

Contribute to reaching Aichi Target 11 by 2020 and strengthen the natural marine biodiversity corridor in the Eastern Mediterranean basin, supported by proper ecosystem-based management measures

Call for tender/SPA-RAC/Deep-Sea-Lebanon n°2/2018_SPA RAC

Development of management plan relevant to the sustainable conservation of marine resources in deep sea areas in Lebanon

1. Background / Introduction

The “Deep-Sea Lebanon” project is funded by the MAVA Foundation and led by OCEANA in cooperation with IUCN and UNEP/MAP-SPA/RAC as executing partners; the Ministry of Environment of Lebanon as key member of the Steering Committee; and ACCOBAMS, GFCM and CNRS-Lebanon as supportive partners.

The project, launched in 2016, is being executed based on a request for partnership by the Lebanese Ministry of Environment in order to carry out biodiversity field surveys in the deep sea in Lebanon, following the adoption by the Lebanese Government of the Lebanon’s Marine Protected Areas Strategy in 2012, in which four sites in the deep sea were identified as potential MPAs and need further scientific studies for their declaration.

The overall aim of the “Deep-sea Lebanon” project is to increase the surface of MPAs in Lebanon with the intention of generating suitable management plans to maintain those protected zones. This objective will be achieved through a range of activities that go from scientific data collection to stakeholder workshops and policy briefings, in order to promote the restoration and further management of threatened marine ecosystems and species.

The specific objectives and main activities of the project are:

Objective 1: Increase the surface of MPAs in Lebanon by providing the national government and regional bodies with scientific evidence and information collected in the field via at-sea research.

- Scientific expedition for data collection;
- Habitats and species identification;
- Mapping;
- Scientific report and pre-selection of MPAs;
- Communication strategy.

Objective 2: Contribute to reaching Aichi Target 11 by 2020 and strengthen the natural marine biodiversity corridor in the Eastern basin, supported by proper ecosystem-based management measures.

- Preliminary management guidelines;
- Stakeholder workshops and meetings;
- Management plans;
- MPA designations follow-up and advocacy.

In October 2016, Oceana has concluded a one-month expedition in deep-sea, previously unstudied areas of Lebanon. The research expedition represented the first time that an ROV was used to document benthic habitats and communities ranging in depth from 36 to 1050 m. The five areas surveyed (from North to South) were the following: (i) Tarablus/Batroun, (ii) Jounieh, (iii) St. George, (iv) Beirut escarpment, and (v) Sayniq.

The expedition revealed a diversity of marine life in the five areas surveyed, with 622 identified taxa within six broad habitat types and various associated communities. The highlights of the

expedition findings with respect to habitat types include extensive areas of coralligenous habitat extending along the Lebanese coast, rocky bottom areas supporting important benthic communities, and muddy and sandy-muddy bottoms that supported vulnerable habitat-forming species. Among the observations regarding individual species, the expedition revealed three species that may be new to science, multiple species that have not previously been recorded from the Mediterranean and thirteen species that are considered threatened in the Mediterranean Sea.

According to the Lebanon's Marine Protected Areas Strategy, Lebanon could envisage two options: (i) declare the whole area under 1,000 m in the territorial waters as an MPA or (ii) declare suitable sites as a deep-sea network with a common management plan.

2. Objectives

The Specially Protected Areas Regional Activity Centre (SPA/RAC), in the framework of the "Deep-sea Lebanon" project, is seeking to contract with a firm to develop a Management Plan of the marine sites suitable to be declared as deep-sea marine protected areas (MPAs) in Lebanon.

The Management Plan will provide a multi-year framework that includes an overall vision, objectives, and priorities for conservation. It also contains a description of the regulations, management board, boundaries and zones, and specific actions to protect the selected areas, including financial considerations.

In this regard, the firm will need to review the literature pertaining to protected areas in Lebanon, interview important leaders, managers and relevant participants within the MPAs network, and visit selected protected area sites to gain first-hand knowledge of the current practices, uses, threats and conflicts on the field.

3. Qualifications and experience

This consultancy is open to firms having an experience in the following areas of expertise:

- Proven experience in MPA system planning issues.
- Proven experience in developing management plans for marine conservation.
- Proven experience in reporting and writing skills, experience in mediation, negotiation, consensus building, and participatory consultation.
- Demonstrated ability to work with diverse stakeholders in a collaborative way.
- Familiarity with the Mediterranean region is an advantage.

The team will be composed of:

- Expert 1: Project manager and marine biodiversity specialist with experience in developing management plans for marine conservation in Mediterranean countries. The project leader will be in charge of the writing and reports, as well as the main exchanges with stakeholders and the communication with the contractors team.

