

# INVITATION TO TENDER

# PROCUREMENT SUBJECT: Consultant to perform the tasks of a MedOpen Head Lecturer

SIMPLE PROCUREMENT

Split, September 2021

**1. GENERAL INFORMATION**

**1.1. Client information:**

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

**Personal identification number (PIN)**: 62469940848

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

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

1. **Contact person:** Questions concerning the Tender contents and format can be sent to the person in charge of communicating with Tenderers, Veronique Evers, e-mail: [veronique.evers@paprac.org](mailto:veronique.evers@paprac.org)
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at USD 10,000.00 gross.

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

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

**Background**   
  
[**MedOpen**](http://www.medopen.org/)**, an online training course on coastal management in the Mediterranean, being implemented since 2004 by the Priority Actions Programme Regional Activity Centre (PAP/RAC) of the UN Environment/ Mediterranean Action Plan (UNEP/MAP),** aims at assisting Mediterranean countries in building capacities for coastal management. The training course programme, including the Basic and the Advanced courses, has been created to share ideas, lessons and strategies to forward the art of designing and implementing local, national and regional place-based integrated coastal zone management (ICZM), as well as to enhance a policy dialogue and build / improve capacities on implications of climate variability and change (CVC) considerations.

**Target users** of MedOpen are decision makers (at the local, national, regional, and international level), policy advisors, project managers, staff and experts of international organisations and institutions, academic researchers, students, and all others interested in ICZM and CVC issues. The **MedOpen team,** composed of experienced PAP/RAC consultants and recognized Mediterranean experts in coastal/marine issues and of the PAP/RAC co-ordinator, accompanies the users throughout the Advanced training courses.

From 2018, MedOpen ICZM Advanced started to be included in the academic programme in several universities of the Mediterranean for students attending specialisation and/or graduate/post graduate studies dealing with ICZM, management of coastal ecosystems, environmental politics, climate variability and change, and alike. This was notably the case in ENSSMAL in Algeria (2018), and in the FSTH in Morocco and FSB in Tunisia (2019 and 2020) where a joint MedOpen course was implemented.

This year, two sessions of MedOpen are planned: the first one for the Faculté des Sciences et techniques d’Al Hoceima (FSTH) – Morocco, will be organized in the first semester of the Academic year from 20 September up to 13 December 2021. The second will be a twining course for ENSSMAL and the University of Annaba, and will be organized in the second semester of the Academic year from 17 of January up to the 15 of April 2022. All students are attending the second year of similar professional Masters.

Students who have successfully finished the MedOpen training course will be awarded the UN Environment/MAP - PAP/RAC MedOpen ICZM Advanced certificate. In addition, the evaluation and grading (exam) of students by the MedOpen lecturers, experts in ICZM, will be integrated in their relevant pedagogical evaluation.

**Tasks of the Tenderer**

* before the training course has started:
* prepare a short introductory video (introducing himself to students, welcoming them to the training course and explaining in brief his/her role) plus a short biography with a photo;
* draft a joint introduction to the training course taking into account the contributions of the other consultants and professors involved into the organisation of the MedOpen course.

The above outputs should be submitted to PAP/RAC before the 17 September 2021.

* during the training courses:
* moderate online discussion/debates on the themes of six lectures during each session of the training course, according to the training courses schedule in Annex 1 (prepare a short introduction to six lectures, followed by a couple of stimulating questions/issues for discussion); discuss/communicate with students on a daily basis during six weeks during each session of the training course ;
* draft, together with the Lecturer, a joint introduction to the Final Essay, providing students with instructions/requirements for the Final Essay preparation (to be delivered in writing, the suggested number of pages, font and the style, spacing and pagination, abstract, references, etc.; to present the elements the Final Essays should contain, such as, for example, the ICZM (potential) benefits for stakeholders assessment of resource needs, use of the training course skills/tools, ideas for future and alike).
* ask FSTH students to propose and explain briefly a theme their Final Essay will be dealing with; to consider the themes proposed by the group of students and offer suggestions, if needed, and approve the selected themes; moderating, with support of a FSTH local coordinator, the preparation of the FSTH group Final essays.
* upon the conclusion of the training course:
* together with the Lecturer and local coordinator, evaluate/grade students’ contribution to online discussions, as well as perform the final grading of students’ overall work;
* evaluate/grade the FEs prepared by the FSTH group of students (*Note: the grading of students’ work will be an integral part of their pedagogical evaluation at FSTH, Morocco);*
* prepare the final report on the activities carried out during the first session of the training course (session with FTSH), including: the assessment/grading of the online discussion; the assessment/grading of the Final Essays prepared by the FSTH group of students; the results achieved and obstacles encountered; evaluation of the training course; and proposals for its future improvements.

