

PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

**PROCUREMENT SUBJECT:** **Tenderer to provide services of preparing the cost-benefits analysis (CBA) of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco), in the frame of the GEF SCCF Project**

SIMPLE PROCUREMENT

Reference number 6/GEF/2023

Split, May 2023

**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](mailto:ivan.sekovski@paprac.org) and ante.ivcevic@paprac.org.

* 1. **Procurement type:** Simple procurement
  2. **Estimated procurement value:** Procurement value is estimated at 18 000 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. This invitation for tenderer to provide services of preparing the cost-benefit analysis (CBA) of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco), relates to the activity 2.1.4. under the GEF MEDProgramme - GEF child project“Enhancing regional climate change adaptation in the Mediterranean Marine and Coastal Areas” (i.e. the SCCF project - GEF ID 9670).

PAP/RAC is an executing partner the SCCF project together with Plan Blue/RAC, GWP-Med, Ministry of Sustainable Development and Tourism of Montenegro, Ministry of Sustainable Development - Regional Directorate of the Environment of the Tanger-Tétouan-Al Hoceima region and (Morocco), and UNEP/MAP (UNEP/MAP is the lead executing agency). The beneficiary countries of the SCCF project are Albania, Algeria, Libya, Montenegro, Morocco and Tunisia.

Activity 2.1 of the SCCF project asks for recommendations for adaptation measures to be mainstreamed into both Coastal Management Plans of Boka Kotorska Bay Tanger-Tétouan-Al Hoceima (Morocco), agreed with the project stakeholders, while Activity 2.1.4. specifically refers to the CBA.

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**

Tasks and activities that are a subject of this procurement consist of preparation of the cost-benefits analysis of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco).

*In more detail:*

The aim of this activity is to prioritize among certain adaptation options and to capture the extent of potential future investments (costs) and benefits for adaptation to climate threats in two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco). In other words, the purpose of the CBA is to determine the feasibility of investing in new adaptation initiatives by weighing their costs against the anticipated benefits. An initial overview of potential adaptation options that could undergo through CBA was given, for both areas, in the report *Proposals for interventions to protect and support the sustainable development of coastal zones Tangier-Tétouan-Al Hoceima region (Morocco) and Kotor Bay (Montenegro),* coordinated by Plan Bleu. Based on that report; on the reports on stakeholder workshops on adaptation options in July 2022 (Montenegro) and December 2022 (Morocco); on thematic inputs for diagnostic analyses and adaptation recommendations by sectoral experts in both countries; and based on major climate threats identified through the Climate Risk Assessment in both countries, adaptation options that will undergo cost-benefit analysis within this task are:

**For Montenegro**: adaptation options related to coastal flooding (sea level rise and storm surges) and ones related to afforestation/greening (to reduce flooding and mitigate local temperature increase);

**For Morocco**: adaptation options related to coastal flooding, wildfires and afforestation, and coastal setback.

The Tenderer should therefore:

1. Analyze the costs associated with the selected adaptation initiatives, including initial investment, ongoing operational expenses, and potential unforeseen costs.
2. Identify and quantify the expected benefits of the proposed adaptation project/initiative, including economic, social, and environmental benefits.
3. Develop a comprehensive CBA based on 1. and 2.
4. Provide recommendations based on the CBA, including whether the proposed adaptation projects/initiatives are financially viable and whether they align with the strategic objectives concerning adaptation.

Methodology on how CBA was carried out should be presented in detail in the deliverable.

Available data needed for such CBA such as shapefiles, relevant information on hazards, vulnerability; demographics; assets; built capital; economic activity etc. will be provided by PAP/RAC, with the help of national and local institutions/experts.

In case there are unforeseen circumstances in obtaining the data needed for the preparation of CBA of the suggested adaptation initiatives, alternative solutions for CBA should be considered, based on the Tenderer's existing database on costs of possible actions, and reporting on likely benefits relative to costs from studies in other countries. Also, in case there are unforeseen circumstances in obtaining the data as an alternative, the Tenderer can use the qualitative study prepared in the report *Proposals for interventions to protect and support the sustainable development of coastal zones Tangier-Tétouan-Al Hoceima region (Morocco) and Kotor Bay (Montenegro)*, as a first step in order to develop an updated and detailed comprehensive cost-benefits analysis of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco).

The Tenderer is expected to **communicate with PAP/RAC and local and national experts, institutions and relevant stakeholders (via PAP/RAC) primarily** for purpose of data collection, integrating local knowledge and other issues relevant for the tasks of this Tender.

