

PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

**PROCUREMENT SUBJECT: Analysis of implementation of the National Strategy for Integrated Coastal Zone Management (NSICZM) for Montenegro, with Action Plan update recommendations - in the frame of the GEF MedProgramme CP 2.1**

SIMPLE PROCUREMENT

Reference number 21/GEF/2022

Split, December 2022

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Name: Priority Actions Programme Regional Activity Centre – PAP/RAC** (hereinafter: the Client)

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

**Personal identification number (PIN): 27788012253**

**Telephone: + 385 21 340470**

**1.2. Contact person:** Questions concerning the tender contents and format can be sent to the person in charge of communicating with Tenderers, Ivan Sekovski, e-mail: ivan.sekovski@paprac.org.

* 1. **Procurement type:** Simple procurement
	2. **Estimated procurement value:** Procurement value is estimated at **5 500 USD** without VAT.

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

**2.1. Introduction**

The Mediterranean Sea Programme: Enhancing Environmental Security (MedProgramme) is a 43 million USD assortment of seven child projects funded by the Global Environment Facility (GEF) over the 2021-2025 period. It aims to kick start the implementation of priority actions to reduce the major transboundary environmental stresses affecting the Mediterranean Sea and its coastal areas, while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations.

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

This invitation is for tenderer to prepare the analysis of implementation of the National Strategy for Integrated Coastal Zone Management (NSICZM), with Action Plan update recommendations within GEF MEDProgramme - projectMediterranean Coastal Zones: Water Security, Climate Resilience and Habitat Protection (i.e. the Child Project 2.1 - GEF ID 9687). Entire MedProgramme builds on the GEF MedPartnership and ClimVar & ICZM projects, within which the NSICZM for Montenegro was originally developed. In 2015, the Government of Montenegro adopted the NSICZM. The NSICZM contributes to the establishment of a management system which enables: fostering productivity and protecting diversity of coastal ecosystems, enhancing economic efficiency and sustainable use of coastal resources, and improving integration and harmonisation of sectoral management.

The strategic goals and measures defined by the NSICZM refer to the time period leading to 2030, while the priority actions cover the period until 2020. The Strategy stipulates that, based on the main indicators, the First Progress Report should be prepared in the second year of the NSICZM implementation, with the aim to establish an annual yearly reporting system.

Given that the report on the NSICZM implementation should be an integral part of the report on the implementation of the National Strategy of Sustainable Development by 2030, it is necessary to finalize the update of the report by end-April 2023.

Tasks and activities that are a subject of this procurement are described in more detail in the Chapter 2.2.

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

This report should consider the results of the Pilot report on the NSICZM implementation from 2016, as well as the Draft report from 2018.

Considering that there are two basic layers of spatial data which serve as input data of the boundaries of construction zones (the layer is updated by transferring data from planning documents which determine the construction zones) and the level of built-up zone (the layer is updated by vectorization of orthophoto footage), the preparation of the report sections which refer to spatial indicators will be feasible once the project "Analysis of indicators on the state of the coastal area for the period 2021-2030" is carried out.

**Activities**

1. On the basis of the information provided by the Ministry of Ecology, Spatial Planning and Urbanism of Montenegro (later: the Ministry), as well as the information contained in the Pilot Report on the Implementation of the NSICZM from December 2016 and the Draft Report from 2018, an analysis of the implementation of the National Strategy for Integrated Coastal Zone Management (NSICZM) will be prepared, including update recommendations for the Action Plan with the aim of preparing an updated report on the implementation of NSICZM for the period 2015-2021 by the Ministry, which will be used for reporting purposes towards the Government of Montenegro and UNEP/MAP on the progress in the implementation of the NSICZM.

The overview should contain a simplified quantitative presentation (when possible, using optimal forms for simple communication of results – graphics, diagrams, etc.) of the following:

* results achieved within the implementation of each individual measure, assessing the success of the implementation of sub-measures and priority actions defined within that measure;
* results achieved within the framework of all strategic goals by measuring success at the level of implementation of measures defined within the framework of individual strategic goals; and
* implementation results at the level of thematic areas, measuring success at the level of implementation of strategic goals defined within the framework of individual strategic goals.

For the aforementioned quantitative presentation, the Tenderer should prepare the methodology, in consultation with the Ministry.