**2.2. Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.1 are given in the table below:

|  |  |
| --- | --- |
| **Deliverable** | **Tentative deadline** |
| 1. Short introductory video with a short updated biography | 17 September 2021 |
| 2. Joint introduction to the training course | 17 September 2021 |
| 3. Report on the activities carried out during the first session of the training | 31 December 2021 |
| 4. Compilation of the inputs to the discussions of the second session as indicated in Annex 1 | 15 April 2022 |

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

**3.1. Technical and professional capacity**

The tenderer shall prove that has:

* Recognized diploma in a field relevant to the project, whether in a technical field or in the field of environmental or social sciences, preferably with a connection to coastal management; preference for a Masters level, a higher degree being an advantage;
* High level of professional qualification with 10 years of experience in the field of ICZM preferably / partially in the Mediterranean
* Experience in on-line education
* Very good command of French and English language.

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal shall contain the following elements:

1. **Tender sheet** filled and signed in according to this Invitation to Tender (Annex 2);
2. **Curriculum vitae of the qualified expert**,proving required technical and professional capacity;
3. **List of projects** verifying expertise (see ch 4) of the qualified expert (Annex 3);
4. **Cost statement** filled in accordance to this Invitation to Tender, signed by Tenderer (Annex 4).

**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: [veronique.evers@paprac.org](mailto:veronique.evers@paprac.org)and [**paprac@paprac.org**](mailto:paprac@paprac.org)with “MED OPEN Head Lecturer” as the e-mail subject.

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

Tender offers must be received by **14 September 2021 at 14:00.**

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

**4.4. 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 (USD).

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

**4.6. Language and script:** The Tender shall be drafted in English language, using the Latin script.

**4.7. Period of validity:** 15 days from the Tender submission deadline.

**4.8. Price setting method**

The Tender price includes all taxes, pay-related social insurance contributions and all other contribution or payments, statutory or otherwise, including VAT, arising by virtue of performance of the services (i.e. gross amount).

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

**4.9. 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:

* expertise of the consultant (Annex 3);
* proposed price (Annex4);

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 Tender price/price of the tender) x 30.00 | 30 | 30 |
| Expertise | E | Number of projects related to coastal management (including marine coastal management) in the Mediterranean region, (in the last 10 years) in which the expert was involved. | 0 | 0 | 40 |
| 1 - 5 | 20 |
| 6 or more | 40 |
| Knowledge of online education | K | Number of on-line courses related to sustainable development/coastal zone management in which the expert was involved | 0 | 0 | 30 |
| 1 - 2 | 15 |
| 3 or more | 30 |

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 + K.**

**For the purposes of establishing the grounds set out in item 4.9 of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. ***List of projects and of online education courses verifying expertise of the qualified expert*** *(Annex3);*
2. **Cost statement** filled in according to this Invitation to Tender, signed by the single authorised representative of a Tenderer (Annex 4).

**5. DUE DATE, MANNER AND TERMS OF PAYMENT**

The Client shall make the payments to the Tenderer in two instalments, based on invoices drawn up by the Tenderer as follows:

1st instalment – upon completion of the first session and submission of the outputs 1,2 and 3 from the article 2.2. – 75% of the contracted amount;

2nd instalment – upon completion of the seond session and submission of the output 4 – 25% of the contracted amount.

In case the second session would be cancelled, the Client will only pay the the first instalment.

The Client shall pay the issued invoice, pursuant to the prices set out in the selected Tender, within 30 days of the invoice receipt.

An advance payment by the Client is not permitted.

Envisaged duration of the contract is 6 months (30 days of effective work).

