



**Mediterranean
Action Plan**
Barcelona
Convention



*The Mediterranean
Biodiversity
Centre*

CALL FOR CONSULTANCY N° 17/2020_SPA/RAC

IDENTIFICATION OF THE FIRST ELEMENTS TO ELABORATE THE LIST OF REFERENCE OF PELAGIC HABITAT TYPES IN THE MEDITERRANEAN SEA

November 2020

**This call for tenders document is available only in English.
Offers could be made either in English or French.**

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TECHNICAL SPECIFICATIONS

I – CONTEXT AND JUSTIFICATION

1.1 - Description of SPA/RAC and its mission

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was established by the Contracting Parties to the Barcelona Convention in order to assist the Mediterranean countries in implementing the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol). Tunisia has been hosting the Centre since its establishment in 1985. The Centre works under the auspices of the UN Environment Programme / Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention Secretariat, based in Athens, Greece.

SPA/RAC's main objective is to contribute to the protection, preservation and sustainable management of marine and coastal biological diversity in the Mediterranean and, in particular, the creation and effective management of marine and coastal areas of particular natural and cultural value and the conservation of threatened and endangered species of flora and fauna in the Mediterranean.

For more information, please consult: www.spa-rac.org.

1.2 - Rational for the action

The Regional Activity Centre for Specially Protected Areas (SPA/RAC) launches the identification of the first elements to elaborate the list of Reference of Pelagic Habitat Types in the Mediterranean Sea as foreseen in PoW 2020-2021 (Activity 3.2.1.2.f). The objective is to provide the CPs with elements to decide the best way to guide the elaboration of the list of Reference of Pelagic Habitat Types in the Mediterranean Sea.

II –OBJECTIVE

The objective of this call for consultancy is to identify 2 experts to be recruited by SPA/RAC to the identification of the first elements to elaborate the list of Reference of Pelagic Habitat Types in the Mediterranean Sea.

III – METHODOLOGY AND TASKS TO BE CARRIED OUT

The following elements are given to provide the interested experts with the information they will need to prepare their applications.

3.1 Approach

Based on the document “Towards the Identification and Reference List of Pelagic Habitat Types in the Mediterranean Sea”, the experts should explore since 2003, the progress made to establish a list of Reference of Pelagic Habitat Types at the European level or by other regional seas convention (Helcom, OSPAR) and propose approaches to establish such a list for the Mediterranean Sea. The existence of national Reference list of Pelagic Habitat Types should be checked to be considered. The use of the pelagic habitats list should be considered for monitoring purposes under the Integrated Monitoring and Assessment Programme of the Mediterranean Sea and Coast (IMAP), within the Ecosystem Approach (EcAp) and in particular the Common Indicator 1: Habitat distributional range (EO1) to also consider habitat extent as a relevant attribute and Common Indicator 2: Condition of the habitat's typical species and communities (EO1).

The approaches proposed should be analysed and Pros and Cons given in order to allow the Contracting Parties to decide on the best way/approach to follow to establish the Reference List of Pelagic Habitat Types in the Mediterranean Sea. The approaches should include the steps and the timeline to establish such a list over two-year time.

Pelagic habitats refer to an ecological area of the surface water-column and, specifically hereafter, to species-specific water depths, e.g. the upper 50 m for the Atlantic bluefin tuna or the water column for depths in the

range 30-350 m for hake nurseries. Pelagic habitats are characterized here by biotic factors (chlorophyll fronts and chlorophyll content), seen as a proxy for marine productivity, and abiotic factors (temperature, current velocity).

The assignment requires a team of a maximum of 2 experts (one for the abiotic characteristics preferably oceanographer with experience of temperature, currents and one for the associated biological community with experience of phytoplankton, zooplankton, and pelagic megafauna). To keep the same drafting conventions everywhere and to ensure the greatest possible consistency, it is necessary for one of them to coordinate the drafting and harmonization of the final document under the supervision of SPA/RAC officer in charge.

