

CALL FOR CONSULTANCY N°05/2020_SPA/RAC
ELABORATION OF THE POST-2020 SAP BIO DOCUMENT

May 2020

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TECHNICAL SPECIFICATIONS

I – CONTEXT AND JUSTIFICATION

1.1 - Description of SPA/RAC and its mission

The Regional Activity Centre for Specially Protected Areas (SPA/RAC) was created in 1985 and established in Tunis through a decision of the Contracting Parties to the Convention for the Protection of the Marine and Coastal Environment of the Mediterranean (Barcelona Convention). It functions within the framework of the Mediterranean Action Plan – Barcelona Convention (UNEP/MAP) like other Regional Activity Centres : such as the Blue Plan/RAC (Plan Bleu) in France, the Regional Activity Centre for Priority Actions Programme (PAP/RAC) in Croatia, the Regional Mediterranean Centre for emergency intervention against accidental marine pollution (REMPEC – Regional Marine Pollution Emergency Response Centre) in Malta, the Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) in Spain and the Regional Activity Centre for Information and Communication (INFO/RAC) in Italy.

SPA/RAC's main aim is to contribute towards the protection, conservation and sustainable management of Mediterranean coastal and marine biodiversity and areas of special natural value.

1.2 - Justification for the action

In December 2003, the Contracting Parties to the Barcelona Convention adopted the SAP BIO (Strategic Action Programme for the Conservation of Biodiversity Resources in the Mediterranean Region). During the last 16 years, SAP BIO played an important role as a strategic framework for implementation of the SPA/BD Protocol at national and regional levels in terms of harmonization and alignment of planning for biodiversity conservation. It also played a role in facilitating exchanges among departments within and among countries on common concerns in biodiversity conservation.

Considering the changes occurred in relation to the status of Mediterranean biodiversity and the related policies, the Barcelona Convention COP 21 requested to prepare in 2020-2021 the Post-2020 SAP BIO (Post-2020 Strategic Action Programme for the Conservation of Biodiversity and Sustainable Management of Natural Resources in the Mediterranean Region). While its priorities should be specifically tailored to address current and future regional and national challenges in the Mediterranean, the Post-2020 SAP BIO should be:

- (i) aligned with the Global Sustainable Development Goals (SDGs) and
- (ii) harmonised with the CBD Post-2020 Global Biodiversity Framework through the optic of the Mediterranean context.

II –OBJECTIVE

The objective of this call for consultancy is to identify experts to be recruited by SPA/RAC to work on the identification of the sub-regional and regional priorities and orientations based on a series of diagnosis to be conducted at national level in Mediterranean countries.

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 for the elaboration of the Post 2020 SAP BIO

The process for the elaboration of SAP BIO will follow three steps:

STEP 1: Identification of priorities and orientations at national and sub-regional levels

The identification of priorities and orientations will be through a series of consultations to be conducted first at national level (National Processes) with the view of elaborating for each Mediterranean country a national report containing:

- (i) an assessment of the status of marine and coastal biodiversity undertaken that will be carried out on the basis of the data and information available and using where possible any recent analysis performed in relevant frameworks such as those related to the national biodiversity strategies or the EcAp process of the Barcelona Convention and the EU MSFD.

The analysis should relate, in particular, to the following elements:

- The state of the main ecosystems, habitats and associated species;
- Marine and coastal biodiversity' threats and other factors of degradation, including fisheries interaction with marine vulnerable species and habitat;
- Threats and other elements related to climate change;
- Measures and other elements of governance related to the conservation and sustainable use of components of marine and coastal biodiversity including fisheries interaction with the marine vulnerable species and habitat;
- The main gaps in knowledge and governance.

- (ii) Identified objectives and related priority actions as well as national needs in terms of capacity building, networking, data access/sharing cooperation, exchange of experience and financial resource mobilisation.

The National Processes will be followed by sub-regional analyses and consultations aimed at promoting complementarity and harmonisations of the priority actions identified at national level, in particular for issue with transboundary nature such as biological invasions, Climate Change, representativity and connectivity of MPAs. In this context, the following four subregions will be considered:

- Western Mediterranean : Algeria, France, Italy, Monaco, Morocco, Spain and Tunisia.
- Ionian & Central Mediterranean: Italy, Libya, Malta, Tunisia.
- Adriatic Sea: Albania, Bosnia-Herzegovina, Croatia, Italy, Montenegro and Slovenia.
- Aegean Levantine: Cyprus, Egypt, Greece, Israel, Lebanon, Syria and Turkey.

