



## **CALL FOR CONSULTANCY N°05/2023\_SPA/RAC**

**Terms of reference for the provision of consultancy services**

**to support SPA/RAC in promoting its resource mobilization strategy**

## TECHNICAL SPECIFICATIONS

### **1. Background**

The Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol), whose secretariat is provided by SPA/RAC, was adopted in 1995 in the framework of the Barcelona Convention with the view to supporting the efforts of the Contracting Parties to protect, preserve and manage in a sustainable and environmentally sound way threatened or endangered species of flora and fauna as well as areas of particular natural or cultural value, notably by the establishment of marine and coastal protected areas.

Several strategies and action plans have been adopted to plan and facilitate the implementation of the objectives of the Protocol.

The latest is the Post-2020 SAPBIO, adopted in December 2021, as an overall umbrella of all thematic strategies and action plans adopted in the framework of the SPA/BD Protocol.

In this context, SPA/RAC is currently developing a resource mobilization strategy for the implementation of the activities proposed by the Post-2020 SAPBIO for the period 2022-2030, through project proposals.

### **2. Objective**

Support the resource mobilization process of SPA/RAC for the financing of its new strategies, culminating in a donor conference to be held on 16 March 2023, in Paris, France.

More specifically, it is about:

- Promoting the activities and outputs of SPA/RAC, particularly those related to the topics targeted by the new projects;
- Presenting the proposed projects in an attractive way;
- Contributing to the organization of a dynamic and efficient donor conference.

### **3. Topics targeted by the new projects**

- **Marine and Coastal Protected Areas (MCPAs) and Other Effective areas-based Conservation Measures (OECMs):** Extension, establishment, management, including in Enhanced Protection Zones and areas beyond national jurisdictions, recognition and reporting of MCPAs and OECMs to the relevant regional (MAPAMED) and global (WD-OECM) databases, support to marine spatial planning (MSP) processes, "ecological" monitoring and impact assessment of conservation action, support to socio-economic development, including gender mainstreaming aspects, support to the blue economy and recognition of MCPAs as a nature-based solution to build resilience to climate change.
- Reducing the introduction of **non-indigenous species** (NIS) and their monitoring: data collection and sharing, ballast water management, and implementation of a regional early warning system.
- Marine habitats: **mapping and restoration of ecosystems.**
- Marine species: **marine turtles** and other species (to be defined).

All the targeted topics are identified as priorities in the framework of the Barcelona Convention, in particular in its two strategies, the Post-2020 SAPBIO and the Post-2020 Regional Strategy for MCPAs and OECMs, as well as the Regional Strategy addressing ship's ballast water management and invasive species (2022-2027), adopted by the Mediterranean countries in December 2021.

## 4. Tasks to be undertaken

### Planning

- Define a **communication plan** before, during and immediately after the donors' conference of March 2023.

### Writing and editing of texts as follows:

- For each project, and based on the fundraising strategy document including projects' fiches provided by SPA/RAC, formulation of the **key messages** to be used in communications in order to ensure a clear and coherent speech with the donors and on all the communication products: vision, objectives, project's context with relevant key figures, activities, as well as 3 different short sentences that summarize the project from different angles depending on the relevance of the issues to be highlighted.
- For each project, preparation of an easily digestible **summary sheet** (2 pages, otherwise a small 4-page brochure) to be presented to potential donors, detailing each time the objective, the "problem" to be addressed, the "solution", the corresponding activities and the expected deliverables, in addition to the budget and duration, partners, geographical areas covered by the project, and relevant links (to publications, videos, web pages, etc.).
- Preparation of **text contents** to promote the work carried out by SPA/RAC on the targeted topics:
  - Presentation of SPA/RAC and its role for Mediterranean biodiversity conservation.
  - Context of the projects, with a presentation of the Barcelona Convention's flagship proposals for the conservation of biodiversity in the Mediterranean, drawn from the Post-2020 SAPBIO, the MCPA & OECM Regional Strategy, and the Regional Strategy addressing ship's ballast water management and invasive species (2022-2027).
  - Summary / short description of the activities carried out for each of the sites benefiting from SPA/RAC support in the framework of the development of a network of marine protected areas in the Mediterranean, together with the list of relevant outputs. This content will be used in a story map to be developed on Google Earth by SPA/RAC.

