PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Tenderer to provide a Study on climate risks and on potential solutions in the coastal zones in the framework of the GEF MedProgramme SCCF project

SIMPLE PROCUREMENT

Reference number 3/GEF/2024

Split, March 2024

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Nam**e: Priority Actions Programme Regional Activity Centre – PAP/RAC – UNEP/MAP (hereinafter: the Client)

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

**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, Daria Povh Škugor, e-mail: daria.povh@paprac.org
2. **Procurement type:** Simple procurement
3. **Estimated duration:** The expected contract duration is three months.
4. **Estimated procurement value:** Procurement value is estimated at USD 16,000 gross.

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

**2.1. Introduction**

The Mediterranean Sea Programme (MedProgramme): “Enhancing Environmental Security” is a five-year (2020–2025) Global Environment Facility (GEF) funded multi-focal area initiative active in four GEF focal areas: International Waters, Chemicals and Waste, Biodiversity, and Climate Change Adaptation (SCCF). UNEP is one of the implementing agencies, and PAP/RAC is one of the executing partners.

GEF MedProgramme SCCF project aims to enhance the capacities of countries in the Mediterranean region to adapt to climate change with a view to influencing wider development processes in the region. The beneficiary countries of the SCCF project are Albania, Algeria, Libya, Montenegro, Morocco and Tunisia. This activity is targeted towards public authorities, non-governmental sector and the general public in the coastal zones of the project countries. This action is a part of the GEF MedProgramme, SCCF project.

This procurement is fully funded by the UNEP budget, GEF MedProgramme SCCF, based on the Project Cooperation Agreement PCA/2021/Ecosystems Division/4272 between UNEP and PAP/RAC and its amendment. It is carried out in accordance with Article 29 of the Public procurement law.

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

The task will consist of the following:

1. Develop a study on climate risks and on solutions in the form of 10 case studies
2. Prepare an executive summary and the presentation for the regional events.

In more detail:

A draft annotated outline of the study is presented in the Annex 4. The tenderer is invited to respond to this draft with the updated proposal. Finally, upon contract signature, the Tenderer and the PAP/RAC can still amend the outline in consultation with each other. PAP/RAC will assist or secure assistance in identifying case studies, contacting responsible authorities and collecting the data.

**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 Study on climate risks and on solutions in the form of 10 selected case studies
 | 15 April 2024 |
| 1. PPT Presentation for the high-level meeting
 | 15 April 2024 |
| 1. Final Study on climate risks and on solutions in the form of 10 selected case studies
 | 15 May 2024 |

 The above-listed deliverables shall be written in English in an electronic form (Word for Windows), while presentation is to be delivered in the ppt and in pdf form.

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

**3.1. Technical and professional capacity**

**The Tenderer shall prove it has the following qualifications:**

* Recognised degree in one of the following fields: university degree in the field of environmental sciences, social or technical sciences;
* At least 5 years of experience in working on projects relevant to the Tender.
* Written and oral fluency in English.

**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. *The Tenderer’s* ***curriculum vitae (CV),*** *clearly highlighting,**among others,* ***the required technical and professional qualifications.***

**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 Chapter 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 and daria.povh@paprac.org with “Consultancy Study on climate risks and coastal solutions” as the e-mail subject.

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

Tender offers must be received **~~by March 15th 2024, 1 pm CET~~ (EXTENDED TO MARCH 25th 2024, 1 pm 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.

**4.5. Tender currency:** US dollars (USD).

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

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

If the Tenderer is registered in Croatia and is exempt from the VAT system, identical values are to be entered in both the "Tender price with VAT" and "Tender price without VAT" fields (as specified in Annexes 1 and 3). The "VAT" field should be left blank.

Tenderers who are not registered in the Republic of Croatia are required to leave the "VAT" field (in Annexes 1 and 3) blank. Additionally, matching values should be provided in both the "Tender price with VAT" and "Tender price without VAT" fields (as specified in Annexes 1 and 3).

However, during the evaluation of Tender offers, the Client will consider the total price inclusive of value-added tax (as specified in Annexes 1 and 3). In this scenario, the Client will cover the VAT expenses.

