PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Consultant to provide guidance in developing and applying methodology for enhancing stakeholder engagement in the framework of the GEF MedProgramme Child project 2.1

SIMPLE PROCUREMENT

Reference number 1/GEF/2023

Split, February 2023

**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:** Expected contract duration is four months.
4. **Estimated procurement value:** Procurement value is estimated at USD 3,200.

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

**2.1. Introduction**

Adopted in January 2008 by the Contracting Parties (CPs) to the Barcelona Convention, the **Mediterranean ICZM Protocol** is the first supra-state legal instrument aimed specifically at coastal zone management. Protocol requires Mediterranean countries to prepare National ICZM Strategies and Coastal Plans and programmes. Role of the stakeholders in preparation of the strategies and plans is considered to be of a key importance. Level of stakeholder participation and engagement in a large part determines the quality of the document but it is even more essential for the success of the implementation. Planning stage is considered to be essential for science-policy-community interaction. When these partnerships are established during the planning process, and if partnerships are formalized, there is the chance that policy makers may count on community and scientists support during inevitable management challenges. Therefore, developing partnerships is one of the essential objectives for all those leading or providing support during the planning process.

**GEF MedProgramme Child Project 2.1** provides support to the countries for ratification and implementation of the ICZM Protocol. The goal of this work is to enable favourable conditions for the implementation of the ICZM Protocol in various fields ranging from the legal framework to capacity building, developing national strategies and coastal plans including the integration of climate change issues in planning and ecosystem protection decisions. This invitation to tender for contractor consist in developing the methodology for enhancing stakeholder engagement and for providing support during its application. This action is a part of the GEF MedProgramme, C.P. 2.1; Output 1.3. Development of national ICZM Strategies and Coastal plans.

This procurement is fully funded by the UNEP budget, GEF project MedProgramme Child Project 2.1, on the basis of Project Cooperation Agreement PCA/20/MAPIA2938 between UNEP and PAP/RAC. This procurement is carried out in accordance with the Article 29 of the Public procurement law.

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

The task will consist of the following:

1. Provide support and technical assistance to the PAP/RAC planning teams in enhancing stakeholders engagement and building partnerships for implementation in the framework of the planning initiatives.
2. Participate to at least one working meeting to discuss on-the ground activities, methodology, and lessons learnt from the coastal plans.
3. Provide inputs for Guidelines for developing coastal plans on stakeholder engagement and developing partnerships for coastal plan implementation.

In more detail:

1. The consultant is expected to provide support to the PAP/RAC programme officers and their planning teams developing Coastal plans in Morocco (Tanger-Tetouan-Al Hoceima region) and in Montenegro (Boka Kotorska Bay), related to the development and implementation of the activities aiming to foster stakeholders’ engagement. Activities will consist in initiating, articulating and developing stakeholder engagement using ideas, methods and techniques of applied sociology. As one of such activities, interviews with the key stakeholders have been planned. The consultant is expected to provide assistance in analysing stakeholders to be interviewed, identifying potential conflicts, barriers and obstacles and providing solutions, preparing interview questions, and analysing interview’s results. The consultant is expected to propose additional activities aiming towards stakeholder’s engagement, based on the results of the interviews and on the response of different stakeholder groups during the workshops and meetings to be organized for the preparation of the above-mentioned plans and strategies. Consultant is also expected to provide support during the implementation of the proposed activities. Support activities are to be realized using e-mails, on-line meetings, phone conversations, live consultations, etc. (according needs and possibilities of the PAP/RAC planning team).
2. The consultant is expected to participate in one working meeting in PAP/RAC premisses, to discuss possibilities, barriers and obstacles, opportunities and alternative solutions that may be used, and included in the methodological document to be developed. If the need occurs, one additional meeting may be organized.
3. The approach used in the planning activities under 1.), including other potential solutions for fostering stakeholder engagement and for the developing partnership for goals (SDG 17) will be an important topic in the publication “Guidelines for coastal plans”. The planning process is identified as the best opportunity to develop stakeholder engagement, which is essential for the implementation of the coastal plans and strategies. Consultant is expected to provide methodological support in identifying potential conflicts of interest and in designing processes and opportunities for sustainable solutions. Among stakeholders, several categories are to be involved, from the scientists, the civil sector, business sector to the general public. Coastal plans and strategies should design governance structures that may facilitate collaboration of different stakeholder groups that may provide support during the implementation period. Consultant is to assist with the articulation of optimal and sustainable methods of communication among different stakeholders during the process of the preparation and implementation of coastal plans and strategies, which can result with some permanent governance structures. The creation of governance structures is among the key the objectives of these initiatives. These structures are expected to provide support in the daily management of the coastal zones, which is – due to the richness of its resources and complexity of human uses, a very challenging task along all Mediterranean coasts.

