



PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

INVITATION TO TENDER

PROCUREMENT SUBJECT: National Project Co-ordinator for the Implementation of the First (Launching) Phase of the Transboundary CAMP Project for the Otranto Area in Italy

SIMPLE PROCUREMENT

Reference number 24/2021

Split, April 2021

1. GENERAL INFORMATION

1.1. Client information:

Name: Priority Actions Programme Regional Activity Centre – PAP/RAC (hereinafter: the Client)

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

Personal identification number (PIN): 27788012253

Telephone number: +385 (21) 340470

Website: www.paprac.org

1.2. 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

1.3. Procurement type: Simple procurement

1.4. Estimated procurement value: Procurement value is estimated at HRK 180,000.00 without VAT.

1.5. Common Procurement Vocabulary (CPV) code: 90710000-7

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. According to the findings of the Assessment of CAMP projects made in 2015, the “next cycle” of CAMP should aim to “promote cross-border harmonisation of coastal management and common approaches towards implementation of obligations (e.g. the ICZM Protocol and EU Directives)” and “expand the remit of CAMP to explicitly include at least territorial waters and marine spatial planning to align with UN and EU mechanisms that promote blue economy and planning of development”.

Following several rounds of consultations made with the National Focal Points (NFPs) in Albania and Italy in 2018, UNEP/MAP and PAP/RAC decided to explore the possibility and opportunity of preparing and implementing a transboundary CAMP project for the Otranto Strait area.

The Feasibility Study (FS) prepared in 2019 allowed to identify the priorities and the main strategic objectives and activities of the CAMP Otranto. These were confirmed both by the national authorities of the two Countries and the representatives of the Contracting Parties (CPs) at the 21th Ordinary Meeting of the Contracting Parties of the Barcelona Convention (Naples, Italy, 2-5 December 2019). That allowed to proceed to the next step towards the implementation of the CAMP Otranto i.e. the preparation of 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.

The Project will be implemented by national officers and experts assisted by UNEP/MAP officers and consultants, as appropriate. Participation of a wide range of stakeholders and partnership with relevant organisations and initiatives will be fostered throughout the Project implementation.

To achieve its objectives the Project will develop two fundamental lines of work:

- A. **Horizontal Activities**, based on data, problems, discussions, documents issued by the Transboundary and Individual Activities, will be aimed at: a) Coordination and monitoring, and integration of the results; b) Capacity building; c) Data collection and management; d) Awareness raising and dissemination of results.
- B. **Individual and Transboundary Activities**, focusing on the implementation of the specific ICZM and MSP activities at the national/local level as well as in the transboundary area.

The Project will be implemented in two phases, in line with the biannual UNEP/MAP Programmes of Work (PoWs) and Budgets, as approved by the meetings of the Contracting Parties to the Barcelona Convention (COPs, namely:

- First (launching) phase to be implemented in 2021; and
- Second (full implementation) phase in 2022-2023.

This Tender refers to the first (launching) phase of the Project.

2.2. Description of the procurement subject matter

A National Project Coordinator (NPC) for the implementation of the first (launching) phase will be recruited in each of the Project host-countries. They will share the responsibility for the coordination and management of the activities, at the transboundary and national level.

The NPCs will also serve as liaison among both countries and UNEP/MAP (PAP/RAC).

The NPCs will coordinate the technical experts in charge of implementing the different activities envisaged; will interact with the CAMP Otranto/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 Italy:

