PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Consultancy to contribute to developing guidelines for coastal plans focusing on coastal risks

SIMPLE PROCUREMENT

Split, November 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:** The expected contract duration is two months.
4. **Estimated procurement value:** Procurement value is estimated at USD 10,000.

**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 explicitly aimed at coastal zone management. The protocol requires Mediterranean countries to prepare National ICZM Strategies and Coastal Plans and programmes. The role of the stakeholders in the preparation of the strategies and plans is considered to be of critical importance. The level of stakeholder participation and engagement, in large part, determines the quality of the document, but it is even more essential for the success of the implementation. The 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 formalised, there is the chance that policymakers may count on community and scientific 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.

This invitation to tender for contractor consists of assisting PAP/RAC in developing materials and approaches for the Guidelines for coastal plans (publication and the web layout), particularly by producing annotated content for the materials and developing contributions on integrating coastal risks.

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

The task will consist of the following:

1. Support the PAP/RAC planning teams in framing the “Guidelines for coastal plans”.
2. Develop the annotated outline for the ‘Guidelines for coastal plans’ based on the brainstorming with the PAP/RAC planning teams.
3. Develop the annotated proposal outline for the web content on the ICZM Platform for coastal planning tool.
4. Prepare introductory chapters for both outputs.
5. Prepare a chapter (or contribution within several chapters) on coastal risks.

In more detail:

The consultant is expected to provide support to the PAP/RAC programme officers in defining the key topics that need to be addressed when preparing coastal plans based on the previous experiences of the PAP/RAC coastal plans, as well as other coastal plans based on the ICZM Protocol (Croatia, Morocco, Montenegro, Italy, France, etc.); and on the results of the Harmonization meeting for Coastal Plans preparation, held in Split in July 2022. The consultant is expected to propose other relevant planning processes in Mediterranean countries that need to be taken into consideration. Based on the previous, the consultant is to define with the PAP/RAC team, the target audience (based on the responsibilities for coastal planning and management), identify potential contributors, the writing style and the relationship between the publication and the web content. A consultant is expected to provide methodological support in identifying potential conflicts of interest and in designing processes and opportunities for sustainable solutions in the preparations of coastal plans. Coastal plans and strategies should create governance structures that may facilitate collaboration of different stakeholder groups that may provide support during the implementation period, as well as good integration of various themes of relevance for a coastal plan. The creation of governance structures is among the key objectives of these initiatives. These structures are expected to support 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. For this reason, developing partnerships for goals (SDG 17) will be an essential topic in the publication ‘Guidelines for Coastal Plans’.

1. Support activities are to be realised using e-mails, online meetings, phone conversations, live consultations, etc. (according to the needs and possibilities of the PAP/RAC planning teams).
2. ‘Guidelines for coastal plans’, as requested by the ICZM Protocol article 18, needs to be a multi-layer material, followed by the visual and numerical examples of the different coastal plans’ preparation, starting from Croatia (Šibenik-Knin), Morocco (Tanger-Tetouan-Al Hoceima region), Montenegro (Boka Kotorska Bay), as well as using examples of other Coastal plans, not necessarily prepared by PAP/RAC such as Kaštela, Jadro and Vodice in Croatia, or French national and local coastal adaptation plans and Catalan coastal plan (when and if aligned with the ICZM Protocol requests). The target audience for this product is national, regional and local authorities dealing with coastal management. The consultant is requested to review this issue when analysing examples of different coastal plans. The consultant is expected to propose aligning the Guidelines with the UN SDGs and an innovative structure that corresponds to the needs of different administrations across the Mediterranean, being nurtured on the examples of the plans mentioned above. Those Guidelines will cover a few key themes: placing climate change into the focus of coastal plans, enhancing governance arrangements for implementation, setting the stage for co-creation, integrating coastal risks, securing prioritisation, designing financial background, and raising awareness, among others. The consultant is expected to outline the key points and ideas for each section, considering the ICZM process flow and applying the systemic approach. A consultant is also requested to prepare boxes illustrating chapters based on the developed coastal plans. Finally, the consultant is expected to propose the plan for images, graphics and other visual elements that enhance the publication for every chapter.
3. The consultant is expected to propose the structure of the web tool for supporting the development of the coastal plans, including pages, categories, navigation menus and needed functionalities such as search or communications. Contents are to be proposed based on the above proposed annotated outline, including text, images, videos, links, and others. Web tool needs to be designed using the step-by-step approach that may support the development of the plans. Special attention is to be given to the milestones and checkpoints.
4. The consultant is expected to prepare the text for the introductory chapters in the agreed writing style.
5. The consultant is expected to prepare the contribution on coastal risks to be appropriately integrated into the Guidelines for coastal plans, taking into account the corresponding legal requests and current practices of dealing with this topic in Mediterranean countries.
6. The consultant is expected to participate in at least two working meetings (live or on-line) with PAP/RAC to discuss on-the-ground activities, methodology, and lessons learnt from the coastal plans, as well as possibilities, opportunities and alternative solutions that may be included in the methodological document to be developed. If the need occurs, one additional meeting may be organised.

