

Elaboration of a practical guide on gap analysis and MPA system planning adapted to the Mediterranean context
&
Carrying out of a long term evaluation of RAC/SPA training programmes and providing recommendations for future training programmes

Terms of Reference

1. Background and context

The Regional Activity Centre for Specially Protected Areas

The Regional Activity Centre for Specially Protected Areas (RAC/SPA) was established in Tunis in 1985 by decision of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (Barcelona Convention), which entrusted it with the responsibility for assessing the situation of natural heritage and assisting the Mediterranean countries to implement the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol), which came into force in 1999.

Within the context of the implementation of the Barcelona Convention, including the related strategies, programmes and decisions, such as the Mediterranean Action Plan (MAP) and the Mediterranean Strategy for Sustainable Development (MSSD), the specific objective of RAC/SPA is to contribute to the implementation of the SPA/BD Protocol.

RAC/SPA's mission is to provide assistance to Mediterranean countries in the implementation of their commitments under the SPA/BD Protocol, especially in regard to developing and promoting Specially Protected Areas (SPAs) and reducing the loss of marine and coastal biodiversity.

The Roadmap for a Comprehensive Coherent Network of Well-Managed MPAs to Achieve Aichi Target 11 in the Mediterranean

During their Nineteenth ordinary meeting (COP 19, Athens, Greece, February 2016), the Contracting Parties to the Barcelona Convention adopted the Roadmap for a Comprehensive Coherent Network of Well-Managed MPAs to Achieve Aichi Target 11 in the Mediterranean (MPA Roadmap).

This MPA Roadmap provides a compendium of actions emanating from the Barcelona Convention strategic orientations and other recent global and regional marine policy developments harmonized in a way that facilitates:

- joining the efforts of the Mediterranean countries to improve the Mediterranean network of MPAs in accordance with Aichi Target 11,
- harmonizing the contributions of the relevant international organizations in assisting countries towards achieving Aichi Target 11, and
- assessing the progress made as well as ensuring a better visibility, at regional and global levels, of the MAP contribution in building the comprehensive coherent network of well-managed MPAs referred to in Aichi Target 11.

The MPA Roadmap is built around 4 objectives:

- Objective 1: Strengthen networks of protected areas at national and Mediterranean levels, including in the high seas and in ABNJ, as a contribution to the relevant globally agreed goals and targets.

- **Objective 2:** Improve the network of Mediterranean MPAs through effective and equitable management.
- **Objective 3:** Promote the sharing of environmental and socio-economic benefits of Mediterranean MPAs, and the MPAs integration into the broader context of sustainable use of the marine environment and the implementation of the ecosystem and marine spatial planning approaches.
- **Objective 4:** Ensure the stability of the network of Mediterranean MPAs by enhancing their financial sustainability.

The MPA Roadmap recommends to the Barcelona Convention Contracting Parties to undertake, at national level, gap analysis to identify the ecosystems and other components of marine biodiversity that are under-represented in the existing MPA system. The gap analysis should take into account the wide range of objectives for specially protected areas as provided for by the SPA/BD Protocol (Part II, Section One). It should also identify the needed steps to enhance connectivity among Mediterranean MPAs, and should be conducted through a scientifically based process that also ensures the full and effective participation of stakeholders (local communities, sea users, scientists, NGOs, etc.).

The MPA Roadmap also recommends to regional and international organizations to strengthen the existing capacity building mechanisms for MPA managers, and promote their coordination into a regional capacity building system, using a wide range of training approaches (e.g. training courses, on the field trainings, online trainings modules, exchange of visits). The system should target also other actors (e.g. enforcement and judiciary authorities, private sector) and decision-makers.

2. Objective and scope of the assignment

This consultancy has two objectives ((A) and (B)):

Objective (A): Make available to the Mediterranean countries technical tools for gap analysis and MPA system planning and facilitate exchange of experiences and best practices on these issues

The scope of this consultancy is to produce a **short practical guide on gap analysis and MPA system planning adapted to the Mediterranean context** to be used by Mediterranean countries' planners and decision-makers and other stakeholders involved in MPA planning processes, based on the most recent available technical tools, literature and best practices developed at international level.

The guide should be supported by highly relevant and well-illustrated case studies and examples, from the Mediterranean region whenever possible. If no Mediterranean case studies are available, case studies from other regions of the World may be proposed.

The guide should provide in annex an exhaustive list of bibliographic references and consulted literature, as well as a shorter list of "Additional Reading" including thoroughly selected and highly relevant references. This "Additional Reading" list should allow the readers/users to download (or at least visualize and read) the selected references (guides, books or book chapters, studies, slideshows, websites, videos,...). If such selected references exist in English and in French, both sources should be provided.

The guide should be drafted in English or in French. The translation into the opposite language will be made by RAC/SPA, after the competition of the consultant's assignment.

