



**Mediterranean
Action Plan**
Barcelona
Convention



*The Mediterranean
Biodiversity
Centre*

CALL FOR CONSULTANCY N° 01/2021_SPA/RAC

**TERMS OF REFERENCE
FOR THE PROVISION OF CONSULTANCY SERVICES**

**“Development of concepts to set up
the SPAMI Day and SPAMI Certificate”**

13 January 2021

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

Development of concepts to set up the SPAMI Day and SPAMI Certificate

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List of acronyms in English and French

English		Français	
AGEM	Ad hoc Group of Experts for Marine Protected Areas in the Mediterranean	AGEM	<i>Groupe ad hoc d'experts pour les aires marines protégées en Méditerranée</i>
ATI	All taxes included	TTC	<i>Toute taxe comprise</i>
COP	Conference of Parties	CdP	<i>Conférence des Parties</i>
CSO	Civil society organization	OSC	<i>Organisation de la société civile</i>
FP	Focal Point	PF	<i>Point focal</i>
IMELS	Italian Ministry for the Environment, Land and Sea	IMELS	<i>Ministère italien de l'environnement, de l'aménagement du territoire et de la mer</i>
MAP	Mediterranean Action Plan	PAM	<i>Plan d'action pour la Méditerranée</i>
MPA	Marine Protected Area	AMP	<i>Aire marine protégée</i>
NFP	National Focal Point	PFN	<i>Point focal national</i>
NGO	Non-governmental organization	ONG	<i>Organisation non gouvernementale</i>
PAP/RAC	Priority Actions Programme Regional Activity Centre	CAR/PAP	<i>Centre d'Activités Régionales du Programme d'Actions Prioritaires</i>
SPA	Specially Protected Area	ASP	<i>Aire spécialement protégée</i>
SPA/BD	Specially protected areas and biological diversity	ASP/DB	<i>Aire spécialement protégées et diversité biologique</i>
SPAMI	Specially Protected Area of Mediterranean Importance	ASPIM	<i>Aire spécialement protégée d'importance méditerranéenne</i>
SPA/RAC, formerly "RAC/SPA"	Specially Protected Areas Regional Activity Centre	SPA/RAC, formerly "CAR/ASP"	<i>Centre d'Activités Régionales pour les Aires Spécialement Protégées</i>
TAC	Technical Advisory Commission	CTC	<i>Commission technique consultative</i>
UN	United Nations	ONU	<i>Organisation des Nations unies</i>
UNEP	United Nations Environment Programme	PNUE	<i>Programme des Nations unies pour l'environnement</i>
WWF	World Wide Fund for Nature (WWF)	WWF	<i>Fonds mondial pour la nature</i>

TECHNICAL SPECIFICATIONS

1. Background

1.1. The Specially Protected Areas Regional Activity Centre

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was established by the Contracting Parties to the Barcelona Convention in order to assist the Mediterranean countries in implementing the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean¹ (SPA/BD Protocol) of the Barcelona Convention². Tunisia has been hosting the centre since its establishment in 1985. The centre works under the auspices of the United Nations Environment Programme / Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention Secretariat, based in Athens, Greece.

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

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

1.2. Specially Protected Areas

In order to protect and manage, in a sustainable and environmentally sound way, areas of particular natural and cultural value, the Mediterranean countries, Contracting Parties to the SPA/BD Protocol, are encouraged to establish Specially Protected Areas (SPAs) in the marine and coastal zone subject to their sovereignty or jurisdiction.

Specially Protected Areas (SPAs) are marine and coastal protected areas which aim to safeguard: representative types of coastal and marine ecosystems; habitats which are in danger of disappearing; habitats critical to the survival, reproduction and recovery of endangered, threatened or endemic species of flora or fauna; and sites of particular importance because of their scientific, aesthetic, cultural or educational interest.

1.3. Specially Protected Areas of Mediterranean Importance

In order to promote cooperation in the management and conservation of natural areas, as well as in the protection of threatened species and their habitats, the countries have drawn up, in 2001, the "List of Specially Protected Areas of Mediterranean Importance" (SPAMI List).

According to the provisions of the SPA/BD Protocol, a Specially Protected Area of Mediterranean Importance (SPAMI) is a coastal, marine and/or high sea area that is of importance for conserving the components of biological diversity in the Mediterranean, contains ecosystems specific to the Mediterranean area or the habitats of endangered species, or is of special interest at the scientific, aesthetic, cultural or educational levels.