### Graphic design

- Proposal of a **graphic identity** for the donor's conference based on the design of the "**save the date**" card, to be shared by email and on social media and to be inserted in PowerPoint presentations.
- **Layout of the summary sheets** or brochure presenting the projects.
- Development of a **template for the PowerPoint presentations**.
- **Layout of the conference programme**.
- **Design of materials (to be defined) to be used at the conference** to present the projects.

### Web

- Creation of a **mini website for the conference**, including the following sections: homepage, about SPA/RAC, background, project proposals, conference programme.

### Conference

- **Recommendations on the programme of the conference** from a communication point of view for smoother exchanges and a more dynamic meeting.
- **Recommendations and support for the presentation of projects** (PowerPoint and oral presentations).

## **5. Time duration, deliverables & timeline**

The time duration of this work is estimated at 1,5 months starting from the date of its signature. The contract deliverables and timeline of their submission should be carried out in conformity with the following table:

<b>Deliverables</b>	<b>Estimated number of working days</b>	<b>Provisional timeline</b>
Communication plan	7	9 February 2023
Key messages	1	
Summary sheet for each project	1	16 February 2023
Text presenting SPA/RAC	1	
Text on the context of the projects	1	
Recommendations on the conference programme	1	
Graphic identity and "save the date" card	4	2 March 2023
Layout of the summary sheets and program	2	
Mini website for the conference	4	
Design of materials (to be defined) to be used at the conference	2	8 March 2023
PowerPoint template	1	
Summary / short description of MPA activities per site	1	9 March 2023
Recommendations and support for the presentation of projects	1	13 March 2023

## **6. Supervision and collaboration**

The consultant(s)/consultancy firm will work under the supervision of the SPA/RAC director and in close collaboration with the team working on the donor conference and resource mobilization strategy.

## **7. Skills and experience required**

The consultant(s) should meet the following criteria:

- Proven communications skills, with experience in the field of marine environmental conservation.
- Proven skills in writing content in English, including summary texts.
- Proven skills in graphic design.
- Proven skills in web development.
- Experience in programming and facilitating meetings.

## ADMINISTRATIVE CLAUSES

### **Article 1 - Conditions for participation in the consultancy**

Are eligible for the present call of consultancy, consulting firms or individual consultants.

Individual consultants may associate with each other to form a consultant association to complement their respective areas of expertise, or for other reasons. They must clearly identify the lead consultant, who will be the legal representative of the consultant association.

Consulting firms must propose a lead expert and can be supported by other experts to complement their respective areas of expertise or for other reasons that need to be specified in the offer.

### **Article 2 - Composition and presentation of offers**

The submitted offer must include separately: (i) a technical offer, (ii) administrative documents, and (iii) a financial offer.

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

The estimated number of net working days to implement the tasks and deliverables of this contract is 27 effective working days (WD). They are estimated as follows:

<b>Deliverables</b>	<b>Estimated number of working days</b>	<b>Provisional timeline</b>
1. Communication plan	7	9 February 2023
2. Key messages	1	
3. Summary sheet for each project	1	16 February 2023
4. Text presenting SPA/RAC	1	
5. Text on the context of the projects	1	
6. Recommendations on the conference programme	1	
7. Graphic identity and "save the date" card	4	2 March 2023
8. Layout of the summary sheets and program	2	
9. Mini website for the conference	4	
10. Design of materials (to be defined) to be used at the conference	2	8 March 2023
11. PowerPoint template	1	
12. Summary / short description of MPA activities per site	1	9 March 2023
13. Recommendations and support for the presentation of projects	1	13 March 2023

## **1. Technical offer**

It must contain:

### **For individual consultant(s):**

1. For each consultant: Personal CVs indicating educational background as well as all experience and references in the field of: communications (elaboration of communications plan), with experience in the field of marine environmental conservation; writing content in English, including summary texts; graphic design; web development; programming and facilitating of meetings.
2. A detailed methodological note on how the consultant(s) intend(s) to approach and implement the assignment.