The guide should be written in a way that makes it easy and agreeable to read by the targeted stakeholders. The used concepts, definitions and terminology should be up-to-date and in line with those adopted by the UN/UNEP, the Barcelona Convention and its Protocols and other relevant and acknowledged international agreements and fora (CBD, IUCN, ...).

The document should include a well-structured table of contents and an executive summary.

The maximum length of the document should not exceed 20-25 pages.

The final deliverables should include a 10-minute PowerPoint presentation on the guidebook contents, key highlights and case studies.

This assignment will start in January 2017 and the maximum deadline for completing it is June 2017.

Objective (B): Carry out long term evaluation of RAC/SPA training programmes and provide recommendations for future training programmes

In 2011-2012, RAC/SPA collaborated with WWF Mediterranean, MedPAN and other partners to develop a long-term Capacity building strategy to enhance the management of MPAs in the Mediterranean Sea.

RAC/SPA has developed and implemented, during the last five years (since 2010), with the support of relevant partners, a number of regional and national level training workshops and practical trainings, on different topics, such as: management of particular habitats and species, MPA management planning and monitoring, MPA legal/institutional and long-term financing aspects.

Since 2010, major capacity-building activities delivered by RAC/SPA were made with the support of external donors (EC, AECID, FFEM, MAVA) in the framework of the MedMPAnet (UNEP/MAP-GEF MedPartnership) and MedKeyHabitats projects or in collaboration with partner institutions (WWF-MedPO, MedPAN, University of Alicante, ...) or individual experts.

For reference, since 2010, RAC/SPA has organised or co-organised around 10 international and 8 national training sessions.

Evaluating capacity building achievements, training effectiveness, curricula, participants' feedback and skill implementation is an important component of any capacity building programme to constantly adapt and tailor it to the audience's needs and ensure that capacity is actually being built (which is incumbent on the training participant).

For this aim, two types of evaluations may to be used: short term evaluations and long term evaluations.

A short term evaluation is typically carried out at the end of each training using a questionnaire in order for training participants and facilitators to evaluate the learning experience and value of content of a specific training.

A long term evaluation is typically carried out after 3 to 5 years of capacity building and used to assess whether learning activities are actually resulting in increased management capacity for MPA practitioners. Evaluation may focus on either specific management activities (outputs) or the results (outcomes) of these activities.

The scope of this consultancy is to undertake a **long term evaluation of the training programmes carried out by RAC/SPA since 2010** and intended to MPA practitioners and marine conservationists, and to **provide detailed recommendations for future training programmes** to be carried out by RAC/SPA.

Short term evaluation reports, training programmes, curricula and documentation, list of participants (trainees and trainers), training partners and any other needed information will be provided to the consultant.

The evaluation should be made on the basis of tailored questionnaires with trainees, trainers, partner organisations and any other party that is considered appropriate for the needs of this evaluation.

Interviews should be also made with a representative sample of these actors to be defined in consultation with RAC/SPA.

The evaluation report should include a well-structured table of contents and an executive summary, and could be drafted in English or in French.

This assignment will start in January 2017 and the maximum deadline for completing it is June 2017.

The final deliverables should include a 10-minute PowerPoint presentation on the evaluation process and the ensuing detailed recommendations for future training programmes to be developed by RAC/SPA.

3. Expected deliverables

The deliverables expected from the consultancy are:

Objective (A):

- A practical guide on gap analysis and MPA system planning adapted to the Mediterranean context.
- An additional reading list on the guide's subject.
- A PowerPoint presentation on the guide's contents et key highlights.

Objective (B):

- A long term evaluation report of the training programmes carried out by RAC/SPA since 2010.
- Detailed recommendations for future training programmes to be carried out by RAC/SPA.
- A PowerPoint presentation on the evaluation process and ensuing recommendations.

4. Profile required

This consultancy is open to all firms or individual consultants. To be considered, the individual candidate or firm must possess the following profile and experience:

Objective (A):

- Proven experience in MPA system planning issues.
- Proven experience in developing manuals/guidelines/tools for marine conservation highly desirable.
- Familiarity with the Mediterranean region an advantage.

Objective (B):

- Proven experience in capacity building on marine conservation issues.
- Proven experience in programme monitoring and evaluation highly desirable.
- Familiarity with the Mediterranean region an advantage.

Language requirements (Objectives (A) and (B)):

Fluency (both verbal and written) in English or French with a good knowledge (both verbal and written) of the other language (French or English).

5. Maximum budget available

The maximum budget available for this assignment (Objectives (A) and (B)) is **16.000 EUR (including all taxes)**.

6. Scope of cost proposal

The consultant will be paid through a lump sum amount which is all costs inclusive. All costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the contractor must be factored into the final amounts submitted in financial proposal. Note that the contract price is fixed regardless of changes in the cost component.

