UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# **INVITATION TO TENDER**

# **PROCUREMENT SUBJECT:** **Providing national expert services for assessing interactions of small-scale fishery with other sectors, relevant for the future MSP in Albania**

Simple procurement 2/Medigreen/2025

Split, September 2025

**1. GENERAL INFORMATION**

**1.1. Client information**

**Name:** Priority Actions Programme Regional Activity Centre (hereinafter: the Client)

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

**PIN 27788012253**

**Telephone number:** +385 (21) 340470

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

1. **Procurement type:** Simple procurement
2. **Estimated procurement value:** Procurement value is estimated at EUR 12,000.00 without VAT.
3. **INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Introduction**

Marine Spatial Planning (MSP) is increasingly recognised as a key tool for balancing maritime uses and ensuring sustainable development of marine and coastal resources. In the fisheries sector, MSP should evolve from an approach focused mainly on spatial restrictions to one that proactively manages all fisheries segments, taking into account their socio-economic importance. Particular attention is required for small-scale fisheries (SSF) and recreational (including leisure) fisheries, through improved data integration and active participation in the planning process. MSP must also address pressures from other maritime sectors while fostering synergies with biodiversity conservation and Marine Protected Areas (MPAs).

As part of the **MEDIGREEN project**, and in line with the **UNEP/MAP Programme of Work 2024/2025,** activities are being implemented in Albania to strengthen the integration of fisheries into MSP. The fisheries sector is a cornerstone of the Albanian blue economy: SSF provides livelihoods for coastal communities and preserves traditional practices, while aquaculture and recreational fisheries contribute to food security, economic development, and ecosystem balance. Ensuring that these sectors are appropriately reflected in MSP will support both national priorities and the transition towards the objectives of the **European Green Deal (EGD).**

For the effective inclusion of fisheries in MSP and alignment with EGD objectives, it is essential to:

* Assess sectoral interactions (conflicts, synergies, needs, and opportunities) with other maritime activities.
* Combine local and traditional knowledge with scientific data and modern assessment tools.
* Actively involve fishers and relevant stakeholders in planning and decision-making.

Addressing these aspects will facilitate sector modernisation, improve access to technology, and enhance its contribution to a sustainable blue economy.

In Albania, within the framework of the MEDIGREEN project, an activity is being implemented to build on the initial assessment of SSF and recreational fisheries. **This procurement is launched to support the delivery of the following outputs:**

* Data collection and analysis on SSF and recreational fisheries, including their interactions with other sectors.
* Recommendations for integrating these fisheries into MSP and supporting sustainable sector development, consistent with EGD, RPOA-SSF, and national priorities.
* Stakeholder engagement through a national meeting, with dissemination of results and integration of feedback.

This activity will strengthen the knowledge base and stakeholder participation, ensuring the effective integration of SSF and recreational fisheries into MSP processes. It will provide practical outputs to promote coexistence with other maritime uses and advance Albania’s Blue Economy priorities in line with the EGD transition.

**2.2 Description of the procurement subject matter**

The overall objective of this activity is to strengthen the integration of small-scale and recreational fisheries into Maritime Spatial Planning (MSP) in Albania, in line with the European Green Deal (EGD), the RPOA-SSF, and national Blue Economy priorities. Specifically, the activity aims to:

* Improve the knowledge base through collection, structuring, and spatial analysis of fisheries and related sectoral data.
* Identify and assess conflicts and synergies between fisheries and other maritime uses.
* Provide integrated mapping and evidence-based recommendations to support decision-making.
* Facilitate stakeholder participation and validation of results through a national meeting.
* Ensure the delivery and dissemination of practical outputs (report, maps, datasets) to national authorities and stakeholders.