The sites included in the SPAMI List are intended to have a value of example and model for the protection of the natural heritage of the region. To this end, the Parties must provide each SPAMI area with a legal status guaranteeing its effective long-term protection, clearly defined

¹ http://rac-spa.org/sites/default/files/spamis_temp/spa_bd_protocol_annexes1_to_3_v_2019_eng.pdf

² Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean : https://wedocs.unep.org/bitstream/handle/20.500.11822/7096/Consolidated_BC95_Eng.pdf?sequence=1&isAllowed=y

conservation and management objectives and adequate measures to reach them, a management body, a management plan and a monitoring programme.

The SPA/BD Protocol provides the criteria for the choice of marine and coastal protected areas that could be included in the SPAMI List (Annex I to the SPA/BD Protocol), as well as the procedure and steps to be followed for their formal inclusion in the List. The countries making proposals for inclusion in the SPAMI List should provide SPA/RAC with a presentation report containing information on the area's geographical location, its physical and ecological characteristics, its legal status, its management plans and means for their implementation, as well as a statement justifying its Mediterranean importance³.

The countries which proposed the inclusion of the area in the SPAMI List should implement the protection and conservation measures specified in their proposal. The other Mediterranean countries, Parties to the SPA/BD Protocol, undertake to observe the rules thus laid down.

Areas included in the SPAMI List are subject to ordinary periodic reviews, every six (6) years, counting from the date of their inclusion in the List, following an adopted procedure⁴ (Decision IG.17/12⁵) and review format (Decision IG.24/6⁶).

To date, the total number of areas included in the SPAMI List is 39 SPAMIs. This number is expected to increase every two years, after the possible inclusion of new areas in the List, by decision of the biennial ordinary Meetings of the Contracting Parties (COPs) to the Barcelona Convention and its Protocols. The last inclusion of new areas was decided by COP 21 (Naples, Italy, 2-5 December 2019). The next COP (COP 22) will take place in Antalya, Turkey, on 7-10 December 2021.

For more information about SPAMIs, please consult: <http://www.rac-spa.org/spami> and the SPAMI Collaborative Platform: <http://spami.medchm.net>.

1.4. Rationale behind the setting up of the SPAMI Day and SPAMI Certificate

After several rounds of SPAMI ordinary periodic reviews (since 2008-2009), the various technical advisory commissions (TACs) in charge of the evaluations have often recommended to SPA/RAC to further promote networking and exchange among SPAMIs.

In this context, SPA/RAC initiated in 2018 the SPAMI Twinning Programme, which aims at developing and strengthening an effective management of SPAMIs, promoting networking and best practices/experience sharing among managers, building capacities, and involving the civil society organizations (CSOs) in marine and coastal protected areas management.

The first phase of this programme⁷ (2018-2019) was supported by the Italian Ministry for the Environment, Land and Sea (IMELS) and concerned SPAMIs/MPAs that are representative of the sub-regions of which Italy is part. Further activities are being planned for the foreseeable future (2021-2023) in the framework of the SPAMI Twinning Programme, with the support of the MAVA Foundation and other prospective donors.

In order to facilitate exchanges among SPAMI managers, promote the SPAMI List and enhance its visibility, SPA/RAC has developed a SPAMI Collaborative Platform⁸, which is a

³ http://www.rac-spa.org/spami_establishment_procedure

⁴ http://rac-spa.org/sites/default/files/spamis_temp/procedure_revision_spami_eng.pdf

⁵ https://wedocs.unep.org/bitstream/handle/20.500.11822/7257/08iq17_10_annex5_17_12_eng.pdf?sequence=1&isAllowed=y

⁶ http://www.rac-spa.org/sites/default/files/doc_cop/cop21/decision_24_6_eng.pdf

⁷ http://www.rac-spa.org/spami_project

⁸ <http://spami.medchm.net/en>

virtual workspace that provides users with resources and tools aiming to facilitate communication and human interactions around SPAMI and MPA management in general.

It is in the same vein of enhancing the SPAMI List visibility, promoting exchange among managers, CSOs, other stakeholders and the general public, that it was decided to set up the SPAMI Day. Promoting SPAMIs will also help promoting global and regional priorities and targets, given that SPAMIs are intended to have a value of example and model for the protection and sustainable management of the natural heritage of the region.