1. Prepare a detailed Workplan of the Project. Together with the relevant UNEP/MAP Components the NPC will develop a workplan and prepare Technical Specifications for each individual project activity.
2. Help organise and conduct the Inception Workshop. Besides the logistic aspects, the NPC will participate in setting the agenda, modes of presentation, selection of participants and, actually, conducting the Inception Workshop. He/she will also prepare the report of the Workshop to be submitted to PAP/RAC for final editing.
3. Assist in selecting the teams for Project activities. The NPC will participate in the selection of the national experts to be contracted as members of the Project team for each specific activity.
4. Provide assistance and guidance to the Project team members. The NPC will assist and guide the team members in launching their work. He/she will hold regular meetings with the team members to assess progress, identify problems and offer solutions. In doing so, he/she may ask for assistance from the respective UNEP/MAP Component. After each meeting, the NPC will prepare a brief report with major points discussed, and send it to PAP/RAC and all participating UNEP/MAP Components.
5. Supervise the progress of Project teams. The NPC will monitor and supervise the progress made by each Project activity team. He/she will check if the work is progressing according to schedule, early identify problems and provide solutions with the assistance of the respective UNEP/MAP Component and the project Steering Committee.
6. Prepare bi-monthly progress reports. These reports will be prepared in order to early identify problems in the Project implementation. Basically, 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.
7. Facilitate the exchange of inputs and outputs among Project teams. As CAMP Otranto is a highly integrated exercise, it is of utmost importance that the Project team members be well informed on each other's work as well as timely provided with outputs necessary for their work. The task of the NPC is to be well acquainted with everybody's work and outputs.
8. Secure that UNEP/MAP outputs are integrated into the Project. The NPC will make sure that any relevant UNEP/MAP output, prepared within the entire scope of its activities, be made known and put at a disposal of the Project team leaders and experts. This task will be performed in close collaboration with the MPC and the respective UNEP/MAP Components.
9. 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. At the beginning of the Project implementation, he/she will have to inform the authorities thoroughly in order to secure their support, commitment and participation. During the course of the Project, the NPC will have to inform them regularly on the progress of work, problems encountered and results achieved.
10. 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.

11. Facilitate the integration of the work of the Project teams and international consultants. The NPC will ensure that the work of national experts, assisted by international consultants when needed, is carried out smoothly. He/she will explain the role and tasks of each expert and secure that there is no overlapping in their work. The NPC will also facilitate the work of international experts engaged by the respective UNEP/MAP Components. This task will include logistic support during the stay of consultants in the country, as well as the provision of relevant data and information.

12. Secure timely submission of interim activity reports. Each Project member is obliged to prepare interim progress reports, the periodicity of which will be defined in the respective TORs. The NPC is obliged to secure that these reports are submitted on time.

13. Assist in the organisation of the Steering Committee meeting. The Project Steering Committee needs to be set in the launching phase of the project and hold regular meetings during the project implementation. The NPC will assist in preparing the agenda of these meetings, securing and distributing the necessary documents, and writing the reports of the meetings. In the launching phase of the project, it is envisaged that at least one Steering Committee meeting takes place.

The duty station during the entire duration of the Project will be in the Project host-country, preferably in the Project area.

2.3. Deliverables and deadlines

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

Deliverables	Deadlines
Detailed Programme of Work and Technical Specifications for each project activity	30 days after signing of the contract
Report of the Inception Workshop	15 days after the workshop
Reports of the Steering Committee meeting	15 days after the meeting
Bi-monthly Progress Reports	7 days after the bi-month period expires

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;
- Minimum of five years of experience in working on projects relevant to the main activity fields of the Project (see above).
- Experience in participating in international cooperation projects and good knowledge of the Barcelona Convention and the UNEP/MAP system;
- Good knowledge of the Italian and English language, both in written and oral formats.

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:

i) 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:

- i. **Tender sheet** signed and filled in according to this Invitation to Tender (Annex 1);
- ii. **Curriculum vitae** of the Tenderer, proving required technical and professional capacity;
- iii. **List of projects verifying expertise (see ch 5) of the Tenderer** (Annex 2);
- iv. **Cost statement** signed and filled 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 marina.markovic@paprac.org preferably with "CAMP Otranto - Italy" as the e-mail subject.

4.3. Date, time and place of tender submission

Tender offers must be received **by 25 April 2021, 8pm.**

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

4.4 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.

4.5. Tender currency: Croatian kuna (HRK) or Euro (EUR).

The tender is expressed in Croatian Kuna or Euros.

When reviewing and evaluating Tenders, for the Tender which has expressed the price in EUR, the Client shall convert the euro into HRK using the middle exchange rate of the Croatian National Bank, valid on the day of the opening of Tenders. The same exchange rate will be used for contracting (see ch. 6).