One of the key pillars of the MedProgramme is gender, as established in the MedProgramme Gender Mainstreaming Strategy. A gender lens will be applied to all project deliverables to ensure that gender aspects are adequately covered. When applicable, the benefits of the adaptation interventions in terms of gender should also be covered.

The Project will be implemented based on the Project Cooperation Agreement PCA/2021/Ecosystems Division/4272 between UNEP/MAP and PAP/RAC. The implementation of the activities within this Tender will be funded by the GEF ID 9670. PAP/RAC will guide and supervise the quality of desired outputs of this task.

**2.3. Deliverables and deadlines**

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

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| 1. Draft report on the Comprehensive cost-benefits analysis of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco) | 17 November 2023 |
| 2. Final report on the Comprehensive cost-benefits analysis of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco) | 15 December 2023 |

The Deliverables needs to be written in English, and should be submitted in an electronic form (Word form for Windows). All other accompanying files (maps, shapefiles), if any, should also be delivered to PAP/RAC.

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

**3.1. Technical and professional capacity**

The Tenderer shall prove it has the following qualifications:

* Advanced university degree in economics, environmental, natural or technical sciences;
* At least 10 years of professional experience in working on environmental economics;
* At least 10 years of experience in cost-benefit analyses regarding climate change adaptation options;
* Written and oral fluency in 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](mailto:ivan.sekovski@paprac.org) and [ante.ivcevic@paprac.org](mailto:ante.ivcevic@paprac.org) with “CBA\_coastal plans” as the e-mail subject.

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

Tender offers must be received **by 7 June 2023, 11:00 am 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.
  + **Period of validity:** 15 days from the tender submission deadline.
  + **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 3).
* The “VAT” field (in Annexes 1 and 3) shall be left blank.  
  For Tenderers who are not registered in the Republic of Croatia, the “VAT” field (in Annexes 1 and 3) 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 3).
* However, when evaluating the Tenders, the Client will take into account the total price (with value added tax, as indicated in Annexes 1 and 3).

**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 40 | 40 | 40 |
| Expertise | E | Number of projects/assessments of costs and benefits of ecosystem services, in which the tenderer was involved as the expert/coordinator | 1 -2 | 5 | 20 |
| 3-4 | 10 |
| 5 - 6 | 15 |
| 7 or more | 20 |
| F | Number of projects/assessments on costs and benefits concerning climate-change related adaptation options, in which the tenderer was involved as the expert/coordinator | 1 -2 | 10 | 40 |
| 3-4 | 20 |
| 7 - 6 | 30 |
| 6 ore more | 40 |

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 + F**.

**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.

If selected contractor is resident of the Republic of Croatia, payments shall be made in EUR currency, using the exchange rate of conversion of the OTP Bank d.o.o. valid on the date of payment.

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

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

* 40% upon submission and clearance by PAP/RAC of the deliverable 1.
* 60% upon submission and clearance by PAP/RAC of the deliverable 2.

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 10 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 services of preparing the cost-benefits analysis (CBA) of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco), in the frame of the GEF SCCF Project.

**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 2a**

**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, in which the Tenderer was involved as the expert /coordinator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[3]](#footnote-3). | Experience (name of the project or other type of engagement related to Cost Benefit Analyses concerning ecosystem services) | Role of the expert | Name of the client | Year (start-end) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
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|  |  |  |  |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2023

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

(Full name of the applicant or legal representative)

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

(Signature of the applicant or legal representative)

**Annex 2b**

**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, in which the Tenderer was involved as the expert /coordinator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[4]](#footnote-4). | Experience (name of the project or other type of engagement related to Cost Benefit Analyses concerning climate-change related adaptation options) | Role of the expert | Name of the client | Year (start-end) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
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In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2023

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

(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 services of preparing the cost-benefits analysis (CBA) of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco)*** | | | | | |
| **No.** | **Deliverable description** | **Unit** | **Number of units** | **Unit price in USD (without VAT)** | **Total item price in USD (without VAT)** |
| 1. | Comprehensive cost-benefits analysis of selected options of adaptation to climate change, on two coastal areas: Boka Kotorska Bay (Montenegro) and Tanger-Tétouan-Al Hoceima (Morocco) | Expert days | 1 |  |  |
| ***Total pre-VAT price in USD*** | | | | |  |
| ***VAT amount in USD (25%)\*[[5]](#footnote-5)*** | | | | |  |
| ***Total price with VAT in USD*** | | | | |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2023

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

(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 and economic operators registered outside the Republic of Croatia do not fill the column. [↑](#footnote-ref-2)
3. Add rows, as necessary [↑](#footnote-ref-3)
4. Add rows, as necessary [↑](#footnote-ref-4)
5. 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-5)