The Tender price, exclusive of VAT, should include all expenses, including taxes (up to 34% for individual consultants, in accordance with the Croatian Act on income tax), as well as any applicable discounts.

Transport and accommodation expenses associated with the Tender (if applicable) are not part of the included amount and will be covered by the Client as supplementary charges. Any supplementary expenses, such as daily subsistence allowances (DSA) linked to the Tender, should be integrated within 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 who satisfy technical and professional capacity criteria set in ch 3.1.The MEAT award criteria are the following:

* expertise of the Tenderer (Annex 2); and
* proposed price (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** | **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 | Additional education degree in the topic relevant to the tender - PhD[[1]](#footnote-1) | Yes/No | 10/0 | 10 |
|  | C | Number of projects/assessments related to climate risks in the Mediterranean coastal zone in which the tenderer was involved | 1 -2 | 5 | 30 |
| 3-4 | 10 |
| 5 - 6 | 20 |
| 7 or more | 30 |
| S | Number of projects/assessments related to adaptation to climate change in coastal zones and enhancing coastal resilience in which the tenderer was involved | 1 -2 | 5 | 30 |
| 3 - 4 | 10 |
| 5 or more | 20 |
| 7 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 + C + S**.

**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 the expertise of the Tenderer*** (Annex 2)*; and*
2. ***Cost statement*** *(Annex 3)*.

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

The Contract will be made in US dollars currency.

If the selected contractor is a 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 persons (in or our VAT system) and natural persons who are in VAT system are required to issue invoice/s.

The Client shall make payment/s to the selected Tenderer upon the submission of the deliverable/s and its validation by PAP/RAC.

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

* 50% upon submission and clearance by PAP/RAC of the deliverables 1 and 2.
* 50% upon submission and clearance by PAP/RAC of deliverable 3.

An advance payment by the Client is not permitted.

# 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 a Study on climate risks and solutions in the form of 10 selected case studies (GEF MedProgramme SCCF)

**Tenderer information :**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat**  |  |
| **PIN[[2]](#footnote-2)** |  |
| **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 in USD, excluding VAT** |  |
| **VAT amount (25%)[[3]](#footnote-3)** |  |
| **Total tender price in USD, inclusive of VAT**  |  |

**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 topic in which the Tender was involved as a key expert/coordinator:

**Climate risks**

|  |  |  |  |
| --- | --- | --- | --- |
| No[[4]](#footnote-4) | Experience (name of the project or other type of engagement) | Role of the expert | Year |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

**Case studies on adaptation to climate change in coastal zones and enhancing coastal resilience**

|  |  |  |  |
| --- | --- | --- | --- |
| No3 | Experience (name of the project or other type of engagement) | Role of the expert | Year |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2024.

(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 a Study on climate risks and solutions in the form of 10 selected case studies (GEF MedProgramme SCCF)***  |
| No. | Deliverable description | Unit  | Quantity | Unit price in USD (without VAT) | Total USD (without VAT) |
| 1. | Study on climate risks and solutions in the form of 10 selected case studies | Set | 1 |  |  |
| 2.  | PPT presentation for the high-level meeting | Set | 1 |  |  |
| ***Total pre-VAT price in USD*** [[5]](#footnote-5) |  |
| ***VAT amount (25%)*** |  |
| ***Total price with VAT in USD*** |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2024.

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

(Full name of the applicant or legal representative)

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

(Signature of the applicant or legal representative)

# Annex 4

**Title option:** "**Coastal Climate Resilience: Exploring Climate Risks and Solutions Through Mediterranean Case Studies"**

**Objectives of the publication:**

* To raise awareness of the coastal risks related to the coastal zones;
* To inform coastal regions about the ICZM Protocol for the Mediterranean, Sendai Framework for DRR and other international legal frameworks that may provide guidance in enhancing the sustainability and resilience of coastal regions.
* To demonstrate case studies that may serve as examples of good practice, as solutions for enhancing resilience for other Mediterranean coastal regions
* to influence coastal regions to speed up the systemic transition needed for the future of the Mediterranean coastal zones;

**Language of the publication:** The target audience for this publication are the regional and local authorities in the Mediterranean countries (particularly targeting the south and east of the Mediterranean basin). The writing style needs to be clear and straightforward. Avoid unnecessary complex terminology. Be precise to avoid unnecessary ambiguity. Supplement the text with charts, graphs, tables and images to illustrate key points.