4.6. Language and script: The Tender shall be drafted in English language, using the Latin script.

4.7 Period of validity: 15 days from the tender submission deadline.

4.8. Price setting method

The Tender price consists of Pre-Vat price, VAT and total price.

Tenderers that are registered in Croatia:

- if in VAT system, expressed VAT shall be 25%;
- if out of VAT system, expressed VAT shall be 0%.

Tenderers registered outside the Republic of Croatia (in /or out of VAT system) do not express VAT,

but indicate “reverse charge” (see Annex 1, 3).

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

NOTE: The Pre-VAT price for natural person includes all taxes, pay-related social insurance contributions and all other contribution or payments, statutory or otherwise, arising by virtue of performance of the services.

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:

- proposed price (Annex 3);
- expertise of the Tenderer (Annex 2); and

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	$C = (\text{Lowest Tender price/price of the tender}) \times 20.00$	20	20
Expertise	E	Number of projects related to coastal zone management in Italy in which the tenderer was involved as the key expert/coordinator	1 - 2	40	80
			3-5	60	
			More than 5	80	

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 Tender:

- i. *List of projects verifying expertise of the Tenderer* (Annex 2);

6. DUE DATE, CONTRACTING AND TERMS OF PAYMENT

The contract will be in Kuna currency. In case the Tenderer expressed the price in Euro, the middle exchange rate of the Croatian National Bank applied for reviewing and evaluating Tenders will be used.

In case that Tenderer requests payment in EUR, the Client will use the exchange rate of the OTP Bank d.o.o. valid on the date of the payment.

The Client shall make the payment to the Tenderer on a bi-monthly basis during the entire duration of the Project, payable upon the submission of the bi-monthly progress report and outputs for which the consultant is responsible, and their validation by UNEP/MAP (PAP/RAC).

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.

An advance payment by the Client is not permitted.

Envisaged duration of the Contract is 8 months.

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 co-ordinator for the implementation of the first (launching) phase of the Transboundary CAMP project for the Otranto area in Italy

Tenderer information:

Tenderer's name and registered seat	
PIN¹	
Bank name	
IBAN	
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 (HRK or EUR)	
VAT (25%) ²	
Total price with VAT (HRK or EUR)	

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

For Tenderer:

(Signature of a legal representative)

¹ Or national identification number according to the economic operator's country of establishment, if applicable

² Economic operators registered in Croatia that are not in VAT system, do not fill in the column (or put 0). Economic operators registered outside the Republic of Croatia in or out of VAT system, in the place of VAT have to put note "reverse charge".

Annex 2

Practical experience verifying expertise of the Tenderer

Relevant experience of the tenderer- expert (*Name and Surname*) _____,
related to the coastal zone management in Italy, in which the Tender was involved as a key
expert/coordinator:

No ³ .	Experience (name of the project or other type of engagement)	Role of the expert	Year
1.			
2.			
3.			
4.			
5.			
6.			

³ Add rows, as necessary

Annex 3

Cost statement

Technical description and cost statement for the national project co-ordinator for the implementation of the first (launching) phase of the transboundary CAMP project for the Otranto area in Italy					
No.	Deliverable description	Unit	Approx. amount	Unit price in HRK/EUR ⁴ (without VAT)	Total HRK/EUR ⁵ (without VAT)
1.	Detailed Programme of Work with technical specifications for each project activity	Piece	1		
2.	Report of the Inception Workshop	Piece	1		
3.	Reports of the Steering Committee meeting	Piece	1		
4.	Bi-monthly Progress Reports	Piece	4		
Tender price in HRK/EUR⁶ without VAT (total item amount)					
VAT amount (25%)⁷					
Tender price with VAT in HRK/EUR⁸					

In _____, __. __ 2021

(Full name of the legal representative)

(Signature of the legal representative)

⁴ Select the appropriate

⁵ ibid

⁶ ibid

⁷ Economic operators registered in Croatia that are not in VAT system, do not fill in the column (or put 0). Economic operators registered outside the Republic of Croatia in or out of VAT system, in the place of VAT have to put note "reverse charge".

⁸ ibid