Key tasks include the following:

**1. Identification and Assessment of Potential Conflicts**

* Build on the existing SSF dataset (fleet size, landing sites, gears, catches, socio-economic role, etc.) as the baseline. **Baseline study is available upon request**.
* Collect additional structured and geo-referenced data for other sectors, using the (draft) sector tables [*to be adapted, if needed*], to ensure compatibility with MSP and GIS analysis:
	+ Aquaculture: updated AZAs, licensed farms main target species.
	+ Commercial fleet: fleet by type, fishing grounds, effort, and main target species.
	+ Recreational fisheries.
	+ Tourism: key sites and facilities (beaches, marinas, diving and nautical zones), seasonality, tourist pressure, and overlaps with SSF.
	+ Nature protection: MPAs (e.g. Karaburun–Sazan), Natura 2000 candidate sites, restricted areas, activity-specific restrictions, sensitive habitats (e.g. Posidonia meadows, lagoons).
	+ Other relevant sectors (to be added as needed, e.g. shipping, ports, offshore energy, defence).
* Identify key interactions (sector vs SSF), using the (draft) sector tables [*to be adapted, if needed*], capturing:
	+ Type of interaction (Spatial / Ecological / Socio-economic).
	+ Conflict level (Low / Medium / High).
	+ Potential complementarities (Y/N).
	+ Notes on issues and synergies.
* Analyse SSF interactions with other sectors, highlighting both complementarities (e.g. SSF supply for tourism, co-management with MPAs) and conflicts (e.g. spatial overlap with aquaculture or industrial fishing, ecological impacts in protected areas).

**2. Preparation of an Integrated Map for the Fishery Sector**

* Use SSF spatial dataset (landing sites, regional distribution, activity areas) as baseline.
* Collect and, where missing, digitise geospatial data for:
	+ Commercial fleet: major ports, fishing areas…
	+ Tourism: marinas, beaches, diving zones, other maritime tourist areas…
	+ Nature protection: MPAs, other protected areas, potential protected areas.
	+ Aquaculture: existing farms, AZAs (finfish, molluscs).
* Overlay SSF with other sectoral layers to visualise overlaps and conflicts.
* Produce GIS maps for interaction of each sector with SSF.
* Produce integrated GIS map of SSF, aquaculture, commercial fishing, tourism, and nature protection.
* Ensure metadata is prepared for each dataset.
* Validate mapping outputs with key stakeholders.

**3. Preparation of Specific Recommendations for the Sector**

* Based on SSF data analysis (formalisation, infrastructure, licensing, organisation…) and other sectors analysis, prepare recommendations for SSF, relevant for:
	+ Future MSP, including sectoral interactions with other sectors (like coexistence and alike)
	+ Further sustainable development of the sector, aligned with EGD, RPOA-SSF, and national Blue Economy / EU accession objectives.
* Review recommendations with authorities and stakeholders for feasibility.

**4. Development of an Integrated Report,**

* All outputs (conflict analysis, mapping, recommendations as well as initial SSF analysis).
* Include an executive summary and visual outputs (maps, charts, tables) for decision-makers.
* Prepare final report in English and Albanian.

**5. Dissemination of Results**

* Together with PAP/RAC, organise one national stakeholder meeting (Jan 2026)
* Prepare meeting report
* Collect feedback and incorporate into final report.
* Disseminate outputs:
	+ Final report (English and Albanian).
	+ Integrated map (GIS and PDF formats).
	+ Meeting summary with agreed follow-up actions.

**6. Delivery of Data and GIS Files**

* Provide all raw datasets, GIS layers, and metadata in open formats.
	1. **Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.1 are as follows:

|  |  |  |
| --- | --- | --- |
| No. | Deliverables | Deadlines |
| **1** | **Draft tables indicating conflicts between SSF and other sectors**  | 30 October 2025 |
| **2** | **Assessment of potential conflicts****Initial maps indicating interactions of SSF and other sectors**  | 30 November 2025 |
| **3** | **Draft recommendations**  | 30 December 2025 |
| **4** | **Stakeholder meeting report** | January 2026  |
| **5** | **Final report (English and Albanian)****Final maps****Raw datasets** | 30 January 2026 |

The deliverables shall be written in English, with **Final report in English and Albanian**.

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

**3.1. Technical and professional capacity**

**The Tenderer shall prove it has the expert(s) with the following qualifications:**

* University degree in environmental science, fisheries or another relevant field;
* Experience in projects related to coastal and/or marine issues in Albania;
* Experience in GIS;
* Very good command of written and spoken English and Albanian languages.