The applicants should be aware that the work could be conducted in both languages English and French (consultation, survey, online meetings, etc.). The final draft manual should be presented in one of these languages.

The process for the elaboration of the report will follow three steps:

STEP 1: Elaboration of the content table

The coordinator with the other expert should elaborate an annotated content's table of the report

Step 2: Drafting of Report

Each expert will contribute to the drafting of the report following his/her expertise on the abiotic characteristics and the associated biological community.

Once the draft report is ready, a national consultation is planned to get feedback from the Contracting Parties to the Barcelona Convention.

The timeframes for Step 1 and Step 2 are as follows:

Step 1 : Elaboration of the content table	
An annotated content's table	10 days after the signature of the contracts
Step 2 : Drafting of Report	
Draft report ready for national consultation	50 days after the signature of the contracts
National Consultation	60 days after the signature of the contracts
Finalised report ready (not later than 03 May 2021) to be submitted to the fifteenth Meeting of SPA/BD Focal Points	100 days after the signature of the contracts

3.2 Tasks to be performed by the team of Consultants

For each bionomic zone, the appointed Consultants will perform the following tasks:

- Elaboration of content's table.
- Elaboration of the inventory of similar initiatives at European level, national level, and other relevant regional seas conventions
- Drafting of the report

To perform these tasks, each Expert will use mainly her/his personal knowledge and experience in relation with the abiotic characteristics and the associated biological community of pelagic habitats types.

- The estimated number of necessary working days (for each consultant) is 15 days as follows: 1 day for the content table, 4 days for the inventory and 10 days for the drafting (for both consultants).

- The coordinator will have to Coordinate the drafting including the integration of the feedback of the Contracting Parties and to harmonise the final draft of the Report. She/he will have 6 more days (4 days for coordination and 2 days for harmonisation work).

IV – DELIVERABLES AND EXPECTED OUTCOMES

Step 1: Elaboration of the content table

- Annotated Content's table of the report

Step 2: Drafting of the report

- Draft report ready for national consultation
- Finalised report ready to be submitted to the fifteenth Meeting of SPA/BD Focal Points (no later than 03 May 2021)

ADMINISTRATIVE CLAUSES

Article 1 –Conditions of participation

The present call for consultancy is open to independent consultants/experts with proven competences, deep knowledge and experience in pelagic habitats, abiotic characteristics with experience of temperature, currents, and the associated biological community with experience of phytoplankton, zooplankton and pelagic megafauna. The number of experts to be contracted should not exceed two (2) experts including the coordinating expert.

Associations amongst experts is authorized, each expert will be contracted individually.

The qualification and workload of the Experts are:

1st Consultant/Expert

Qualifications: University degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity
Familiarity with the classification and typology of marine and coastal habitats
Experience in the inventory, characterisation, mapping, and monitoring of pelagic habitats
Could be an oceanographer with familiarity with abiotic characteristics in relation with Pelagic habitats /or a marine biologist with familiarity with the associated biological community (phytoplankton, zooplankton, and pelagic megafauna)
Competence and knowledge of the conservation issues related the marine and coastal habitat biodiversity in the Mediterranean.

Language proficiency: fluency in English is required and good knowledge of French is an asset

Coordinator Consultant/Expert

Qualifications: University degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity.
Familiarity with the classification and typology of marine and coastal habitats
Experience in the inventory, characterisation, mapping, and monitoring of pelagic habitats
Could be an oceanographer with familiarity with abiotic characteristics in relation with Pelagic habitats /or marine biologist with familiarity with the associated biological community (phytoplankton, zooplankton, and pelagic megafauna)
Competence and knowledge of the conservation issues related the marine and coastal habitat biodiversity in the Mediterranean.
Experience in coordinating drafting multidisciplinary report

Language proficiency: fluency in English is required and good knowledge of French is an asset

Each Consultant/expert must prove that he/she has all the required legal and professional guarantees for the execution of the present mission under good conditions.