**Executive summary:** Include an executive summary at the beginning of the publication (max 5 pages).

**The proposal of the contents:**

This report is to include two parts: First part needs to highlight “what are the major climate risks and hotspots in the region”. This info will be compiled based on the findings of already released scientific reports such as the MedECC MAR, the expected MedECC report on coastal risks and the Mediterranean chapter of the AR6; as well as on all other relevant scientific literature.

The second part of the report is to focus on adaptation to climate change and on enhancing resilience through case studies that may be recognised as good practices. Case studies are primarily to be selected from the Mediterranean south, east and the rest, but may also be from some other coastal zones, in which case they should represent the most interesting/promising solutions for the coastal risks. When selecting case studies, the following adaptation forms are to be taken into consideration:

* **Societal** (also so-called soft) options, including policy, legal, social, management and financial measures that can modify human behaviour and styles of governance, contributing to improving adaptation capacity and increasing awareness of climate change issues. These measures may involve policy changes and benefit from administrative coordination among different actors. Examples include early warning systems, land-use planning, regulation, awareness raising, public information campaigns, capacity building, economic diversification, insurance mechanisms, economic instruments, etc.
* **Green** options refer to a wide range of solutions that are based on the ecosystem-based approach (also known as the nature-based solutions). These types of measures utilise natural or ecosystem-like processes to improve resilience and adaptation capacity. Examples of green measures include ecological restoration of floodplain forests, reinforcing natural defences such as dunes and cliffs, as well as maintaining and restoring healthy coastal wetlands.
* **Grey** options refer to technological and engineering solutions to improve adaptation of territory, infrastructures, and people. Examples of this typology of option include adaptation or improvement of dikes and dams or strengthening of river flood defences.

The following case studies are proposed to be taken into consideration:

1. Coastal Plan TTAH, Morocco
2. Boka Kotorska Bay Coastal Management Plan, Montenegro
3. Split-Dalmatia County Coastal Plan, Croatia
4. French coastal plans
5. Conservatoire du littoral, France
6. Menorca, Spain
7. Cataluna / Barcelona, Spain
8. Fairbourne, UK
9. Xynthia or Signal, France
10. Izmir, Turkey
11. Kune Vain lagoon, Albania

The case studies are to be presented using the following template:

**1. Name**

*Brief and clear name of the case study, identifying its major scope and the location. Max: 100 characters including space.*

**2. Geographic context and climate challenges**

*Brief description of the geographic context, its main climate change impacts/risks and related challenges addressed by the adaptation options proposed by the case study. Possibly include quantitate scenarios and projections of future climate change considered by the case study. Max: 2,500 characters including space.*

**3. Objectives**

*Main objectives that the design and/or implemented adaptation options intend to fulfil. Max: 2,500 characters including space.*

**4. Adaptation measures implemented in the case**

*Selection of one or more adaptation options from the Adriadapt catalogue.*

**5. Solutions**

*This field represents the* ***core of the case study****. It shall provide the description of: (i) the process that led to the identification and design of adaptation options and solutions, (ii) the solutions identified and in case implemented, (iii) related technical aspects, (iv) the expected added value for climate change adaptation, (iv) contribution of the identified solutions to mitigation, if any. Max: 4,000 characters including space.*

**6. Leader of the initiative and key partners**

*Key actors involved in the design and implementation of adaptation measures and description of respective roles. Max: 2,000 characters including space.*

**7. Stakeholder participation**

*Description of the stakeholder engagement process, if relevant; including: actors involved, role of the actors in designing and implementing the adaptation measures, forms of participation Note that this field shall not replicate the context of the previous field n, 6; therefore shall focus on the engagement of stakeholders other than key actors (e.g. cavity society at large, representative of the business sectors, etc.). Max: 2,500 characters including space.*