The quantitative presentation should be compatible with the qualitative analysis, which should identify:

* positive developments in the implementation of strategic goals, measures, sub-measures and priority actions, linking this progress with the application of defined indicators and the achievement of target outcomes determined in the NSICZM Action Plan, using the available defined indicators, including indicators on the state of the coastal area if available and submitted by the Ministry until March 2023;
* availability of indicators provided by the NSICZM with recommendations for improving the current situation and phased introduction of indicators, i.e. their monitoring on an annual level;
* key problems faced by the competent institutions in the realization of strategic goals, measures, sub-measures and priority actions in relation to the defined indicators and the achievement of the established target outcomes in the NSICZM Action Plan;
* problems from the aspect of the application of the coordination mechanism for the ICZM, which especially affect the success of the implementation of strategic goals, measures, sub-measures and priority actions; and
* suggestions for overcoming the problems identified by using this methodology.

The report, as a separate item, should analyze and draw conclusions on the effectiveness of the participation of competent entities in the implementation of the NSICZM, following the obligation established by the conclusions of the Government of Montenegro during the adoption of the NSICZM in 2015, as well as the conclusions of the National Council for the Sustainable Development of Climate Change and the Integrated Management of Coastal Zone when considering the Pilot report on the implementation of NSICZM. As part of the progress analysis, it is necessary to create an analysis of capacity availability (financial and human capacities) for the implementation of measures and the achievement of goals, including the mapping of resources that have been allocated for the realization of the NSICZM action plan and in relation to the national and local budgets for 2022 and projects which are currently in the preparation/implementation phase.

1. In accordance with the results of the NSICZM implementation, develop recommendations for alterations and amendments to the NSICZM Action Plan by:
* excluding sub-measures and/or priority actions that were implemented in the first two-year period from the Action Plan,
* providing recommendations for the modification of sub-measures/priority actions if, in consultations with the Ministry, valid reasons emerge,
* providing recommendations for new sub-measures/priority actions if, in consultation with the Ministry, it becomes apparent that the relevant entities are implementing certain activities which contribute to the implementation of NSICZM measures and which are not integrated into the Action Plan from 2015.

Therefore, the updated Action Plan should be prepared in accordance with the obligation established in the NSICZM.

**2.3. Deliverables and deadlines**

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

**DEL 1:** Analysis of the implementation of the National Strategy for Integrated Coastal Zone Management (NSICZM).

**DEL 2:** Recommendations for amendments to the Action Plan and priority actions of NSICZM.

**DEL 3:** Recommendations for the phased strengthening of the set of indicators for monitoring the implementation of the Strategy and regular collection of the necessary data.

**An analysis of the implementation of the National Strategy for Integrated Coastal Zone Management (NSICZM) with recommendations for updating the action plan must be prepared by April 30, 2023.**

Bearing in mind that the Ministry of Ecology, Spatial Planning and Urbanism will organize consultations regarding the proposed changes to the action plan by the end of June 2023 and lead this stage of the process, the Tenderer will be obliged to be at the Client’s disposal for the presentation of recommendations and participation in relevant discussions.

The deliverables should be written **in Montenegrin and** should be submitted in an electronic form (Word form for Windows).

Deliverables will be financed form the GEF ID 9687 – Child Project 2.1.

**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 social and/or natural sciences,
* At least 5 years of professional experience in development of strategic documents, public policies and regulations, related to sustainable development policies and Integrated Coastal Zone Management (ICZM),
* Written and oral fluency in Montenegrin and English.

**For the purpose of establishing the grounds set out in item 3.1. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

* **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 proposal should contain the following elements:

* **Tender sheet** signed andfilled in according to this Invitation to Tender (Annex 1);
* **Curriculum vitae** of the Tenderer,proving required technical and professional capacity;
* **List of projects verifying expertise (see chapter 5) of the Tenderer**(Annex 2);
* **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: ivan.sekovski@paprac.org and paprac@paprac.org with “Implementation analysis of the NSICZM” as the e-mail subject.

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

Tender offers must be received **by 8 January 2023, 23:59 CEST (extended to 22 January 2023, 23:59 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.
	+ **Tender currency: US Dollars (USD).**

The Contractor shall express the price in USD, and the payment can be made in USD. However, payment can be made in other currency using the exchange rate of conversion of the Client’s bank ([OTP bank](https://www.otpbanka.hr/)), valid on the date of the payment.

* + **Language and script:** The Tender shall be drafted in English language, using the Latin script.
	+ **Period of validity:** 15 days from the tender submission deadline.
	+ **Price setting method**

The Tender price shall be expressed in USD. The tender price cannot be altered.

The tender price consists of Pre-Vat price, VAT and total price.