### **For consultancy firm:**

1. The consulting firm references regarding similar studies.
2. For each member of the team: Personal CVs indicating educational background as well as all experience and references in the field of: communications (elaboration of communications plan), with experience in the field of marine environmental conservation; writing content in English, including summary texts; graphic design; web development ; programming and facilitating of meetings.
3. A detailed methodological note on how the consultant(s) intend(s) to approach and implement the assignment.

Applicants are encouraged to send links to references of previous works completed on subjects relevant to the consultancy or share relevant documents by e-mail if those are not accessible online (please see the evaluation table in Article 6).

## **2. Administrative documents**

The administrative offer should include the following administrative documents:

### **For individual consultants:**

1. Document certifying the ability to practice this profession (registration certificate, for example) according to the legislation of their country with the tax number on it.
2. 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.
3. Terms of reference signed (date, signature of the provider at the end of the document).

### **For consultancy firms:**

1. A certificate proving that the tenderer is registered in the commercial register, or the equivalent.
2. A tax certificate, valid on the offer submission date, proving that the consulting firm/service provider company has no outstanding tax obligations.
3. A statement delivered by the social security body to which the consulting firm/service provider company is affiliated stating that all dues have been paid and which is valid on the date of submission.
4. A sworn statement of non-bankruptcy.

5. A sworn statement that the consulting firm/service provider company is in no situation that could in any way be incompatible with the mission or compromise independence in carrying out the mission.
6. A sworn statement from each of the team of expert members, who are not staff members, confirming that they are willing to participate in the work team to carry out this mission.
7. The present restricted call for tenders signed (date, signature and stamp of the consulting firm/service provider company at the end of the document).

If the original administrative documents are not in English or French, it should be provided with additional copies translated into English or French by a sworn translator. Should any of the administrative documents be missing, the tenderer will be contacted to complete the missing offer documents within a period of five (5) days. If after a period of five (5) days, the documents are still not complete the offer will be eliminated.

### **3. Financial offer**

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

The financial offer should also include the following documents:

- submission letter, using the template attached in Annex 1; and
- the details of the global price using the template in Annex 2.

### **Article 3 - Submission**

Proposals must be received electronically at the following e-mail address: [car-asp@spa-rac.org](mailto:car-asp@spa-rac.org), before 29 January 2023 11:59 pm UTC+1 (Tunis Time).

E-mails should have the following subject: **CALL FOR CONSULTANCY N°05/2023\_SPA/RAC**

Proposals received after this deadline will not be considered.

### **Article 4 - Additional information**

Should questions or need for clarification related to these terms of reference and their content arise, bidders may submit a written request by e-mail to: [car-asp@spa-rac.org](mailto:car-asp@spa-rac.org) ; cc: [dorra.maaoui@spa-rac.org](mailto:dorra.maaoui@spa-rac.org) [souha.asmi@spa-rac.org](mailto:souha.asmi@spa-rac.org) ; [saba.guellouz@spa-rac.org](mailto:saba.guellouz@spa-rac.org) ; [aida.abdennadher@spa-rac.org](mailto:aida.abdennadher@spa-rac.org) no later than five (5) calendar days before the deadline for the proposal submission.

### **Article 5 - Terms of payment**

Payment for the mission will be made as follows:

1. The 1<sup>st</sup> Instalment of 35 % will be paid upon submission of deliverables 1,2, and 3 and after their review and approval by SPA/RAC.
2. The 2<sup>nd</sup> instalment of 35 % will be paid upon submission of deliverables 4 to 8, after the review and approval of SPA/RAC.
3. The 3<sup>rd</sup> and last instalment of 30% will be paid after the completion of the work and submission of all its final version deliverables. This payment is also conditioned by a certificate from SPA/RAC that the service provider has accomplished all its contractual obligations and duties to SPA/RAC's satisfaction.

All payments will be made by bank transfer after the receipt of an invoice from the contractor.  
 Payments shall be made to a bank account held by the contractor.

## **Article 6 - Evaluation procedure**

The evaluation will be based on combined technical and financial criteria as follows:

### **1. Technical evaluation**

The technical offers will be first examined, while the financial offers remain sealed. Applications will be evaluated based on the following criteria:

1. General experience of the consultancy firm
2. Personal experience and academic profile of the team members involved in the project
3. Methodology.

