UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# **INVITATION TO TENDER**

**PROCUREMENT SUBJECT:** National Project Coordinator in Albania for the Transboundary CAMP Otranto Project

Simple procurement CAMP Otranto/1\_2023

Split, July 2023

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Name:** UNEP/MAP **-** Priority Actions Programme Regional Activity Centre (hereinafter: the Client)

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

**OIB: 27788012253**

**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, Marina Marković, e-mail: marina.markovic@paprac.org
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at 13.000 EUR without VAT.

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

**2.1. Background information**

The proposal of a transboundary CAMP Project for the Otranto Strait area (hereinafter referred to as: CAMP Otranto or Project) was launched as a part of the Coastal Areas Management Programme (CAMP) launched in 1989, which falls into the Mediterranean Sea protection activities undertaken by the Contracting Parties (CPs) to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (so called Barcelona Convention). The CAMP, coordinated by the Priority Actions Programme Regional Activity Centre (PAP/RAC) under the supervision of the United Nations Environment Programme/Mediterranean Action Plan (UNEP/MAP), focuses on the implementation of coastal management projects in pilot areas located across the Mediterranean.

Following the Feasibility Study (FS) for the transboundary CAMP project for the Otranto Strait area, prepared in 2019, implementation of the CAMP Otranto formally started with the CAMP Agreement signed in March 2021.

The design of the CAMP Otranto project recognizes and incorporates the following fundamental considerations:

* The CAMP Otranto is designed to respond to regional (Mediterranean), national and local priorities, and will operate according to the experiences and realities of the host-countries’ legal, administrative and cultural institutions, and will benefit from the available national and local expertise. UNEP/MAP technical assistance will be targeted to general coordination and to issues in which national expertise and resources require support and supplementary inputs.
* The CAMP Otranto project is based on an integrated approach to coastal and marine environment and development problems. This means that the project activities will cut across protection and development problems, harmonize public sector priorities and private sector pressures, and provide an integrated strategy for the common goal of achieving development in the region within a sustainable management policy framework.
* Consequently, the CAMP Otranto project, far from compromising development objectives, aims to incorporate the principles of sustainable development and integrated coastal management in the development process to better articulate resource protection and development objectives.

Within the general objective of testing the transboundary integrated management of coastal zones, by implementing both the ICZM Protocol and the Marine Spatial Planning (MSP), the CAMP Otranto actions aim to:

* reduce pollution, with particular attention to marine litter, on which the project should concentrate the efforts on developing best practices shared among Italy and Albania;
* improve sustainability of the tourism sector, in particular through the evaluation of selected tourism activities;
* preserve, protect and restore the health and integrity of coastal and marine ecosystems, in particular in the existing and potential sites of the Natura 2000 Network, through examining different Area Based Management Tools (ABMTs) and Other Effective Area-Based Conservation Measures (OECMs), within and beyond national jurisdiction (AWNJ and ABNJ).

The Project will contribute to the implementation of various decisions of the CPs related to ICZM, MSP, biodiversity, pollution, as well as to other international obligations such as the UN Sustainable Development Goals (SDGs), EU Strategy for the Adriatic-Ionian Region (EUSAIR) and alike.

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

A National Project Coordinator (NPC) in Albania for the implementation of the final project phase will be recruited in Albania, being the Project host-country for the Albanian activities within the transboundary CAMP Otranto Project. NPC in Albania will cooperate with the NPC in Italy, as well as share the responsibility for the coordination and management of the activities at the transboundary level.

The NPC will also serve as liaison among the country and UNEP/MAP (PAP/RAC).

The NPC will coordinate the technical experts in charge of implementing the different activities envisaged; he/she will interact with the CAMP Otranto/Steering Committee (SC) and work in close collaboration with the central and local institutions involved, as well as with UNEP/MAP Components and the MAP Project Coordinator (MPC).

**The selected Tenderer will be contracted for the implementation of the following specific tasks in his/her role of NPC in Albania:**

1. Organise national teams for the Project activities. The NPC will, based on the agreed work-plan, provide support to MPC and SC in undertaking necessary procurement and selecting the experts/contractors to be contracted as members of the Project team for specific activities to be implemented in Albania, including experts for data management, collection of marine litter data in Vlora region, communication and design, environmental assessment expert and other, as agreed.

2. Supervise the work of national Project teams. The NPC will monitor and supervise the progress made by the national teams for the overall Project activities. He/she will check if the work has been prepared according to Technical Specifications or TORs, and on time, early identify problems and provide solutions with the assistance of the MPC and the project Steering Committee.

3. Provide support and guidance to the international teams of experts. The NPC will guide and support international team of experts, in particular making sure specific aspect relevant for the Albanian part of the Otranto area are properly addressed.

4. Review the project outputs. The task of the NPC is to be well acquainted with everybody’s work and outputs. The NPC will review outputs of all project members. He/she will facilitate the exchange of inputs and outputs among Project teams.

5. Assist in the organisation of the Steering Committee meetings and CAMP Tryeza meetings. The Project Steering Committee and Tryeza CAMP needs to hold regular meetings during the project implementation. The NPC will assist in preparing the agenda of the SC meeting taking place in September in Albania and all Tryeza CAMP meetings, securing and distributing the necessary documents, and drafting the report of the meetings.