**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. Annotated outline of the ‘Guidelines for coastal plans’ – based on the brainstorming with the PAP/RAC team and different themes’ coordination | 29 December 2023 |
| 1. Layout and annotate contents of the web tool for coastal plan development | 29 December 2023 |
| 1. Introductory chapters for the Guidelines for coastal plans | 29 December 2023 |
| 1. Contribution to integrating coastal risks into the Guidelines for coastal plans | 29 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 social, environmental or technical sciences, preferably with a focus on coastal management/planning, relevant for this tender.
* Experience: At least five years of experience in working on the projects relevant to this tender - activity fields related to coastal management and climate change. Work experience in the project area is a strong asset.
* Expertise: scientific and policy writing and publishing in international, peer-reviewed journals is a strong asset.
* Written and oral fluency in English. Written and oral fluency in French is a strong 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. *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](mailto:daria.povh@paprac.org) with “Consultancy to provide guidelines for coastal plans” as the e-mail subject.

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

Tender offers must be received **by November 10th 2023, 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.
  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 the 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 the “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 the “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.

Additional expenses, such as transport, accommodation, or daily substance allowances related to the Tender (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 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 the 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. If two or more Tenders achieve an equal number of points, the one received earlier will be chosen. As 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 | A number of **projects relevant to this tender - activity fields related to coastal plans and integrated coastal zone management** and additional themes, in particular the coastal risks, prioritisation techniques, and climate change adaptation,in which the tenderer was involved as the coordinator/expert. | 1 – 2 | 50 | 70 |
| 3 – 4 | 60 |
| Five and more | 70 |

Selection of the most economically advantageous tenders (MEAT) will determine the basis for evaluating the criteria for each 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:**

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 the 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 three instalments i.e.:

* 100% upon submission and clearance by PAP/RAC of deliverables 1,2,3,4, 5 and 6.
* 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 the procurement**: Consultancy to contribute to developing guidelines for coastal plans focusing on coastal risks

**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 the expertise of the Tenderer

Relevant experience of the tenderer- expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, related to the development of ‘Guidelines for coastal plans’ - coastal plan development and experience in managing coastal risks and in integrated coastal zone management, in which the Tender was involved as 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 Consultancy to contribute to developing guidelines for coastal plans focusing on coastal risks*** | | | | | |
| No. | Deliverable description | Unit | Approx. Amount | Unit price in USD (without VAT) | Total USD (without VAT) |
| 1. | Support to the PAP/RAC planning teams in framing the ‘Guidelines for coastal plans’ | Expert days | 5 |  |  |
| 2. | Prepare an annotated outline of the ‘Guidelines for Coastal Plans’ | Expert days | 15 |  |  |
| 3. | Annotated layout for the web tool to support the development of the coastal plans | Expert days | 10 |  |  |
| 4. | Introductory chapters for the Guidelines for coastal plans | Expert days | 8 |  |  |
| 5. | Contribution to integrating coastal risks into the Guidelines for coastal plans | Expert days | 10 |  |  |
| 6. | Participate in at least two working meetings | Expert days | 2 |  |  |
| ***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)