<b>Criteria</b>		<b>Scoring for consulting firms</b>	<b>Scoring for individual consultants</b>
<b>General experience of the consultancy firm</b>	Relevant experience in developing and implementing communications plans (please present a list of projects)	<b>15 points maximum</b> (5 points/project + 2.5 extra points if the project deals with environmental conservation and +2.5 extra points if the project is carried out with a Mediterranean international organization)	<b>N/A</b>
	No experience	0 points (in this case the offer is eliminated)	<b>N/A</b>
<b>Personal experience and academic profile of the team members involved in the project</b>	<b>• Communication plan development and implementation</b>	Relevant experience in developing and implementing communication plans (please present a list of projects)	<b>20 points Maximum</b> (5 points/project + 2.5 extra points if the project deals with environmental conservation and +2.5 extra points if the project is carried out with a Mediterranean international organization)

		No similar project	0 points (in this case the offer is eliminated)	0 points (in this case the offer is eliminated)
Diploma of the expert in charge of this activity	Post-graduate university degree in communications / Public Relations or related field	<b>5 points maximum</b>	<b>5 points maximum</b>	
	University degree in the above-mentioned field	3 points	3 points	
	No university degree in the above-mentioned field	0 point (in this case the offer is eliminated)	0 point (in this case the offer is eliminated)	
• <b>Content writing in English</b>	Relevant experience in writing contents in English (please present a list of articles or other contents with links or share relevant documents by e-mail)	<b>10 points maximum</b> (3 points/ article)	<b>15 points maximum</b> (3 points/ article)	
	No similar project	0 point	0 point	
Diploma of the expert in charge of this activity	Post-graduate university degree in communications, marine environment or other relevant field	<b>5 points maximum</b>	<b>5 points maximum</b>	
	University degree in the above- mentioned fields	3 points	3 points	
	No university degree in the above-mentioned fields	0 point	0 point	
• <b>Graphic design</b>	Relevant experience in graphic design (please present a list of projects with links or share relevant documents by e-mail)	<b>12 points maximum</b> (3 points/ project)	<b>15 points maximum</b> (3 points/ project)	
	No similar project	0 point	0 point	
Diploma of the expert in charge of this activity	University degree in graphic design	<b>3 points maximum</b>	<b>5 points maximum</b>	
	No university degree in the above-mentioned field	0 point	0 point	
• <b>Web development</b>	Relevant experience in web development (please present a list	<b>7 points maximum</b> (3 points/ project)	<b>7 points maximum</b> (3 points/ project)	

		of projects with links or share relevant documents by e-mail)		
	No similar project	0 point	0 point	
	Diploma of the expert in charge of this activity	University degree in web development No university degree in the above-mentioned field	<b><u>3 points maximum</u></b> 0 point	<b><u>3 points maximum</u></b> 0 point
	• <b>Meeting planning and facilitation</b>	Relevant experience in planning and facilitation of meetings No similar activity	<b><u>7 points maximum</u></b> (3 points/ similar activity) 0 point	<b><u>7 points maximum</u></b> (3 points/ similar activity) 0 point
	Diploma of the expert in charge of this activity	University degree in communications or other field relevant to the project No university degree in the above-mentioned field	<b><u>3 points maximum</u></b> 0 point	<b><u>3 points maximum</u></b> 0 point

An expert may hold more than one position at a time and more than one expert can be proposed per position. In the latter case, each expert will be evaluated separately, and the average score will be the one assigned to that position.

<b>Methodology</b>	Methodology clearly presented, well developed, and meets the terms of reference and the project's objectives	<b><u>15 points maximum</u></b>	<b><u>15 points maximum</u></b>
	Methodology more or less well developed but clearly meets the terms of reference and the project's objectives	10 points	10 points
	Methodology poorly developed and meets partially the terms of reference and the project's objectives	5 points	5 points
	Methodology not clearly presented and does not meet the terms of reference and the project's objectives, or no methodology presented	0 points	0 points

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

## **2. Financial evaluation**

Once the technical evaluation has been completed, the financial offers of applicants that have not been eliminated during the technical evaluation will be examined.

