PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Consultant to Provide Supervision of the CCI25 Assessment and Capacity Building for Future Monitoring in the project countries of the GEF MedProgramme Child project 2.1

SIMPLE PROCUREMENT

Reference number 2/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 nine months.
4. **Estimated procurement value:** Procurement value is estimated at 14.400 USD.

**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. As Mediterranean coastal zones have been on an unsustainable development path for the last few decades, the application of ICZM Protocol is of vital importance for the future of the Mediterranean basin.

**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, capacity building, use of planning documents (cadastres, land use plans, MSP, etc.) and the integration of climate change issues in planning and ecosystem protection decisions. This task is a part of the Activity 1.1.1. Development of the materials for the consultations in support of ICZM Protocol ratification/implementation.

Among materials produced for the consultations is the upgraded methodology for calculation of the indicator of the land cover change (LCC). This indicator is a candidate indicator within the UNEP/MAP Ecosystem Approach (EcAp) initiative and establishing of the Integrated Monitoring and Assessment Program (IMAP). The LCC indicator aims to support implementation of the ICZM Protocol, particularly related to the understanding risks affecting the coastal zones, preserving open coastal space, securing setback zone, avoiding urban sprawl by limiting linear extension of urban development including transport infrastructure along the coast, securing balanced allocation of uses and ecosystem health. These objectives are among the most important ones of the ICZM Protocol. Being a Candidate Common Indicator, the land cover indicator is still in a testing phase. In the framework of CP 2.1 PAP/RAC team of experts reviewed and updated the initial methodology of this indicator developed in 2017., and included the data on elevation so to adapt this indicator to be used for rapid identification of the coastal flooding risks. Having in mind that the satellite imageries and the open data policy has changed since 2017., the methodology of calculating the indicators was considerably upgraded and updated and the Manual for its application has been developed. This new methodology is to be applied for the LCC assessment of the MedProgramme Child Project 2.1 countries. (Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco and Tunisia). This invitation to tender for contractor consist in supervision of the LCC assessment performed by selected national consultants in the project countries, using the upgraded methodology resulted from the MedProgramme C.P. 2.1. and in securing relevant capacity building component.

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 supervision of the assessment of the land cover change using the updated and upgraded methodology performed by the national consultants selected in the project countries: Algeria, Egypt, Lebanon, Libya, Morocco and Tunisia, according the procedure described in the “Manual for IMAP Candidate Common Indicator 25 “Land cover change” calculation” (Manual), provided as Annex IV, and in line with the “Report for the upgraded land cover change indicator 25” (Report), provided as Annex V to this Tender.
2. Technical coordination, quality-control and the approval of the results
3. Organize a training for the selected consultants and relevant institutions on calculation of the upgraded Candidate Common Indicator 25 “Land cover change”; on-line and on-site, to be agreed with the participants, once all selected for 9 project countries.
4. Adapt a training material for a module for MedOpen virtual training course on calculating Land cover change.

In more detail:

1. The consultant is expected to provide supervision of the application of the updated and upgraded methodology performed by the national consultants selected in the project countries: Algeria, Egypt, Lebanon, Libya, Morocco and Tunisia; applied according the procedure described in the “Manual for IMAP Candidate Common Indicator 25 “Land cover change” calculation” (Manual), provided as Annex IV, and in line with the “Report for the upgraded land cover change indicator 25” (Report), provided as Annex V to this Tender on the 6 countries coastal zone extending to 10 km from the sea in the three coastal strips (<300m, 300m-1km, 1-10km). The consultant is expected to organize team meetings as needed, and to report on the results. Finally, consultant is expected to support the Client with technical questions needed for the high-level meetings.
2. Consultant is expected to support the Client in ensuring that project outputs meet technical quality standards and deadlines. Consultant is expected to approve national final results, and to design the thematic maps and graphs for visualisation of LCC results for 9 countries of the project (Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco and Tunisia)