- Expert 2: A socio-economic expert in charge of analyses regarding the ecosystem services of the sites and underline the mains links between the shore sites and the future MPA.
- Expert 3: A GIS expert in charge of elaborating GIS maps with all the relevant information that show the importance of the sites, the main pressures and activities, etc. These maps will be used as a tool for decision makers, for promoting the project to the general public, and to simplify the dialogue with the main stakeholders.

N.B: At least one member of the team must be Arabic speaker to facilitate exchanges with different target stakeholders. In addition, interviews and working meetings will be in Lebanon.

4. Scope of the work, outputs and deliverables

Phase 1

Gather the knowledge available

Compile, review and summarize the findings and recommendations from scientific documents, reports, action plans etc. concerning the deep sea areas in Lebanon, including the results of the Deep-sea Lebanon project and the Mediterranean Dark Habitats Action Plan recommendations and guidelines.

Select and characterize sites

- Draft a list of ecosystem-based preliminary guidelines elaborated following international and regional conventions and instruments (CBD, Barcelona Convention, ACCOBAMS, etc.), reference lists (Annexes to the SPA/BD Protocol including Annex I for SPAMI criteria, IUCN Red List, etc.) and national legislation applicable;
- Prepare a review of the relevant key stakeholders, uses, potential threats and pressures to the sites and analyze the conflicts based on interviews and consultations on the existing regulations; and
- Propose a set of objective criteria for the selection of priority sites to be declared as MPAs, based on existent criteria with relevant regional and international conventions and instruments (CBD, Barcelona Convention, etc.).

Deliverable: Baseline assessment report that includes all the information gathered under Phase 1 as detailed hereabove and the results and conclusions that will be the baseline for Phase 2. The report will be produced following a standard outline that will be agreed with the project team.

Phase 2

Development of the management plan

Develop a number of management measures relevant to the sustainable conservation of marine resources, based on the preliminary guidelines, and conditional to the outcomes of the workshops and interviews. Propose a management board to conduct the management measures. A description of the regulations, boundaries and zones, including financial considerations should be highlighted.

Deliverable 1: Draft of a management plan for the selected sites to be declared as MPAs according to the findings gathered during the expedition and after consultation with the Lebanese Ministry of Environment and the project team. The management plan should include:

- A proposal of a management board to conduct the management measures; and
- A description of the boundaries, use, zoning, regulations, and financial analysis of each site.

Deliverable 2: A report on the outcome of consultation sessions with stakeholders during the workshop meeting. This report will be delivered two weeks after the workshop.

Phase 3

Prepare the documents for the declaration of the selected areas according to the Lebanese law

Deliverable: Draft of documents for the declaration of the selected sites as MPAs according the Lebanese law. The draft must be provided in Arabic.

The documents to be delivered under Phase 1, 2 and 3 should include a well-structured table of contents and an executive summary.

The final version of these deliverables should include a 10-minute PowerPoint presentation (with diagrams and illustrations/photos) highlighting all the phases of the process methodology, results and deliverables.

5. Tasks and activities description

The firm is expected to work closely with the project team, and personnel from the Department of Ecosystem Services at the Ministry of Environment of Lebanon and all identified relevant stakeholders.

They are also expected to compile and review all relevant documents pertaining to marine and coastal conservation and management to ensure consistency and avoid overlap and/or disconnect among the previously mentioned documents.

Below are the tasks to be done by the consultants (including but not limited to):

- i. Attend an initial meeting with the project team to define the scope of the work and develop a detailed work plan (online meeting);
- ii. Carry out direct interviews with relevant stakeholders in Lebanon;
- iii. The consultants will present the proposed draft of the management plan with relevant stakeholders during a workshop in Lebanon (planned beginning of October 2018) to identify and validate additions and/or deletions to the draft: the consultants will work with the project team to identify the main stakeholders for the consultation, orientation of the work and feedback.
The consultants' travel expenses including meals, accommodation and transportation during the workshop will be in charge of SPA/RAC.

6. Work duration and mission implementation

The overall time duration for completion of the mission, which is the subject of this contract, including the deadline for validation of the various phases by the SPA RAC, must not exceed 180 calendar days (6 months).

This period includes subsequently the three following phases:

- Phase 1: 60 calendar days long
- Phase 2: 60 calendar days long
- Phase 3: 30 calendar days long

The deadlines indicated above begin to run from the day after the notification of the SPA RAC for the beginning of each phase.