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 that is judged acceptable will receive 100 points. The other offers will be attributed a score based on the following equation:

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

## **3. Conclusions of the evaluation committee**

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 weighted technical-financial scores, preference will be given to the applicant in the following order:

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

Note: The selection process may include interviews (through a teleconferencing platform), as well as a pre-selection phase followed by requests for complementary information / negotiation if required.

## **Article 7 - Monitoring, control and validation of the work**

The consultant will work under the supervision of SPA/RAC. The consultant will submit draft version of each deliverable. The consultant will submit the final version of deliverables as indicated in section 4 (Deliverables) and section 6 (Time schedule) of the technical specifications.

## **Article 8 - Penalty**

In the absence of completion by the consultant of the services at his/her charge within the contractual deadlines envisaged in section 7 of the technical specifications (Time schedule), and Article 8 (Deadline for the execution of the mission), it will be applied as of right and without notice, a penalty of one two

hundredths (1/200) 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 threshold is reached, SPA/RAC reserves the right to terminate the contract at the holder's fault, in accordance with Article 14 (Cancellation conditions) below, without that the holder cannot raise disputes or claim any compensation.

#### **Article 9 - Intellectual property rights, ownership of document**

All legal rights throughout the world in works or inventions created by the provider in connection with the consultancy shall be allowed to SPA/RAC. The provider recognizes that such rights include, but are not limited to, copyright and other rights in written material, sound and video recordings (including films), maps, photographs, etc. as well as patents and other rights in inventions, and that the said rights enable SPA/RAC to control and authorize, where appropriate all publications, publicity material and other exploitation of the said works and inventions.

All the plans, drawings, software, photos, videos, data, presentations, study reports and any other documents, elaborated and submitted by the provider to SPA/RAC for the execution of the contract, will become and remain the property of SPA/RAC, and the consultant will submit them to SPA/RAC.

The provider does not have the right to use or copy the products resulting from this consultancy, whatever their form or their media, without the explicit written non objection of the SPA/RAC.

#### **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. The contract 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 and insurance**

SPA/RAC does not accept any liability for acts of third parties, accidents, sickness, or losses of any kind, however caused arising during the implementation of the specific actions and the production of the relative outputs expected. The bidder confirms that they or any staff involved 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 its co-contractor within seven (7) 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 if this should 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 its contractual obligations does not entail a contract termination or failure to fulfil its contractual obligations if such a failure is due to a case of force majeure, if the party that finds itself in such a situation has done the following:

- a. has taken all the reasonable precautions and measures to allow it to comply with the terms and conditions of the 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 its contractual obligation will be prolonged by a period which is equal to the period during which that party was prevented from fulfilling its obligations.

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

### **Article 13 - Cancellation conditions**

SPA/RAC could cancel this contract through a notification in writing addressed to the tenderer after one of the events indicated in the following paragraphs:

- a. no respect for the deadline of the execution in the application of Article 8 (Deadline for the execution of the mission);
- b. in the case described in Article 9 (Penalty) when the amount is capped at 10% of the total amount of the contract;
- c. non-conformity to the content of the service listed in the technical specifications of the present consultancy (section 4 of the technical specifications: Tasks to be undertaken),
- d. If the tenderer goes bankrupt or into receivership.
- e. If, after a case of force majeure, the holder is unable to execute a substantial part of the Services for a period equal to at least sixty (60) days;
- f. If the tenderer was involved in corruption or fraudulent manipulations to obtain the contract or during the execution of the contract. For the purpose of the clause: a person is guilty of "corruption" if he/she offers, gives, solicits or accepts any kind of advantage in order to influence the action of a public official during the selection or the execution of the contract; and undertakes "fraudulent manipulations" which distort or denature the facts so as to influence the selection or the execution of the contract to the detriment of the borrower; by "fraudulent manipulations" is meant any agreement or collusive manipulation of the tenderers (before or after submitting the proposals) so as to artificially maintain the prices of the tenders at levels which do not correspond to prices which would have resulted from free and open competition and which deprive the borrower of the advantages of free and open competition; or
- g. If SPA/RAC, on its own initiative and for any reason whatsoever, decides to terminate the contract.

