

# INVITATION TO TENDER

# PROCUREMENT SUBJECT: Consultant to perform the tasks of a MedOpen simulation game coordinator.

SIMPLE PROCUREMENT

Number: 1/PAP/2022

Split, March 2022

**1. GENERAL INFORMATION**

**1.1. Client information:**

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

**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 value of the procurement:** 3,300 USD

**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.

The simulation game (SG) is a part of the advanced MedOpen course. It is meant to apply the concepts and ideas learned in the virtual lessons.

The SG has a duration of 5 weeks, and it is based on a “real / concrete” pilot case (site to be identified by the consultant). The implementation of the SG will be based on a field visit to be organized by the simulation game coordinator, where students will have an opportunity to meet and interact with stakeholders from the area. The aim of the field visit is to have a complete picture of the situation in the area, and to understand the view points from all the main actors. After the field visit, students will participate to the simulation game, where they will be invited to share ideas and to search for new answers to concrete management issues in the pilot area. The success of the SG resides therefore in cohesive group work given that it is the intense feedback that intensifies the performance of trainees, as well as stimulates the communication with the SG Co-ordinator.

This MedOpen SG session will be organized for a group of 23 students, attending Masters 2 dedicated to the academic training in environmental sciences, namely the Master “Management and protection of the coastal zone” of the École Nationale Supérieure des Sciences de la Mer et de l’Aménagement du Littoral (ENSSMAL), Algeria.

**Tasks of the Tenderer**

The tasks of a Consultant will be, as follows:

* preparing an Introductory paper for the simulation game;
* before the SG starts, provide students concept and scenario of the simulation game, the selection and distribution of roles and the organization of the 4 workshops;
* to develop, in direct contact with students, the SG during the five weeks, in parallel with the on-line Forum discussions, starting from the week five of the on-line training;
* to provide, in direct contact, guidance to students and reply to their questions providing them with explanations, when asked for;
* to organize a field visit to a relevant area for the simulation game;
* to organize the work of the students in elaborating their contribution to the simulation game output.
* to assess and grade students’ outputs and their engagement in the SG development;
* to prepare a Final report on the SG implementation, including conclusions, recommendations and proposals for improvement.

**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** |
| Presentation of the concept of the simulation game and of the scenario | 10 April 2022 |
| Final report on the SG implementation | 30 May 2022 |

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

**3.1. Technical and professional capacity**

The tenderer shall prove that has:

* Recognized diploma in environmental or social sciences, preferably with a connection to coastal management; preference for a Masters level, a higher degree being an advantage;
* Experience in teaching ICZM;
* Very good command of French 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. **Practical experience verifying the expertise of the tenderer (Annexe 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](file:///C:\Users\pap-a\AppData\Local\Temp\pid-17340\veronique.evers@paprac.org) and [procurement@paprac.org](mailto:procurement@paprac.org)with “MED OPEN Simulation Game coordinator” as the e-mail subject.

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

Tender offers must be received by **03 April 2022, 14:00 CET.**

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:** USD.

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

* **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 includes all costs (taxes) and discounts pertaining to the services indicated as the subject matter of the procurement (i.e. gross amount).

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

Transport fees (airplane ticket) and accommodation expenses related to the Proposal (if any) are not included and will be covered by the Client as an additional expense.

**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:

* Expertise of the Tenderer (Annex 3).
* Cost statement (Annex 4);

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 gross | C = (lowest bid price/bid price being evaluated) x 40 | 40 | 40 |
| Expertise | E | Number of projects related to teaching ICZM in which the tender was involved as expert/coordinator | 1 | 10 | 60 |
| 2 | 20 |
| 3 | 30 |
| 4 | 40 |
| 5 | 50 |
| 6 and more | 60 |

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:

* **Practical experience verifying the expertise of the tenderer (Annexe 3)**
* **5. DUE DATE, MANNER AND TERMS OF PAYMENT**

The Client shall make the payments to the Tenderer, based on invoice drawn up by the Tenderer. The invoice shall be issued after the submission of the last deliverable and validation by PAP/RAC.

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 3 months.

# Annex 1 Syllabus of the simulation game

|  |  |
| --- | --- |
| 4 - 10 avril 2022 | Atelier 1   * Présentation de la zone du jeu de simulation * Présentation des objectifs * Préparation de la visite de terrain (identification des acteurs à rencontrer, rédaction des questions à poser, etc.) |
|
| 11 - 17 avril 2022 | * Visite de terrain |
| 18 - 24 avril 2022 | Atelier 2   * Feedback sur la visite de terrain * Détermination des groupes de travail et identification des parties prenantes qu’ils vont représenter * Détermination de la structure du rapport sur le jeu de simulation |
| 25 avril - 1er mai 2022 | Atelier 3   * Détermination de la structure du rapport * Détermination des groupes de travail et identification des parties prenantes qu’ils vont représenter * Identification des enjeux cruciaux et des conflits principaux |
| 2 - 8 mai 2022 | * Préparation du rapport conjoint du jeu de simulation * Soumission des propositions d'amélioration pour la zone pilote |

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# Annex 2

# Tender sheet

**Tender date**:

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

**Subject of procurement:** Consultant to perform the tasks of a MedOpen simulation game coordinator

**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)** |  |

**Tender price:**

|  |  |
| --- | --- |
| Tender price in USD, gross |  |

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

**For Tenderer**

(Signature of a legal representative)

# Annex 3

# Practical experience verifying expertise of the Tenderer

Relevant experience of the tenderer- consultant (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, related to teaching ICZM in which the tender was involved as expert/coordinator:

|  |  |  |  |
| --- | --- | --- | --- |
| No[[1]](#footnote-1). | Experience (name of the project or other type of engagement related to ICZM) | Role of the expert | Year (start-end) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

# Annex 4

# Cost statement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***TECHNICAL DESCRIPTION AND COST STATEMENT[[2]](#footnote-2)*** | | | | | | |
| No. | Description of deliverables | Unit | Approx. amount | Unit price in USD | | Total price in USD |
| 2 | Presentation of the concept of the simulation game and of the scenario | 1 |  |  | |  |
| 3 | Final report on the SG implementation | 1 |  |  |  | |
| ***Tender price (gross) in USD[[3]](#footnote-3)*** | | | | |  | |

In\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022

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

(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. In case of natural person, the amount includes all the relevant taxes. In case of legal person, it includes VAT [↑](#footnote-ref-3)