# Annex 1 – Training courses scheduled

|  |  |  |
| --- | --- | --- |
| **Weeks** | **Sessions** | **Responsible for the sessions** |
| **Weeks 1**:  1st session: 20 – 26 September 2021  2nd session: 17 – 23 January 2022 | Environmental characteristics and challenges of sustainable development in the Mediterranean. | Lecturer |
| **Weeks 2**:  1st session: 27 September – 3 October 2021  2nd session: 24 – 30 January 2022 | How to answer? | Lecturer |
| **Weeks 3**:  1st session: 4 – 10 October 2021  2nd session: 31 January – 6 February 2022 | Principles of ICZM. | Lecturer |
| **Weeks 4**:  1st session: 11 – 17 October 2021  2nd session: 7 – 13 February 2022 | Which are the benefits of ICZM? | Head Lecturer |
| **Weeks 5:**  1st session: 18 – 24 October 2021  2nd session: 14 – 20 February 2022 | Who is responsible for the implementation of ICZM? | Head Lecturer |
| **Weeks 6:**  1st session: 25 – 31 October 2021  2nd session: 21 – 27 February 2022 | Legal, institutional and financial framework. | Lecturer |
| **Weeks 7:**    1st session: 1 – 7 November 2021  2nd session: 28 February – 6 March 2022 | ICZM Protocol for the Mediterranean. | Head Lecturer |
| **Weeks 8:**  1st session: 8 – 14 November 2021  2nd session: 7 – 13 March 2022 | ICZM from the global to the local level. | Head Lecturer |
| **Weeks 9:**  1st session: 15 – 21 November 2021  2nd session: 14 – 20 March 2022 | ICZM Process, a roadmap towards the sustainability of the coast and the sea. | Head Lecturer |
| **Weeks 10**  1st session: 22 – 28 November 2021  2nd session: 21 – 27 March 2022 | Tools and techniques. | Lecturer |

# Annex 2

# Tender sheet

**Tender date**:

**Contracting Authority**: UNEP/MAP – PAP/RAC

**Subject of procurement:** Consultant to perform the tasks of a MedOpen Head Lecturer

**Tender price:**

|  |  |
| --- | --- |
| Tender price, gross |  |
| Currency | USD |

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

**Tenderer information:**

|  |  |
| --- | --- |
| **Name and address** |  |
| **National identification number** |  |
| **Bank name and address** |  |
| **IBAN** |  |
| **SWIFT** |  |
| **Name, family name and position of a person / persons responsible for signing the contract** |  |
| **Contact details (telephone, e-mail)** |  |
|  | |
| **Total value (gross) of the procurement in USD** | |

**For Tenderer**

(Signature of a legal representative)

# Annex 3

# List of projects verifying expertise of expert

Relevant references of the expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in projects related to coastal management (including marine coastal management) in the Mediterranean region, relevant to the Tender:

|  |  |  |  |
| --- | --- | --- | --- |
| **No[[1]](#footnote-1).** | **Name of the project** | **Tasks of the expert, relevant to the Tender** | **Beginning and end date of the project** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

Relevant references of the expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in online education relevant to the tender

|  |  |  |  |
| --- | --- | --- | --- |
| **No[[2]](#footnote-2).** | **Name of the project** | **Tasks of the expert, relevant to the Tender** | **Beginning and end date of the project** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

# Annex 4

# Cost statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***TECHNICAL DESCRIPTION AND COST STATEMENT[[3]](#footnote-3)*** | | | | | |
| No. | Description of deliverables | Unit | Approx. amount | Unit price in USD | Total in USD |
| 1 | Short introductory video with a short updated biography | Piece | 1 |  |  |
| 2 | Joint introduction to the training course | Piece | 1 |  |  |
| 3 | Report on the activities carried out during the first training session | Piece | 1 |  |  |
| 4 | Compilation of the inputs to the discussions of the second session | Piece | 1 |  |  |
|  | ***Tender price (gross) in USD*** |  | | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2021

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

(Full name of the legal representative)

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

(Signature of the legal representative)

1. Add rows, as necessary [↑](#footnote-ref-1)
2. Add rows, as necessary [↑](#footnote-ref-2)
3. Add rows, as necessary [↑](#footnote-ref-3)