particular emphasis to the gender issues (guidelines to be provided)
3. Provide an update of the status of implementation of the ICZM Protocol for the Mediterranean in Lebanon; and
4. Presentation of the results of the above work during 2nd Multi-stakeholders Consultation meeting, as well as during the Initial meeting for the preparation of the National ICZM Strategy
5. Executive brief of consultant’s activities.
6. As a starting point to development of the National ICZM Strategy in Lebanon consultant is requested to collect, provide to PAP/RAC and review all relevant policy documents and scientific articles and other relevant literature on key issues for management of the coast in Lebanon. The key for the success of the National ICZM Strategy lies in integration. There are two key questions to be replied with this review:
   * key priority topics for orienting development of the Lebanese coastal zone towards sustainability;
   * the geographical coverage of the coastal zone – as indicated in the article no. 3 of the ICZM Protocol.

Expert is expected to start from the draft results of the MedPrograme CP 2.2., having in mind specific geographical coverage proposed.

1. Another crucial feature of the ICZM process is inclusive stakeholder involvement in the preparation and implementation of the Strategy. Therefore, as a first step a Stakeholder’s analysis is needed. It will serve to design well the participatory process, as well as to secure the inputs needed for the preparation of the National ICZM Strategy. Guidelines for the preparation of the stakeholder analysis will be provided, as well as the additional guidelines related to considering gender issues. As above, expert is expected to start from the results of the MedProgramme CP 2.2. having in mind specific geographical coverage proposed.
2. An update of the status of implementation of the ICZM Protocol for the Mediterranean in Lebanon is to be performed using the predesigned questionnaire. This questionnaire was filled in during the preparatory stage of the project (2018). However, situation in the country changed considerably and therefore an update is needed. In addition, some new questions may be added to the old questionnaire. The questionnaire is available in Annex 4 to this contract.
3. Presentation of the results of the above work is expected during the 2nd Multi-stakeholders Consultation meeting, tentatively scheduled for December 2022. as well as during the Initial meeting for the preparation of the National ICZM Strategy.
4. An executive brief of consultant’s activities is expected to be prepared in English and in Arabic.

**2.3. Deliverables and deadlines**

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

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| a. Draft Policy/literature review | 1 December 2022 |
| b. Draft Stakeholder analysis | 1 December 2022 |
| c. Draft update of the status of implementation of the ICZM Protocol | 10 December 2022 |
| d. Presenting Scoping results at the 2nd Multi-stakeholders Consultation meeting and at the Initial meeting for the preparation of the National ICZM Strategy | December 2022/ January 2023 |
| e. Final versions of the documents under a, b and c | 31 January 2023 |
| f. Executive brief of consultant’s activities in English and in Arabic language | 31 January 2023 |

The above-listed deliverables shall be written in English in an electronic form (Word for Windows).

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

**3.1. Technical and professional capacity**

The consultant should possess the following general qualifications and professional experience:

• University degree in one of project relevant social, environmental or technical sciences, preferably with a focus in coastal management.

• At least 5 years of experience in working on the projects relevant to the main activity fields of this project in the wide settings of relevance for development of the national ICZM Strategy.

• Written and oral fluency in English

**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 ch 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 “Lebanon – Coastal zone management scoping review” as the e-mail subject.

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

Tender offers must be received **by 6 November 2022, 8pm. (extended to 13 November 2022, 8pm)**

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.

The Contractor shall express the price in USD, and the payment will be made in USD.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by PAP/RAC after it has received the Proposal.

* 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**

The Tender price includes all costs and discounts pertaining to the services indicated as the subject matter of the procurement (i.e. gross amount).

The Tender price shall be expressed in USD and written in numbers. The tender price cannot be increased.

Transport fees (airplane ticket) and accommodation expenses related to the Proposal (if any) are not included and will be covered by the Client as an additional expense.

**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:

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

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 coastal zone management in Lebanon in which the tenderer was involved as the key expert/coordinator | 1 - 2 | 40 | 70 |
| 3-5 | 60 |
| More then 5 | 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)*;*

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

The Contract will be made in US dollars.

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

* 50% upon submission and clearance by PAP/RAC of the deliverables a, b, and c.
* 50% upon submission and clearance by PAP/RAC of the deliverables d, e, and f.

An advance payment by the Client is not permitted.

Envisaged duration of the Contract is 4 months.

# 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 perform Coastal zone management scoping review relevant to coastal zone management in Lebanon in the frame 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, gross |  |

**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 coastal zone management in Lebanon, in which the Tender was involved as a key expert/coordinator:

|  |  |  |  |
| --- | --- | --- | --- |
| No[[2]](#footnote-2). | 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 perform Coastal zone management scoping review relevant to coastal zone management in Lebanon in the frame of the GEF MedProgramme Child project 2.1*** | | | | | |
| No. | Deliverable description | Unit | Approx. Amount | Unit price in USD | Total USD |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| ***Tender price USD*** | | | | |  |

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

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

(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. Add rows, as necessary [↑](#footnote-ref-2)