**8. Success and limiting factors**

*Factors that have been decisive for the successful identification, design and, in case, implementation of the adaptation measures and limiting factors which might have hindered the process. Max: 2,500 characters including space.*

**9. Costs and benefits**

*Describe costs (possibly providing quantitative estimates) and funding sources. Describe benefits expected and provided by implemented solutions, i.e.: positive outcomes related to climate change adaptation, other co-benefits, and if available quantitative estimation of benefits and related methodologies (e.g. monetization of benefits for cost benefit analysis, indicators of effectiveness of actions implemented, etc.). Max: 2,500 characters including space.*

**10. Implementation time and lifetime**

*Time needed for the design and implementation of the adaptation measures; it can be expressed with a range of years. Duration of the adaptation measures; it can be expressed with a range of years. Max: 1,000 characters including space.*

**11. Keywords**

*6 to 8 keywords which reflects main contents of the adaptation option. Avoid too general words (e.g. adaptation, climate change, resilience, etc.) and words which are already include in pre-fixed fields (i.e. sectors and impacts). Keywords will be homogenised when all case studies are available.*

**12. Sectors**

*Specify whether the case study illustrate cross-sector adaptation measures, or measures which focus on some specific sectors.*

 Cross-sector

 Sectors specific

*If the case study deals with sectors specific measures, select most relevant ones; i.e. those for which the measures designed and/or implemented by the case study provides a clear improvement of the adaptation capacity.*

 Agriculture

 Biodiversity

 Buildings

 Coastal management

 Disaster Risk Reduction

 Energy

 Financial

 Forestry

 Health

 Marine and fisheries

 Spatial planning

 Tourism

 Transport

 Urban

 Water management

**13. Climate impacts**

 Droughts

 Extreme temperatures and heatwaves

 Flooding

 Wildfire

 Heavy rains

 Changes in sea conditions

 Sea level rise

 Storms

 Water scarcity

 Non-impact specific

*Selection of more than one is allowed; be specific on the impacts really addressed by the option*

**14. Contacts**

*Contacts of the leader of the initiative, i.e. the institution (and person) directly responsible in the design and/or implementation of the case study. This should enable users to request more detailed information. Contacts should include: name, affiliation, address, personal e-mail address and generic e-mail address. The publication of this information requires approval from the owner.*

**15. Source for more detailed information**

*Include here any reference/link to source for more detailed information about the case study: web-site, on-line document, published manuscript, projects, studies, etc. The aim is not to provide a long list, but to be as much as possible focused on key resources for additional information.*

**16. Map**

*Map of the Adriatic area showing the location of the case study, including geographical borders.*

**17. Pictures**

*Pictures of the case study areas, climate change impacts, implemented measures and/or relevant charts, graphs and maps. For each picture, please include: (i) title (1 line), (ii) short description (2 lines), (iii) credits ©: author and/or source of the image. Picture publishing permission rights should be asked, in written form to picture’s owner (e-mail is enough)*

**Documents**

*Brief and high relevant document (e.g. brochure) about the case study (if any), which can be uploaded on the on-line version of the case study.*

**Video documentation**

*The author is invited to provide video materials, such as short interviews with the initiative's leaders or other available video materials, that may be used to promote the good practice.*

*\*\*\**

The tenderer is invited to respond with a revised version. Finally, upon contract signature, the Tenderer and PAP/RAC are to jointly decide on the best case studies and examples of good practice for adaptation to climate change and enhancing resilience in the coastal zone.

1. To be proofed by the **Curriculum vitae** of the Tenderer [↑](#footnote-ref-1)
2. Or national identification number according to the economic operator’s country of establishment, if applicable [↑](#footnote-ref-2)
3. Economic operators in Croatia that are not in VAT system and economic operators registered outside the Republic of Croatia (natural persons and companies) in or out of VAT system should leave the respective column blank [↑](#footnote-ref-3)
4. Add rows, if necessary [↑](#footnote-ref-4)
5. Economic operators registered in Croatia who are not part of the VAT system and economic operators registered outside the Republic of Croatia should leave the respective column blank. [↑](#footnote-ref-5)