Application may be for:

- one or two of the two positions of Consultant/Expert and for the position of coordinator Consultant
- A Consultant/expert may be appointed as Consultant/Expert and/or coordinator Consultant/Expert in charge of the elaboration of the report

Article 2 – composition and presentation of offers

The submitted offer must include separately a technical offer, administrative documents and a financial offer. The services provided as part of this assignment consist of an overall fixed and non-revisable cost.

2.1 Technical offer

It **must** contain:

1. A cover letter outlining the consultant's suitability for the job
2. A curriculum vitae including university degrees and qualifications, professional experience, and references regarding similar studies in relation with diagnosis and planning processes (including copies/certificates of highest university diploma(s) and documents that support the references presented).
3. A methodology note to present and prove the good understanding of the content of the mission to be carried out, the methods to be followed and the implementation stages.

The selection process may include interviews (through Skype or phone), as well as a pre-selection phase followed by requests for complementary information / negotiation if required.

2-2 – Administrative documents

The administrative folder should include the following administrative documents:

1. A cover letter outlining the consultant's suitability for the job;
2. A sworn statement that the expert is in no situation that could in any way be incompatible with the mission or compromise independence in carrying out the mission.
3. This call for application ToRs signed (date, signature and stamp of the provider at the end of the document).

2.3 Financial offer

The financial offer must be expressed in both tax-free and all tax-included prices. It should include all the costs connected to the provision of the service.

In case the Expert will submit to more than one position (habitat experts/coordination expert), the financial offer must be expressed separately for each position.

Should any administrative documents be missing, the consultant will be contacted to complete the offer documents. If after a period of 10 days, the documents are still not completed the candidate offer will be rejected (even if already chosen as best positioned).

Article 3 – Submission

Proposals must be submitted in one stage and will contain the documents indicated in article 2 points 2.1, 2.2 and 2.3.

Proposals must be received electronically at the following e-mail address: car-asp@spa-rac.org
before **6st December 2020 at 23h59 (Tunis Time)**.

E-mails should have the following subject:

« CALL FOR CONSULTANCY N° 17/2020_SPA/RAC_IDENTIFICATION OF THE FIRST ELEMENTS TO ELABORATE THE LIST OF REFERENCE OF PELAGIC HABITAT TYPES IN THE MEDITERRANEAN SEA»

Proposals received after this date and after this time will not be considered.

For additional information:

Should any problems of interpretation arise in the course of drawing up the proposal, bidders may submit a written request by email for further information to: atef.ouerghi@spa-rac.org Cc: car-sp@spa-rac.org no later than 10 calendar days before the deadline for the proposal submission.

Article 4 – Terms of payment

Payment for the mission will be made as follows:

- 30 % upon submission of the draft report and its validation by SPA/RAC
- 60% upon submission of the draft report and its validation by SPA/RAC and its submission to the to the fifteenth Meeting of SPA/BD Focal Points (22-25 June 2021, Malta)
- The balance upon the submission of the final report taking into account the outputs of the fifteenth Meeting of SPA/BD Focal Points and all the deliverables as defined in part D of the technical specifications and the completion of all the tasks due in the present contract and after their validation by the SPA/RAC.

All payments will be made by bank transfer.

Article 5 –Evaluation procedures

The offers evaluation will be made for each expert position separately and individually.

A. Technical Evaluation

Applications will be evaluated based on the following criteria:

- (i) Profile (diploma and experience) of the consultant in relation to the subject of the present mission (70 points),
- (ii) The methodological note proposed for the description of how the mission will be conducted, and the observations/analysis made on the ToR (30 points)

The evaluation will be based on a combined technical and financial criterion as follow for the Habitat Evaluation of the Consultant/Expert:

A. Technical Evaluation (100 pts)		
Criteria	Scoring	
Diploma (Max 20 pts)	PhD/MSc degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity or equivalent field and at least 10 years of professional experience in Mediterranean Pelagic Habitats	20 points
	University degree and at least 10 years of professional experience in Mediterranean Pelagic Habitats	10 points
	None of the above or in fields far from the one requested	0 points In this case the offer is eliminated
Consultant's experience and number of similar studies (Max 50 pts)	<p>Similar studies</p> <ul style="list-style-type: none"> in classification and typology of marine and coastal habitats, in the inventory, characterisation, mapping, and monitoring of pelagic habitats in oceanography, abiotic characteristics in relation with Pelagic Habitats or the associated biological community (phytoplankton, zooplankton, and pelagic megafauna) 	10 points/reference
Methodology proposed for conducting the mission, and observations/analysis on the ToR (Max 30 points)	Methodology clearly presented, well developed, and meets the terms of reference and the study's objectives <u>(the presentation of improvements and innovations is possible)</u>	30 pts
	Methodology fairly well developed and meets the terms of reference and the study's objectives	20 pts
	Methodology not much developed but meets the terms of reference and the study's objectives	10 pts
	Methodology not clearly presented and does not meet the terms of reference and the study's objectives or no methodology presented	0 pts

The evaluation will be based on a combined technical and financial criterion as follow for the Evaluation of the Coordinator Consultant/Expert:

A. Technical Evaluation (100 pts)		
Criteria	Scoring	
Diploma (Max 20 pts)	PhD/MSc degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity or equivalent field and at least 10 years of professional experience in Mediterranean Pelagic Habitats	20 points
	University degree and at least 10 years of professional experience in Mediterranean Pelagic Habitats	10 points
	None of the above or in fields far from the one requested	0 points In this case the offer is eliminated
Consultant's experience and number of similar studies (Max 50 pts)	<p>Similar studies</p> <ol style="list-style-type: none"> 1. in classification and typology of marine and coastal habitats, in the inventory, characterisation, mapping, and monitoring of pelagic habitats 2. in oceanography, abiotic characteristics in relation with Pelagic Habitats or the associated biological community (phytoplankton, zooplankton, and pelagic megafauna) 	10 points/reference + 2 additional point if the reference is multidisciplinary study of the pelagic habitats
Methodology proposed for conducting the mission, and observations/analysis on the ToR (Max 30 points)	Methodology clearly presented, well developed and meets the terms of reference and the study's objectives (the presentation of improvements and innovations is possible)	30 pts
	Methodology fairly well developed and meets the terms of reference and the study's objectives	20 pts
	Methodology not much developed but meets the terms of reference and the study's objectives	10 pts
	Methodology not clearly presented and does not meet the terms of reference and	0 pts

	the study's objectives or no methodology presented	
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Any offer that has not attained the minimum score of 80 points will be eliminated.

In the event of no offer obtains 80 points or more, the call for consultancy process will be declared unsuccessful.

The technically compliant offers will be attributed a technical score based on the following equation:

Technical score = (final score of the technical offer in question / final score of the best technical offer) x 100

B. Financial evaluation

The lowest financial offer will receive 100 points. The other offers will be attributed a score based on the following equation:

Financial score = (amount of the lowest offer/amount of the offer in question) x 100

For each expert separately, the choice of the best offer is achieved by weighting the technical and financial scores using a distribution key of 80/20 basis. To this end:

- The technical score will be multiplied by a coefficient of 0,80.
- The financial score will be multiplied by a coefficient of 0,20.

The weighted technical - financial scores thus calculated will be added to ascertain the offer with the best technical and financial score.

If two offers obtain the same technical-financial scores, preference will be given to the consultant in the following order:

- having obtained the best technical score
- having obtained the best total score for similar studies of experts.

Article 6- Monitoring, control and validation of the work

The Expert will work under the supervision of SPA/RAC. The service provider will submit draft version of deliverables for each phase. The service provider will submit in the final version of deliverables as indicated in Section 4 of the technical specifications.