* **Pre-VAT** price includes all costs related to the performance of the services. For natural persons it includes all relevant taxes and contributions in accordance with the Croatian legislation.
* **VAT** needs to be indicated:

-Tenderers registered in Croatia express VAT: 0% if they are not in VAT system and 25 % if they are in VAT system.

- Tenderers outside Croatia (natural persons and companies, in or out of VAT system) do not express VAT, but indicate “reverse charge” (see Annex 1, 3.).

* **Total price** is the sum of pre-VAT price and VAT.

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 who satisfy technical and professional capacity criteria set in chapter 3.1.

The MEAT award criteria are the following:

* proposed price (Annex 3);
* expertise of the Tenderer (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 Tenderers; 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 Tenderers 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 50 | 50 | 50 |
| Expertise | E | Number of strategic documents, public policies and regulations in Montenegro on which the expert was working on | 1  | 5 | 20 |
| 2 - 3 | 10 |
| 4 - 5 | 15 |
| 6 or more | 20 |
| Expertise | E | Number of strategic/policy documents related to implementation of ICZM policies, on which the expert was working on | 1 | 10 | 30 |
| 2 - 3 | 20 |
| 4 or more | 30 |

Selection of the most economically advantageous Tenders (MEAT) 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: **MEAT = 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:**

* ***List of projects verifying expertise of the Tenderer*** (Annex 2)*;*

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

The Contract will be made in USD currency. As indicated in ch.4.3. the payment can be made in other currency using the exchange rate of conversion of the Client’s bank ([OTP bank](https://www.otpbanka.hr/)), valid on the date of the payment.

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

* 35% upon submission and clearance by PAP/RAC of the deliverable 1.
* 35% upon submission and clearance by PAP/RAC of the deliverable 2.
* 30% upon submission and clearance by PAP/RAC of the deliverable 3.

All legal person (in or our VAT system) and natural person which are in VAT system are required to issue invoice/s.

An advance payment by the Client is not permitted. Envisaged duration of the Contract is 6 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** Tenderer to provide the analysis of implementation of the National Strategy for Integrated Coastal Zone Management (NSICZM) for Montenegro, with Action Plan update recommendations

**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:**

|  |  |
| --- | --- |
| Total pre-VAT price in USD |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total price with VAT in USD |  |

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

 **For Tenderer:**

# (Signature of the legal representative)

**Annex 2**

**Practical experience verifying expertise of the Tenderer**

Relevant experience of the tenderer- consultant (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, relevant to the main activity fields of this project and in the project area, in which the Tenderer was involved as the expert /coordinator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[3]](#footnote-3). | Experience (strategic documents, public policies and regulations in Montenegro on which the expert was working on) | Role of the expert | Name of the client | Year (start-end) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
|  |  |  |  |  |

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

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

(Full name of the applicant or legal representative)

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

(Signature of the applicant or legal representative)

**Practical experience verifying expertise of the Tenderer**

Relevant experience of the tenderer- consultant (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, relevant to the main activity fields of this project and in the project area, in which the Tenderer was involved as the expert /coordinator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[4]](#footnote-4). | Experience (strategic/policy documents related to implementation of ICZM policies, on which the expert was working on) | Role of the expert | Name of the client | Year (start-end) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
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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 tenderer to provide the analysis of the implementation of National Strategy for Integrated Coastal Zone Management (NSICZM) for Montenegro, with Action Plan update recommendations*** |
| **No.** | **Deliverable description** | **Unit**  | **Number of units** | **Unit price in USD (without VAT** | **Total item price in USD (without VAT)** |
| 1. | Analysis of the implementation of the National Strategy for Integrated Coastal Zone Management (NSICZM). | Expert days |  |  |  |
| 2.  | Recommendations for amendments to the Action Plan and priority actions of NSICZM. | Expert days |  |  |  |
| 3. | Recommendations for the phased strengthening of the set of indicators for monitoring the implementation of the Strategy and regular collection of the necessary data. | Expert days |  |  |  |
| ***Total pre-VAT price in USD***  |  |
| ***VAT amount in USD (25%)*** |  |
| ***Total price with VAT in USD*** |  |

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

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

(Full name of the legal representative)

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

(Signature of the 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 that are not in VAT system put 0. Economic operators registered outside the Republic of Croatia (natural persons and companies) in or out of VAT system, in the place of VAT put note “reverse charge”. [↑](#footnote-ref-2)
3. Add rows, as necessary [↑](#footnote-ref-3)
4. Add rows, as necessary [↑](#footnote-ref-4)