Deliverables	Tentative timeline
Phase 1. Baseline assessment report	2 months after the contact signature
Phase 2. Draft of a management plan	4 months after the contact signature
Presentation and consultation workshop in Lebanon	Beginning of October 2018 (to be set in consultation with Lebanese national authorities and partners)
Report on the outcome of consultation sessions with stakeholders during the workshop meeting	15 days after the workshop
Final version of the management plan	21 days after the workshop
Phase 3. Documents for the declaration of the selected area according the Lebanese law	45 days after the workshop

7. Monitoring, control and validation of the work

The firm will work under the supervision of a monitoring committee composed of UNEP-MAP RAC/SPA, IUCN, the Ministry of Environment of Lebanon and Oceana. The firm will submit a

draft report for each of the phases. The firm will hand in the final version 15 days after monitoring committee has made its observations and comments on the draft report.

8. Conditions for participation in the offer

The firm must have proven competence in developing management plans for marine conservation.

Offers from single or joint firms within joint and solidary consortiums are authorized on condition that the leader is clearly identified in the consortium deed, an original copy of which should be included with the offer.

9. Composition and presentation of the offers

The offer document must include a technical offer and a financial offer.

Technical offer

It must contain:

- The firm's references regarding similar studies.
- The CV of the proposed experts (signed/initialed by the expert on every page of the CV) with their background, qualifications, experience and references.
- A time schedule of the mission implementation.
- A concept note describing the methodological approach to be applied to achieve the mission

Financial offer

The financial offer must be expressed in tax-free prices. It should include all the costs connected to the provision of the service. The financial offer should also include the following administrative documents:

- A tax certificate, valid on the offer submission date, proving that the firm has no outstanding tax obligations.
- A statement delivered by the social security body to which the provider is affiliated stating that all dues have been paid and which is valid on the date of submission.
- A non-bankruptcy certificate valid on the offer submission date.
- A sworn statement that the firm is in no situation that could in any way be incompatible with the mission or compromise independence in carrying out the mission.
- A sworn statement from each of the members of the work team, who are not staff members, confirming that they are willing to participate in the work team to carry out this mission.

Should any administrative documents be missing, the firm will be contacted to complete the offer documents within a period of ten days. If after a period of 10 days, the documents are still not complete the offer will be eliminated.

10. Variation of prices

The services provided as part of this assignment consist of an overall fixed and non-revisable cost.

11. Terms of payment

Payment for the mission will be made as follows:

- 40 % after validation of phase 1 and submission of the final version report
- 30 % after validation of phase 2 and submission of the final version report
- the balance after validation of the deliverables and final documents of phase 3 and submission of the report final version

Miscellaneous costs: all travel and accommodation costs will be borne by the firm except for the workshop meeting as mentioned above. SPA/RAC will, however, in cooperation with the local authorities, lend its assistance to obtain any authorizations required to complete the tasks.

12. General conditions

12-1 Penalty

In the absence of completion by the tenderer of the services at his charge within the contractual deadlines envisaged in article 6, it will be applied as of right and without notice, a penalty of one three hundredth (1/300) of the total amount of the contract 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 when this ceiling is reached, SPA/RAC reserves the right to terminate the contract at the holder's fault, in accordance with article 12 Point 12-5 below, without that the holder cannot raise disputes or claim any compensation.

In addition, it is specified that in the event that the tenderer is late in one or more phases, and to the extent that the overall deadline is respected, SPA/RAC will waive the tenderer for the payment of the penalty it would have applied when the delay occurred on partial deadlines.

12-2 Copyright, ownership of documents

All materials produced, including maps and photos, within the scope of this contract are intended for free distribution and will be the property of the sponsor and the names and logos of Ministry of Environment of Lebanon, Oceana, IUCN and UNEP-MAP SPA/RAC will appear as appropriate; mention will be made of the financial support provided by MAVA Foundation.

12-3 Arbitrage, dispute settlement

Every dispute arising from or in connection with this contract shall be solved by way of amicable negotiations by the parties. If not possible, the dispute will be submitted to an independent arbitrator. This agreement is deemed to have been made in Tunisia and to be subject to Tunisian law.

12-4 Liability and 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 tenderer confirms that the involved staff will be covered by appropriate insurance.

12-5 Force majeure

The tenderer may suspend implementation of all or part of the operation if circumstances (chiefly force majeure) make it too difficult or dangerous to continue. The tenderer must inform the SPA/RAC and provide all the necessary details. However, the tender should make all necessary efforts in his capacity in order to proceed to the completion of the mission implementation when it is possible, and the condition allows that.