### **Article 14 – Conflict of interests**

#### **1. Prohibition of incompatible activities**

The contract tenderer, the personnel and agents must not engage, directly or indirectly, during the contract implementation period, in professional or commercial activities which could be incompatible with the activities with which they have been entrusted due to the present contract.

#### **2. Non-participation of the holder and his associates in certain activities**

The tenderer and his associates are prohibited, during the contract duration and at the end of the contract period, to provide good, works or services means for any project stemming from the services or closely connected with the present contract services (except for the implementation of the present contract services and their continuation).

#### **Article 15 - Provisional and final acceptance**

The provisional acceptance is pronounced after complete completion of the services covered by this consultancy i.e., after the completion of the service described in section 2 tasks to be undertaken of the technical specifications, and Article 8 (Deadline for the execution of the mission). The provisional acceptance will be pronounced only in the case of complete conformity deemed conclusive by SPA/RAC and a provisional acceptance report issued by the SPA/RAC no later than 30 days from receipt of the deliverables and at the written request of the service provider and the signing of a report of completion of the work/services jointly by the service provider and SPA/RAC. The Service Provider shall, however, correct any deficiencies identified by the SPA/RAC upon completion of the various phases.

Final acceptance will be given one (1) month after the date of provisional acceptance without reservation of the contract. The final acceptance report will only be delivered once the service provider has fulfilled all his obligations resulting from sections 2 (Tasks to be undertaken) and section 4 (Deliverables) of the "Technical Specifications" and after corrections of all deficiencies signaled by SPA/RAC.

## **Annex 1**

### **SUBMISSION LETTER**

I, the undersigned..... (Lead expert), after having taken due note of the dossier documents of the call for consultancy N° ..... launched by....., pertaining to a mission of ...  
..... I hereby pledge to execute the requested services in conformity with the provisions defined in the documents referred to, for the prices as established by myself without taking into account the taxes and knowing that the stamp duties and registration are to be covered by the insurer. The total price of the bid is .....  
(..... ) EURO ATI. I take due note of the fact that you are not obliged to proceed with the tendering procedure and that I cannot claim a compensation. I pledge that the conditions in my offer will remain valid for a period of one hundred and twenty days (120 days) starting from the day after the date for the deadline for the receipt of tenders. SPA/RAC pledges to pay the amount after the signing of a convention into the bank current account of the Bank ..... In the name of Under the number of ..... RIB (BIC – IBAN) .....

In ....., on .....

(Name, first name and function) Right for submission (Signature)

## ANNEX 2

### DETAILS OF TOTAL PRICE

The bidder, in support of its bid, should provide a breakdown of each unit price according to the following model:

Designation	Unit price	Tasks 1		Tasks 2		Tasks 3		Total Tasks (1+2+3...)	
		Duration	Sub-total	Duration	Sub-total	Duration	Sub-total	Duration	Sub-total
<b>Fees</b>									
Lead consultant									
Associate consultant									
<b>Other costs</b>									
Travel and accommodation									
Other costs necessary for the proper execution of the present consultancy									
Sub-total / task (excluding VAT)									
	<b>TOTAL Excluding VAT</b>								
	<b>VAT Amount</b>								
	<b>TOTAL All Taxes Included</b>								

Amount of the offer excluding Tax is fixed at the sum of .....

Amount of the VAT is fixed at the sum of .....

Amount of the offer is fixed at the sum of ..... All Taxes Included (ATI).

**(Signature and official stamp of the bidder)**

## **ANNEX 3**

### **Preliminary programme of the Donors' Conference**

**Date:** 16 March 2023

**Location:** Paris, France

**Official part:** 10:00-10:30

- Welcome and acknowledgments (5')
- Presentation of the programme/objectives of the conference (10')
- Presentation of the post-2020 SAPBIO (15')

**Technical part:** 10H30-12H30

- Presentation of projects (30')
- Break (30')
- Presentation of projects (60')

**Lunch:** 12.30-14.00

**Afternoon reserved for exchanges between donors and SPA/RAC:** 14:00-16:45

- General discussion (30')
- Discussion by project (90')

**Cocktail:** 17.00-19.00