**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(s) of the expert(s) to be involved** (and/or company profile).

**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(s)** in English;
3. **Cost statement** signed andfilled in according to this Invitation to Tender (Annex 2).
4. **List of projects verifying expertise of the Tenderer,** filled 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 and paprac@paprac.org .

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

Tender offers must be received **6 October 2025 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.

Tender currency shall be expressed in EUR.

* 1. **Language and script:** The Tender shall be drafted in English language, using the Latin script.
	2. **Period of validity:** 45 days from the tender submission deadline.
	3. **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 2).

The “VAT” field (in Annexes 1 and 2) shall be left blank.

For Tenderers who are not registered in the Republic of Croatia, the “VAT” field (in Annexes 1 and 2) 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 2).

However, when evaluating the Tenders, the Client will take into account the total price (with value added tax, as indicated in Annexes 1 and 2). 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, accommodation and daily substance allowances (DSA) expenses related to the Tender, need to be included in the Tender price.

Costs of the organization of meetings need to be fully included in the Tender 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 2);
* expertise of the Tenderer (Annex 3);

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** | **Maximum points** |
| **Price** | **P** | The Tenderer price, i.e. the financial Tenderer amount in EUR including VAT | C = (Lowest tender price/price of the Tenderer) x 50 | 50 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria**  | **Criteria label** | **Description and measuring unit** | **Methodology** | **Evaluation criteria** | **Number of points** | **Maximum points** |
| **Expertise** | **E** | Relevant experience of the company, measured by the number and quality of projects in the last 10 years directly related to the fisheries sector (with emphasis on small-scale and recreational fisheries). The tenderer shall provide a list of reference projects using the template provided, including project name, description of fisheries relevance, and start/end year | E = No of points x 50 | Irrelevant: No fisheries-related projects demonstrate | 0 | 50 |
| Poor: Very limited fisheries relevance; marginal contribution to the sector. | 0.25 |
| Satisfactory: Some fisheries-related elements, but not core to the project(s)  | 0.5 |
| Good: Clear and directly relevant fisheries experience, though with limited scope/scale  | 0.75 |
| Excellent: Strong portfolio of fisheries projects, highly relevant in scope and comparable to the current assignment  | 1 |

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 Tender:**

1. ***List of projects verifying expertise of the Tenderer*** *(Annex 3);*

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

The contract will be in 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 deliverable 1 listed in chapter 2.3 of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of all deliverables 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.

An advance by the Client is not permitted.

**Due date:** Envisaged duration of the Contract is till February **2026.**

# 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:** Providing national expert services for assessing interactions of small-scale fishery with other sectors, relevant for the future MSP in Albania

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

**Bid validity date:** (at least 45 days after the bid submission deadline)

**For Tenderer:**

(Signature of a legal representative)

#

# Annex 2

# Cost statement

|  |
| --- |
| Providing national expert services for assessing interactions of small-scale fishery with other sectors, relevant for the future MSP in Albania |
| No. | Description | Unit  | Approx. amount | Unit price in EUR (without VAT) | Total EUR (without VAT) |
| 1. | **All tasks** | set |  |  |  |
| ***Tender price in EUR without VAT (total item amount)*** |  |
| ***VAT amount (25%)[[3]](#footnote-3)*** |  |
| ***Tender price with VAT in EUR*** |  |

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

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

(Full name of the legal representative)

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

(Signature of the legal representative)

# **Annex 3**

# List of projects verifying expertise of the Tenderer

Relevant references of the Tenderer (*Company Name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in projects (in the last 10 years) relevant to the Tender:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No[[4]](#footnote-4).** | **Project Title / Study Name** | **Client / Funding Agency** | **Fisheries Focus (SSF / Recreational / Other)** | **Relevance for the Tender** | **Beginning and end year of the project** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |

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 that are not in VAT system and economic operators registered outside the Republic of Croatia do not fill the column”. [↑](#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)