**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. Short report on the activities in Morocco and in Montenegro | 30 April 2023 |
| 1. Methodological input on enhancing stakeholders engagement in the creation and implementation of coastal plans and strategies | 30 June 2023 |

The above-listed deliverables shall be written in English in an electronic form.

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

**3.1. Technical and professional capacity**

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

* Education: higher education in the field of sociology
* Experience: 10 years of experience in applied sociology
* Expertise: developing methodologies and implementing activities related to stakeholders involvement in integrated coastal planning and adaptation to climate change.
* 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,* ***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](mailto:paprac@paprac.org) and daria.povh@paprac.org with “Consultancy for enhancing stakeholder engagement” as the e-mail subject.

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

Tender offers must be received **by ~~March 1~~~~st~~ ~~2023, 1 pm CEST~~. ~~Extended to 13 March 2023, 1 pm CEST~~. Extended to 22 March 2023, 1 pm CEST.**

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

The Tenderer shall express the Tender price in USD.

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**

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). In this case, the VAT will be paid by the Client.

The tender price net of VAT shall include all costs (including taxes up to 34% according to the Croatian Act on income tax) and discounts.

Transport and accommodation expenses related to the Tender (if any) are not included and will be covered by the Client as an additional expense. Additional expenses, such as daily substance allowances (DSA) (if any) related to the Tender, need to be included in 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 | Number of projects **related to** **development of methodology or to leading stakeholders involvement in integrated coastal planning and climate change adaptation** in which the tenderer was involved as the coordinator/expert | 1 - 2 | 50 | 70 |
| 3-4 | 60 |
| 5 and more | 70 |

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**.

**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 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 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 (in or our VAT system) and natural person which 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.
* 50% upon submission and clearance by PAP/RAC of the deliverables 2.

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**: Consultant to provide guidance in developing and applying methodology for enhancing stakeholder engagement in the frame of the GEF MedProgramme Child project 2.1

**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 :**

|  |  |
| --- | --- |
| Tender price, excluding VAT (USD) |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total price with VAT (USD) |  |

**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 development of methodology or to leading stakeholders involvement in integrated coastal planning and climate change adaptation in which the Tender was involved as a key expert/coordinator:

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

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 Consultant to provide guidance*** ***in developing and applying methodology for enhancing stakeholder engagement in the frame of the GEF MedProgramme Child project 2.1*** | | | | | |
| No. | Deliverable description | Unit | Approx. Amount | Unit price in USD (without VAT) | Total USD (without VAT) |
| 1. | Support to implementing activities in Tanger-Tetouan-Al Hoceima region of Morocco | Expert days | 9 |  |  |
| 2. | Support to implementing activities in Boka Kotorska Bay of Montenegro | Expert days | 5 |  |  |
| 3. | Participation to the meeting to discuss methodology and lessons learned from the coastal plans | Expert days | 1 |  |  |
| 4. | Methodological inputs for Guidelines for development of coastal plans on the topic of stakeholders engagement and developing partnerships for goals (SDG 17) | Expert days | 5 |  |  |
| ***Total pre-VAT price in USD*** [[4]](#footnote-4) | | | | |  |
| ***VAT amount (25%)*** | | | | |  |
| ***Total price with VAT in USD*** | | | | |  |

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

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

(Full name of the applicant or legal representative)

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

(Signature of the applicant or 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. Economic operators registred in Croatia that are not in VAT system and economic operators registred outside the Republic of Croatia do not fill the column [↑](#footnote-ref-4)