In the framework of the SPAMI Twinning Programme and during the interactions with SPAMI managers, the latter have stressed the importance of receiving a document certifying the inclusion of their areas in the SPAMI List: the SPAMI Certificate.

1.5. Mandate to set up of the SPAMI Day and SPAMI Certificate

After having encouraged further cooperation and collaboration in the management and conservation of SPAMIs among Contracting Parties as well as among individual SPAMIs, COP 21 (Naples, Italy, 2-5 December 2019) requested the UNEP/MAP Secretariat (through SPA/RAC) to draft the concepts in order to set up the SPAMI Day and SPAMI Certificate, and submit them for consideration by the Contracting Parties at their COP 22 (Antalya, Turkey, on 7-10 December 2021) (Decision IG.24/6⁹).

2. Objective and scope

The objective of this consultancy is to draft the concepts in order to set up the SPAMI Day and SPAMI Certificate, and submit them for review and endorsement by the Fifteenth Meeting of SPA/BD Thematic Focal Points (Malta, 22-25 June 2021), and subsequently to the Meeting of MAP Focal Points (Athens, Greece, 7-10 September 2021) and COP 22 (Antalya, Turkey, 7-10 December 2021) for consideration.

The SPAMI Day should be an occasion:

- to educate the general public on issues related to SPAMIs/MPAs;
- to mobilize political will and resources to address the problems of SPAMI/MPA management and marine ecosystems conservation in the Mediterranean region;
- to acknowledge and promote the achievements of existent SPAMIs;
- to celebrate the inclusion of and deliver SPAMI Certificates to new areas in the SPAMI List;
- to communicate on the SPAMI ordinary reviews results and lessons learned on a biennial basis;
- to value the initiatives of individual managers, rangers, mayors, volunteers, ...; and
- to create a forum/platform for SPAMI managers to meet and build a network, with a view to fostering cooperation among SPAMIs, sharing knowledge, offering twinning opportunities and encouraging the emergence of new projects and ideas with the contribution and collaboration of different stakeholders (e.g. donors, managers, CSOs, NGOs, institutional partners).

The SPAMI Day concept should focus on cooperation, collaboration, exchange and dialogue, and encourage unity not disparity or competition (like, for example, by the means of competitive awards, honors or similar).

⁹ http://www.rac-spa.org/sites/default/files/doc_cop/cop21/decision_24_6_eng.pdf

3. Initiatives and celebrations to be taken into consideration

For the sake of inspiration and originality, but also of consistency and coherence with the other Barcelona Convention's celebrations and awards, the relevant global and regional similar initiatives, days, celebrations and certificates should be reviewed and taken into consideration in the process leading to the development of concepts to set up the SPAMI Day and SPAMI Certificate.

Good practices and success stories (but also failures) should provide inspiration and guidance for the SPAMI Day concept design and shaping, in terms of format and contents.

A systematic inventory and analysis of such initiatives should be made by the consultant. Nonetheless, a non-exhaustive listing of the most acknowledged regional and international days and celebrations is provided here below:

- Coast Day¹⁰ (25 September), a regional day set up by the Priority Actions Programme Regional Activity Centre (PAP/RAC) to promote the integrated coastal zone management (ICZM) as the optimal policy framework for achieving sustainable development of coastal areas.
- Istanbul Environment Friendly City Award¹¹, a regional award aimed at recognizing the role and contributions of cities and local authorities in fulfilling the UNEP/MAP vision for a healthy Mediterranean Sea and Coast (the award ceremony takes place during the Barcelona Convention biennial COPs) [UNEP/MAP - Barcelona Convention].
- World Wetlands Day¹² (2 February) [Ramsar Convention¹³].
- World Wildlife Day¹⁴ (3 March) [United Nations (UN)].
- International Mother Earth Day¹⁵ (22 April) [UN].
- World Migratory Bird Day¹⁶ (9 May (second Saturday of May) and 10 October (second Saturday of October)) [UNEP].
- International Day for Biological Diversity¹⁷ (22 May) [UN].
- World Environment Day¹⁸ (5 June) [UN].
- World Oceans Day¹⁹ (8 June) [UN].
- World Maritime Day²⁰ (24 September (last Thursday of September)) [UN].
- Earth Hour²¹ (last Saturday of March) [World Wide Fund for Nature (WWF)].
- United Nations Decade on Ecosystem Restoration²² (2021-2030).
- United Nations Decade of Ocean Science for Sustainable Development²³ (2021-2030).