12-6 Cancellation conditions

SPA/RAC could cancel this contract in case of the no respect of the deadline of the execution (Article 6) or of the non-conformity to the content of the service listed in the technical specification of this Terms of Reference. In case of cancellation, the payment will be done in proportion to the tasks already carried out.

13. Submission of offers

Proposals must be sent electronically to the following e-mail address: car-asp@spa-rac.org, before 13 May 2018, 23:59 CET.

E-mails should indicate clearly in their subject line the reference of this tender "**Call for tender/SPA-RAC/Deep-Sea-Lebanon n°2/2018_SPA RAC**

Proposals received after this deadline will not be considered.

14. Offer evaluation procedure

14.1 Evaluation of technical offers

Only offers with complete administrative documents will be subject of technical Evaluation. The evaluation committee will first examine the technical offers.

Each evaluator will attribute a score to each offer according to a scale of 100 points maximum, based on the following criteria:

- 1- Firm's general experience and technical references.
- 2- Human capacity and expertise.
- 3- Methodology, organization and implementation schedule.

Criteria		Rating	
1- Firm's general experience and technical references. Working experience in the Mediterranean is an asset. (references presented by the competing firms will be assessed according to their nature, number and date delivered)	a- Nature and number of similar jobs, references delivered by study sponsors must be provided as proof.	Presentation references concerning the execution of similar studies	15 points maximum (4 points/reference + 1 additional point/reference in the Mediterranean)
		No references	0 points (in this case the offer is eliminated)
	b- Date the most recent studies were carried out	Less or equal to 5 years	5 points maximum (1 point/study)
		Between 5 and 10 years	0,5 point/study
		Over 10 years	0 points (in this case the offer is eliminated)
	2- Human capacity and expertise* (assessment will be based on the number of similar studies the proposed specialists have contributed to and the nature of their qualifications).	a- Project manager / Expert 1	Similar studies
No study			0 points (in this case the offer is eliminated)
University degree (at least 4 years in higher education) in marine biodiversity conservation or equivalent field			5 points
University degree < 4 years or in field far from the one requested			0 points (in this case the offer is eliminated)
b- Expert 2		Similar studies	10 points maximum (4 points/study)
		No study	0 points (in this case the offer is eliminated)
		University degree (at least 4 years in higher education) in socio-economic or equivalent field	5 points
		University degree < 4 years or in field far from the one requested	0 points (in this case the offer is eliminated)

	c- Expert 3	Similar studies	5 points maximum (2 points/study)
		No study	0 points (in this case the offer is eliminated)
		University degree (at least 4 years in higher education) in geomatics or equivalent field	5 points
		University degree < 4 years or in field far from the one requested	0 points (in this case the offer is eliminated)
* In case the firm proposes more than one expert per position, the score given will be the lowest attributed to the experts proposed for the same position.			
3- Methodology, organization and schedule	a- The methodological note for the study will be evaluated according to the following scale	Methodology clearly presented and meets the terms of reference and the study's objectives	25 points
		Methodology fairly presented and / or more or less meets the terms of reference and the study's objectives	15 points
		Methodology not clearly presented and does not meet the terms of reference and the study's objectives	0 points
	b- Organization and schedule	A clear and well worked-out organization of the work and a realistic planning that respects the deadline	10 points
		unclear organization of the work and a planning that doesn't respects the deadline	0 points

If the content of a offer is markedly incomplete or differs substantially from one or several technical criteria specified in the offer documents, the offer will be eliminated without being rated.

Once the technical evaluation completed, the committee will attribute a final technical score to each offer; the final overall score will be equal to the arithmetical average of the final individual scores given by the evaluators.

Any offer that has not attained the minimum score of 70 points will be eliminated. In the event no offer obtains 70 points or more, the offer processing will be canceled.

Amongst the offers reaching the threshold of 70 points, the best technical offer will receive 100 points. The other offers will be given a score calculated according to the following equation:

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

14.2 Evaluation of the financial offers

Once the technical evaluation has been completed, the envelopes containing the financial offers that have not been eliminated during the technical evaluation will be opened.

The evaluation committee will check that the financial offers do not contain any obvious arithmetical errors. Any possible obvious arithmetical errors will be corrected, and the corrected figures will be taken into consideration.

The evaluation committee will then proceed to a financial comparison. 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

The choice of the best offer is achieved by weighting the technical and financial scores using a distribution key on a 60/40 basis. To this end:

- The technical score will be multiplied by a coefficient of 0,60.
- The financial score will be multiplied by a coefficient of 0,40.

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 firm in the following order:

- having obtained the best technical score
- having obtained the best total score for experience and qualifications of experts.
- having obtained the best score for methodology.