For each of the four sub-regions considered, an expert (referred to hereinafter as "Sub-regional Expert") will be appointed by SPA/RAC to perform the tasks defined in Article 3.2 of this document.

Step 2: Elaboration of the draft post-2020 SAP BIO

The draft Post-2020 SAPBIO will be developed through the compilation of outputs from national processes and sub-regional consultations. It will indicate the objectives to achieve at the regional level and will integrate the priority actions identified at the national and sub-regional levels. In addition, it will propose the actions needed at the regional level to support, accompany and coordinate the implementation of the priority actions to be implemented by the countries at the national level.

The Draft Post-2020 SAP BIO will be reviewed by the SAP BIO Advisory Committee, in which most of the relevant regional organizations are represented, before submitting it to the representatives of Parties (National Focal Points, National Correspondents) and the next COP in 2021.

A Regional Expert will be appointed to elaborate the Draft Post-2020 SAP BIO according to the tasks defined in Article 3.2 hereinafter.

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

Step 1	
National Processes (Designation of the national experts, elaboration of the draft national reports, national consultation meetings/workshops, finalisation of the national reports)	04 May – 31 July 2020
Sub-regional analyses and consultations	
Appointment of the Sub-regional Experts	June 2020
Contribution of the Sub-regional Experts (Tasks defined in Article 3.2)	June – December 2020
Step 2	
Appointment of the Regional Expert	June 2020
Contribution of the Regional Expert (Tasks defined in Article 3.2)	July 2020 – June 2021

3.2 Tasks to be performed by the experts

Tasks for Experts to support analysis and consultation processes at sub-regional level (Sub-regional Experts)

For each sub-region, the appointed Sub-regional Expert will perform the following tasks:

- Review the national reports for the areas integrated in the sub-region.
- Elaborate a sub-regional synthesis based on national reports showing the issues of common concern highlighting those of transboundary nature and/or requiring harmonisation to ensure complementarity of the priority actions identified at national level.
- Propose, based on the results of the sub-regional synthesis she/he elaborated, elements to be considered in the definition of the orientations of the Post 2020 SAP BIO and a summary of the objectives and needs expressed during the National Processes of the Subregion
- Attend and actively contribute to the works of the sub regional workshop to be organised by SPA/RAC. The sub regional workshop will be attended by the representatives of the countries forming the sub-region to review the sub regional synthesis prepared by the expert.
- Liaise and coordinate, as appropriate, with the expert in charge of the elaboration of the draft Post 2020 SAP BIO to ensure a high level of coordination and a smooth passage of information from the national and sub-regional processes to the elaboration of the draft Post 2020 SAP BIO.

To perform these tasks, each sub-Regional Expert will use mainly the national reports to be issued by the national processes as well as her/his personal knowledge and experience in relation to the specificities of the marine and coastal biodiversity of the subregion.

Tasks for the Regional Expert:

The Regional Expert will be tasked with the elaboration of the Draft Post 2020 SAP BIO. In this context She/he will perform the following tasks:

- Liaise and coordinate with the sub-regional experts with the view of harmonising the synthesis and other elements they will propose for the definition of the orientations of the Post 2020 SAP BIO.
- Analyse the outcomes of the national processes and the sub-regional analyses and consultations to propose the general vision and objectives for the Post 2020 SAP BIO taking into account also, as appropriate, the lessons learned from the implementation of SAPBIO during the period 2003-2018 and the orientations of the relevant global and regional frameworks, such as:

- the Global Sustainable Development Goals (SDGs),
 - the CBD Post-2020 Global Biodiversity Framework,
 - the processes relating to the Barcelona Convention's EcAp and the EU MSFD,
 - the strategies and other planning instruments defined under the relevant regional multilateral Agreements (GFCM, ACCOBAMS, etc.)
- Propose the structure of the Draft Post 2020 SAP BIO document bearing in mind that its content should be scientifically based and designed not as an additional layer of commitments for countries but rather as a tool to strengthen and streamline the implementation of the plans and strategies they have already adopted at national and international level. The Post 2020 SAP BIO should provide for more emphasis on topics related to marine and coastal biodiversity and, where possible, scale up the commitments for its preservation, especially when these topics are not sufficiently taken into account by the relevant existing strategies. It should also promote the mainstreaming of biodiversity into all relevant environmental policies as well as relevant policies for the sustainable use of marine living resources, such as fisheries.
 - Elaborate a preliminary version of the Draft Post 2020 SAP BIO in accordance with the general vision and objectives and following the document structure approved by SPA/RAC.
 - Attend the meetings where the preliminary version of the Draft Post 2020 SAP BIO will be reviewed by the SAP BIO Advisory Committee, the National Correspondents and National Focal Points.
 - Finalise the Draft Post 2020 SAP BIO to be submitted for the Contracting Parties of the Barcelona Convention in 2021

IV – DELIVERABLES AND EXPECTED OUTCOMES

Step 1: identify priorities and orientations for post 2020 SAP BIO

1. Aegean – Levantine sub-region:

Aegean – Levantine sub-regional synthesis, priorities and orientations identification document in English.

2. Adriatic Sea sub-region:

Adriatic Sea sub-regional synthesis, priorities and orientations identification document in English.

3. Ionian – Central Mediterranean sub-region:

Ionian – Central Mediterranean sub-regional synthesis, priorities and orientations identification document in English.

4. Western Mediterranean sub-region:

Western Mediterranean sub-regional synthesis, priorities and orientations identification document in English

Step 2: elaboration of the draft post-2020 SAP BIO

1. Initial draft of the Post 2020 SAP BIO document in English
2. Prefinal draft of the Post 2020 SAP BIO document in English

ADMINISTRATIVE CLAUSES

Article 1 –Conditions of participation

The present call for consultancy is open to independent experts with proven competences, deep knowledge and experience in diagnosis and planning processes in relation to the marine and coastal environment context of the Mediterranean at sub-regional level (Aegean Levantine, Adriatic Sea, Western and Ionian & Central Mediterranean) or at regional level.

Associations amongst experts are not authorized, each expert will be contracted individually.

The qualification and workload of the Experts are:

Aegean – Levantine sub-regional Expert

Qualifications: University degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity;
Experience in the elaboration of plans and strategies for the conservation and sustainable use of biodiversity;
Competence and knowledge of the conservation issues related the marine and coastal biodiversity in the following countries: Cyprus, Egypt, Greece, Israel, Lebanon, Syria and Turkey.

Language proficiency: fluency in English is a requirement

Adriatic Sea sub-regional Expert

Qualifications: University degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity;
Experience in the elaboration of plans and strategies for the conservation and sustainable use of biodiversity;
Competence and knowledge of the conservation issues related the marine and coastal biodiversity in the following countries: Albania, Bosnia-Herzegovina, Croatia, Italy, Montenegro and Slovenia.

Language proficiency: fluency in English is a requirement

Ionian – Central Mediterranean sub-regional Expert

Qualifications: University degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity;
Experience in the elaboration of plans and strategies for the conservation and sustainable use of biodiversity;
Competence and knowledge of the conservation issues related the marine and coastal biodiversity in the following countries: Greece, Italy, Libya, Malta and Tunisia

Language proficiency: fluency in English is a requirement

Western Mediterranean sub-regional Expert

Qualifications: University degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity;
Experience in the elaboration of plans and strategies for the conservation and sustainable use of biodiversity;

Competence and knowledge of the conservation issues related the marine and coastal biodiversity in the following countries: Algeria, France, Italy, Monaco, Morocco, Spain and Tunisia

Language proficiency: fluency in English and good knowledge of French are required

Regional Expert for the elaboration of the Draft Post 2020 SAP BIO

Qualifications: University degree in disciplines of relevance for the conservation and sustainable use of the marine and coastal biodiversity;
Extensive experience in the elaboration of multilateral plans and strategies for the conservation and sustainable use of biodiversity;
Competence and knowledge of the conservation issues related to the marine and coastal biodiversity in the Mediterranean region.
Familiarity with the Global contexts of relevance for the conservation and sustainable use of biodiversity, including open sea areas, in particular the CBD process for the preparation of the post-2020 global biodiversity framework.