7. Submissions

5.1. Technical proposal

For individual consultants:

- a) **Personal CV** indicating all past experience in the field of MPA system planning and capacity building on marine conservation, as well as the contact details (email and telephone number) of the Candidate and **at least three (3) professional references**.
- b) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, a **methodological note**, on how they will approach and complete the assignment, and a **time schedule**.

For firms:

- a) The **firm's references** regarding similar studies.
- b) The **CV of the experts** with their qualifications, experience/references; indicating all past experience in the field of MPA system planning and capacity building on marine conservation
- c) A **methodological note** on how they will approach and complete the assignment and a **time schedule**.

5.2. Financial proposal

Financial Proposal in Euros that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

The financial proposal (which concerns firms) should also include the following administrative documents:

- A tax certificate, valid on the bid submission date, proving that the bidder 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 bid submission date.
- A sworn statement that the bidder 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 bidding documents. If after a period of 10 days, the documents are still not complete the bid will be eliminated.

8. Selection criteria

Submissions will be evaluated in consideration of the Evaluation Criteria as stated below:

The offer will be evaluated by using the **best value for money approach** (combined scoring method). Technical proposal will be evaluated on 80% whereas the financial one will be evaluated on 20%.

Technical offers totalling less than 70 points (out of 100) will be rejected.

Financial offers of the candidates having a technical score of at least 70 points are examined.

Financial offers exceeding the maximum budget available for the contract are considered unacceptable and are eliminated.

Below is the breakdown of technical proposal on 100% which will be brought to 80%:

Objective (A):

Evlauation Criteria			Maximum Point
General experience and technical references			(50 points)
Experience in MPA system planning	Nature and number of studies	Presented over 3 studies	20 points (25 points if 1 of them is in the Mediterranean)
		Presented 2 to 3 studies	10 points (15 points if 1 of them is in the Mediterranean)
		Presented 1 study	5 points (10 points if the study is in the Mediterranean)
		No study	0 points
	Completion date of the most recent work	Less than or equal to 3 years	5 points
		Over 3 years	2 points
Experience in developing manuals/guidelines/tools for marine conservation	Nature and number of studies	Presented over 2 studies	10 points (15 points if 1 of them is in the Mediterranean)
		Presented 1 or 2 studies	3 points (5 points if 1 of them is in the Mediterranean)
		No study	0 points
	Completion date of the most recent work	Less than or equal to 3 years	5 points
		Over 3 years	2 points
Methodology, organisation and planning			(40 points)
Methodology, organisation and planning	Methodology	Methodology clearly presented and meets the terms of reference and the study's objectives	30 points
		Methodology fairly presented and partially 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
	Organization and planning	A clear and well worked-out organization of the work and a realistic planning that respects the deadline	10 points
		A clear enough organization of the work and a planning that respects the deadline	5 points
		A poor organization of the work or a planning that does not respect the deadline	0 points
Language proficiency			(10 points)
	Language proficiency	Fluency (both verbal and written) in English or French with a good knowledge (both verbal and written) of the other language (French or English)	10 points
Total			100 points

Objective (B):

Evaluation Criteria			Maximum Point
General experience and technical references			(50 points)
Experience in capacity building on marine conservation	Nature and number of studies	Presented over 3 studies	20 points (25 points if 1 of them is in the Mediterranean)
		Presented 2 to 3 studies	10 points (15 points if 1 of them is in the Mediterranean)
		Presented 1 study	5 points (10 points if the study is in the Mediterranean)
		No study	0 points
	Completion date of the most recent work	Less than or equal to 3 years	5 points
		Over 3 years	2 points
Experience in programme monitoring and evaluation	Nature and number of studies	Presented over 2 studies	10 points (15 points if 1 of them is in the Mediterranean)
		Presented 1 or 2 studies	3 points (5 points if 1 of them is in the Mediterranean)
		No study	0 points
	Completion date of the most recent work	Less than or equal to 3 years	5 points
		Over 3 years	2 points
Methodology, organisation and planning			(40 points)
Methodology, organisation and planning	Methodology	Methodology clearly presented and meets the terms of reference and the study's objectives	30 points
		Methodology fairly presented and partially 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
	Organization and planning	A clear and well worked-out organization of the work and a realistic planning that respects the deadline	10 points
		A clear enough organization of the work and a planning that respects the deadline	5 points
		A poor organization of the work or a planning that does not respect the deadline	0 points
Language proficiency			(10 points)
	Language proficiency	Fluency (both verbal and written) in English or French with a good knowledge (both verbal and written) of the other language (French or English)	10 points
Total			100 points

9. Deadlines and submission of proposals

Proposals must be sent electronically to the following e-mail address: car-asp@rac-spa.org, **before 13 December 2016, 23:59 CET.**

E-mails should indicate clearly in their subject line the reference of this tender “**Call for tender/RAC-SPA/MTF/01/2016**”.

Proposals received after this deadline will not be considered.