1. Consultant is expected to prepare the tailor-made trainings for nine project countries to be delivered in one of the following options:
2. A training course for the calculation of the upgraded Candidate Common Indicator 25 “Land cover change” is to be prepared in two educational sets: one for experts using and interpreting CI25 indicators using the PAP/RAC MedOpen platform, and another one for GIS technicians.
3. Education online – five courses of three days duration
4. Workshop in Split: two workshops, each of three days duration, plus visiting/meeting in PAP/RAC and University of Split premises.
5. Workshop in countries – three days course plus visiting/meeting in two countries
6. Present the methodology for CCI25 and capacity building activities during 2 high-level meetings.

**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. Approval documents for land cover change assessment for 2020 and 2021 (including GIS database, calculation and validation reporting) ensuring that project meets technical quality standards and deadlines for 6 countries: Algeria, Egypt, Lebanon, Libya, Morocco and Tunisia
* For Lebanon approval refers to one more period that bridges 2012-2020.
 | December 2023 |
| 1. Thematic maps and graphs for visualisation of the land cover change data for 9 countries of the project ((Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco and Tunisia)
 | December 2023 |
| 1. Two educational sets of training course materials:
	1. one for experts using land cover change indicators and assessment for the MedOpen virtual training platform
	2. second for GIS technicians calculating land cover change indicators
 | April 2023 |
| 1. Delivery of the 5 on-line courses of three days duration
 | December 2023 |
| 1. Delivery of two workshops in Split, each of three days duration including visits to PAP/RAC and University of Split premises
 | April - October 2023 |
| 1. Implementation of the 2 workshops in countries
 |  |
| 1. Presentation of the methodology for indicator calculation and of the calculation results at two high-level meetings in Mediterranean countries
 | December 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 geoinformatics or geography
* Experience: 10 years of experience in geoinformatics
* Expertise: developing methodologies for mapping or geospatial assessment (including land/coastal use/cover or/and coastal flooding) on regional/national level in the Mediterranean region
* 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 and daria.povh@paprac.org with “Land cover change assessment: Supervision and CB” as the e-mail subject.

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

Tender offers must be received **by March 14th 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 Tender 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 for land cover change assessment in the Mediterranean coastal zone and its application** in which the tenderer was involved as the coordinator/expert | 1 - 2 | 40 | 70 |
| 3-5 | 60 |
| More then 5 | 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 3, 4, and 3 country reports (including visualisations and trainings held).
* 50% upon submission and clearance by PAP/RAC of the remaining country reports, visualisations and trainings and meetings held.

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 Supervision of the CCI25 Assessment and Capacity Building for Future Monitoring in the project countries 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 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 methodology for the land cover change assessments in the Mediterranean coastal zone and its application, 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 Supervision of the CCI25 Assessment and Capacity Building for Future Monitoring in the project countries of the GEF MedProgramme Child project 2.1*** |
| No. | Deliverable description | Unit  | Approx. Amount | Unit price in USD | Total USD |
| 1. | Land cover change assessment (calculations, reports and GIS data bases) validated and approved for 6 countries.  | Expert days | 18 |  |  |
| 2.  | Presentations, maps, graphs, etc. results as layers for the web site (for 9 countries) | Expert days | 5 |  |  |
| 3. | Training materials – two educational sets(Syllabus, manuals and data sets) | Expert days | 18 |  |  |
| 4. | Implementation of the five on-line trainings | Expert days | 20 |  |  |
| 5. | Implementation of the two workshops in Split | Expert days | 12 |  |  |
| 6. | Implementation of the 2 workshops in countries | Expert days | 12 |  |  |
| 7. | Presenting methodology for CCI25 and capacity building at two high-level meetings | 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 any of the project countries in the place of VAT have to put “reverse charge”. Economic operators registered in Croatia that are not in VAT system, do not fill in the column (or put 0). [↑](#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)