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

Each expert must prove that they have all the required legal and professional guarantees for the execution of the present mission under good conditions.

Individual expert application may be for:

- one or two of the four positions of Sub-regional Expert and for the position of Regional Expert
- Attribution will be done such that :An expert cannot be appointed to serve as sub-regional expert for more than one sub-region.
- An expert may be appointed as Sub-regional expert and the Regional expert in charge the elaboration of the Draft Post 2020 SAP BIO

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.

The submitted offer must include separately a technical offer, administrative documents and a financial offer.

2.1 Technical offer

It must contain:

- 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).
- A methodology note outlining consultant's suitability for the job explaining 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. Document certifying the ability to practice this profession (registration certificate, for example) according to the legislation of his/her country with the tax number on it.
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. The Expert must prove the legal capacity to sign contracts and issue invoices according to the respective country legislation of fiscal residence.
4. 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 job (sub-regional/Regional Expertise), the financial offer must be expressed separately for each expertise.

Estimated number of. working days:

- Aegean – Levantine sub-regional Expert: Estimated working days: 25 working days
- Adriatic Sea sub-regional Expert: Estimated working days: 20 working days
- Ionian – Central Mediterranean sub-regional Expert: Estimated working days: 20 working days
- Western Mediterranean sub-regional Expert: Estimated working days: 25 working days
- Regional Expert for the elaboration of the Draft Post 2020 SAP BIO: Estimated working days: 45 working days.

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 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 22nd of June 2020 at 23h59 (Tunis Time).

E-mails should have the following subject:

« CALL FOR CONSULTANCY N°05/2020_ Elaboration of the Post-2020 SAP BIO Document »

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: daniel.cebrian@spa-rac.org, saba.guellouz@spa-rac.org Cc: car-sp@spa-rac.org no later than 05 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% after the sub-regional workshop and validation of the final report (prefinal report for the regional) by the SPA/RAC
- The balance upon the submission of 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

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 (60 points),
- (ii) The methodology proposed for conducting the mission, and observations/analysis on the ToR (40 points)

The evaluation will be based on a combined technical and financial criterion as follow:

A. Technical Evaluation (100 pts)		
Criteria	Scoring	
Diploma (Max 20 pts)	PhD/MSc degree in Biology/Ecology or equivalent field and at least 10 years of professional experience in the requested field	20 points
	University degree and at least 10 years of professional experience in the requested field	10 points
	None of the above or in field far from the one requested	0 points

		In this case the offer is eliminated
Consultant's experience and number of similar studies (Max 40 pts)	Similar studies in diagnosis of biodiversity status and/or strategic planning Studies/processes of Mediterranean biodiversity Policies teamwork activities involved in at least one of the above studies	10 points/reference 10 additional points
Methodology proposed for conducting the mission, and observations/analysis on the ToR (Max 40 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>)	40 pts
	Methodology fairly well developed and meets the terms of reference and the study's objectives	20 pts
	Methodology not 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

Any offer that has not attained the minimum score of 80 points will be eliminated. In the event no offer obtains 80 points or more, the offer processing will be cancelled.

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:

$$\text{Technical score} = (\text{final score of the technical offer in question} / \text{final score of the best technical offer}) \times 100$$

B. Financial evaluation

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

$$\text{Financial score} = (\text{amount of the lowest offer} / \text{amount of the offer in question}) \times 100$$

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 for Sub-regional Experts and twelve months for Regional one, 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	
National Processes (Designation of the national experts, elaboration of the draft national reports, national consultation meetings/workshops, finalisation of the national reports)	04 May – 31 July 2020
Sub-regional analyses and consultations	
Appointment of the Sub-regional Experts	June 2020
Contribution of the Sub-regional Experts (Tasks defined in Article 3.2)	June – December 2020

Step 2	
Appointment of the Regional Expert	June 2020
Contribution of the Regional Expert (Tasks defined in Article 3.2)	July 2020 – June 2021

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.