Article 7- Deadline for the execution of the mission

The maximum time allowed for carrying out the study is seven months, as from the date of signature of the contract, including the deadlines for handing in the final documents and deliverables according to the following timeline:

Step 1 : Elaboration of the content table	
An annotated content's table	10 days after the signature of the contracts
Step 2 : Redaction Drafting of Report	
Draft report ready for national consultation	50 days after the signature of the contracts
National Consultation	60 days after the signature of the contracts

Finalised report ready to be submitted to the fifteenth Meeting of SPA/BD Focal Points (No later than 03 May 2021)	100 days after the signature of the contracts
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Article 8- Penalty

In the absence of completion by the Expert of the services at his charge within the contractual deadlines envisaged in the section 4 Technical specification and article 7 “deadlines for the execution of the mission”, it will be applied as of right and without notice, a penalty of one five hundredth (1/500) of the total amount of the contract (All Taxes Included - ATI) for each calendar day of delay.

The amount of the late penalties will be deducted from the accounts. The amount of the penalties is capped at 10% of the total amount of the contract in (ATI). When this ceiling is reached, SPA/RAC reserves the right to terminate the contract at the holder's fault, in accordance with article 13 “cancellation” below, without that the holder cannot raise disputes or claim any compensation.

Article 9-Copyright, ownership of document

All the plans, drawings, software, photos, videos, study reports and any other documents, elaborated and submitted by the service provider to UNEP/MAP-SPA/RAC for the execution of the present contract, will become and remain the property of UNEP/MAP- SPA/RAC, and the service provider will submit them to UNEP/MAP- SPA/RAC. The names and logos of UNEP/MAP- SPA/RAC must be displayed appropriately.

Article 10- Arbitrage, dispute settlement

Every dispute arising from or in connection with this contract execution shall be solved by way of amicable negotiations by the parties. This agreement is deemed to have been made in Tunisia and to be subject to Tunisian law. In case of dispute, the Court of Tunis is competent.

Article 11-Liability & Insurance

The SPA/RAC does not accept any liability for acts of third parties, accidents, sickness, losses of any kind, however caused arising during the implementation of the specific actions and the production of the relative outputs expected. The Expert confirms that their selves or any involved staff will be covered by appropriate insurance.

Article 12 - Force majeure

Force majeure means any event outside the control of a Party so that it is impossible for one party to carry out his obligations or the implementation of these obligations becomes so difficult that it is considered to be impossible to carry them out under such circumstances.

The party which invokes force majeure must inform his co-contractor within seven (07) days of its occurrence so that the contractual deadline will be suspended with a joint agreement between the parties for the period which is covered by the case of force majeure.

SPA/RAC has a right to assess the circumstances of the impediments invoked by the holder as a case of force majeure to see if they are convincing and should this not be the case, then the days of discontinued work will be accounted for as days of delay.

Failure by either Party to fulfil any of his contractual obligations does not entail a contract termination or failure to fulfil his contractual obligations if such a failure is due to a case of force majeure, if the Party that finds himself in such a situation has done the following:

- a. has taken all the reasonable precautions and measures to allow him to comply with the terms and conditions of the present contract; and
- b. has informed the other Party of the event as soon as possible. Any timeline given to a Party for the execution of his contractual obligation will be prolonged by a period which is equal to the period during which that Party was prevented from fulfilling his obligations.

Any timeline given to a Party for the execution of his contractual obligations will be prolonged by a period which is equal to the period during which that Party was unable to fulfil his obligations due to the case of force majeure.

Article 13: Cancellation conditions

SPA/RAC could cancel this contract in case of the no respect of the deadline of the execution (Article 7- Deadline for the execution of the mission) or of the non-conformity to the content of the service listed in the technical specification of the present consultancy (section 3“Technical specifications”: *methodology and tasks to be carried out*), and in the case described in the article 8 Penalty, when the amount is capped at 10% of the total amount of the consultancy.

In case of cancellation, the payment will be done in proportion to the tasks already carried out.