6. Support the organisation of all national awareness/communication and capacity building events. The NPC for Albania will be in charge of organising national events/trainings on marine litter, ICZM, ecotourism, data management and MSP and preparing respective reports.

7. Assisted by PAP/RAC and NPC for Italy, prepare the Final Presentation Conference. Undertake all the logistical works necessary, including acting as the secretary of the conference. The NPC will assist in preparing the agenda, compiling the list of participants and the list of documents. Together with NPS in Italy write the final conference report. The report will be sent to PAP/RAC for final editing and distribution.

8. Closely collaborate with relevant authorities within the host-country. Since CAMP is, to a large extent, a “bottom-up” exercise, the NPC will have to establish close relationships with all relevant authorities in the CAMP area, in particular Tryeza CAMP. During the course of the Project, the NPC will have to inform them regularly on the progress of work, problems encountered and results achieved.

9. Closely collaborate with stakeholders. The NPC will make sure that the Project teams maintain a close contact with regional and local stakeholders. He/she will supply the stakeholders with relevant documents and other background material, explain the nature and importance of the Project, and keep them regularly informed on the progress.

10. Prepare bi-monthly progress reports. These reports will be prepared in order to early identify problems in the Project implementation. These reports are a compilation of the reports of the meetings that the NPC will hold with the project team members, and other activities implemented by the NPC. Together with other reports/outputs required by this ToR, these bi-monthly reports will make a basis for payments.

11. Support preparation of interim reports and prepare the Final Integrated Report, mainly addressing the implementation of the CAMP Otranto in Albania. The NPC will compile the results of all CAMP activities in Albania; prepare a summary of each activity; identify the integrating elements, benefits, and lessons learned; assess the sustainability of the project; and make a list of the follow-up actions and funding opportunities in the “post-project” period.

**2.3. Deliverables and deadlines**

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

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| Report of the Final Conference | 15 days after the Conference |
| Report of the Steering Committee meeting | 15 days after the meeting |
| Reports of the Tryeza CAMP Otranto | 15 days after the meeting |
| Bi-monthly Progress Reports | 7 days after the bi-month period expires  |
| Final integrated report of the CAMP Otranto activities performed in Albania  | End December 2023 |

The above-listed deliverables shall be written in English in an electronic form (Word for Windows).

**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: coastal zone management; social sciences; urban and regional planning; economy; law; natural sciences; or natural resources management;
* At least 3 years of working experience relevant for the implementation of tasks;
* Good knowledge of the Albanian and English language, both in written and oral formats; Knowledge of Italian language is an asset.

**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. **CV of key expert/professional to be involved in the implementation of the task**

**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. **CV**, in English;
3. **List of projects verifying expertise of the qualified expert** (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: marina.markovic@paprac.org indicating “**CAMP Otranto National Coordinator**”.

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

Tender offers must be received **by 24 July 2023, 23:59 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.

* 1. **Tender currency:** Euro.
	The Tenderer shall express the tender price in Euro (EUR).
	2. **Language and script:** The Tender shall be drafted in English language, using the Latin script.
	3. **Period of validity:** 15 days from the tender submission deadline.
	4. **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 2) 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 fees 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.

When evaluating the tenders, the Client will take into account the total 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 whose experts satisfy technical and professional capacity criteria set in ch 3.The MEAT award criteria are the following:

* proposed price (Annex 3);
* expertise of the Tenderer’s qualified expert (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 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 HRK including VAT, if applicable  | P = (Lowest Tender price/price of the tender) x 40.00 | 40 | 40 |
| Expertise | E | Number of relevant multi-disciplinary projects in Albania in which the expert had the management/ administration role  | E = (No of projects/ Highest no of projects) x 60.00 | 60 | 60 |

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 6. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. **List of projects verifying expertise of the qualified expert** (Annex 2);

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

The contract will be in Euro currency.

The Client shall make the payments to the Tenderer, based on invoices drawn up by the Tenderer. The invoices shall be issued on bi-monthly basis, upon submission of the relevant deliverables.

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

All legal persons and natural persons which are in VAT system conducting financial transactions with the Client are required to issue electronic invoices. The invoices shall be issued as e-invoice through FINA e-invoice service or through PEPPOL Network.

**Due date:** Envisaged duration of the Contract is till **end of December 2023.**

# **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:** National Project Coordinator in Albania for the Transboundary CAMP Otranto 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:**

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

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

 **For the Tenderer:**

 (Signature of a legal representative)

# **Annex 2**

# **List of projects verifying expertise of the Tenderer’s expert**

Relevant references of the expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in multidisciplinary projects in Albania, in which the expert had management/administration role:

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

# **Annex 3**

# **Cost statement**

|  |
| --- |
| **National Project Coordinator in Albania for the Transboundary CAMP Otranto Project** |
| No. | Task description | Unit | Approx. number of units | Unit price in EUR (without VAT) | Total EUR (without VAT) |
| 1. | National project coordination  | working Day | 55 |  |  |
| **Tender price in EUR without VAT (total item amount)** |  |
| **VAT amount (25%)[[4]](#footnote-4)** |  |
| **Tender price with VAT in EUR** |  |

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. 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. Note: reverse change will be applied for the economic operators registered outside the Republic of Croatia. [↑](#footnote-ref-4)