4. Tasks to be undertaken

The consultant should conduct the assignment of development of concepts to set up the SPAMI Day and SPAMI Certificate using a methodology to be refined and adjusted in partnership with SPA/RAC.

¹⁰ <https://www.coastday.org/>

¹¹ <https://www.unenvironment.org/unepmap/istanbul-environment-friendly-city-award>

¹² <https://www.worldwetlandsday.org/>

¹³ <https://www.ramsar.org/>

¹⁴ <https://www.un.org/en/observances/world-wildlife-day>

¹⁵ <https://www.un.org/en/observances/earth-day>

¹⁶ <https://www.worldmigratorybirdday.org>

¹⁷ <https://www.un.org/en/observances/biological-diversity-day>

¹⁸ <https://www.un.org/en/observances/environment-day>

¹⁹ <https://www.un.org/en/observances/oceans-day>

²⁰ <https://www.un.org/en/observances/maritime-day>

²¹ <https://www.earthhour.org/>

²² <https://www.decadeonrestoration.org>

²³ <https://www.oceandecade.org/>

The concepts to set up the SPAMI Day and SPAMI Certificate should be tailored to address the challenges related to communication and outreach of SPAMIs at the Mediterranean level and beyond.

In preparing the concepts to set up the SPAMI Day and SPAMI Certificate, the consultant should undertake the following tasks:

- (1) **Identify**, in his/her inception report, the **gaps** in public awareness and political will hindering a greater focus on marine and coastal ecosystem conservation and natural resource management, through the establishment and effective management of MPAs and SPAMIs. The gaps hindering a common vision and standardized approaches for an effective management of SPAMIs, should be also identified. The gaps identified should constitute the ground and rationale for the SPAMI Day and SPAMI Certificate concepts.
- (2) **Identify, review and analyze** the useful documentation related to the **relevant global and regional initiatives, days, celebrations, certificates** (a non-exhaustive listing of which is provided under the section 3. above, to be completed as relevant and needed), in order to identify success stories and best practices that should inspire and guide the development of the SPAMI Day and SPAMI Certificate concepts.
- (3) **Prepare the first draft of the concepts to set up the SPAMI Day and SPAMI Certificate**, based on the two previous steps and reflecting the review and analysis made. The draft concepts should include a rationale, a vision, objectives, expected results, targets, short, medium and long-term outcomes and impacts, and any other relevant information. All the proposals to be made part of the draft concepts should be backed by a solid rationale, and declined in several scenarios, if needed. The draft concepts should include, but not limited to, the following items:
 - Identify criteria for the identification and selection of the **SPAMI Day themes**: the SPAMI Day themes should be linked to the main features characterizing SPAMIs, such as effective conservation of the Mediterranean natural and cultural heritage, collaboration, cooperation (bilateral and multilateral), participation, involvement of local communities, enforcement, exemplary and adaptive management methods and practices, effective protection measures, monitoring, education, awareness, effective legal framework enforcement, promotion of scientific research, promotion of sustainable development and coastal zone management within and around SPAMIs, etc. The SPAMI Day themes must be also linked to emerging global and/or regional priorities. In this respect, the Ad hoc Group of Experts for Marine Protected Areas in the Mediterranean (AGEM) of SPA/RAC, may provide orientations and priorities to be addressed in the framework of the SPAMI Day celebrations;
 - Propose a **concept, format, agenda** and **content** for the **SPAMI Day** (including main event, side events, replication, partners, CSO involvement, governments involvement, etc.);
 - Propose a particular **date** for the **SPAMI Day**. The proposal should be justified and backed by a solid rationale. The proposed date of celebration of the SPAMI Day must be selected so as it allows to raise awareness on the importance of the SPAMI List and marine and coastal protected areas in general and publicize the inclusion of new areas in the List. The proposed date should be consistent with the calendar of the UNEP/MAP-Barcelona Convention system annual events, biennial governance meetings, and governance aspects of the SPAMI List (procedure for inclusion, ordinary reviews, inclusion in a period of provisional nature, etc.);
 - Propose a **periodicity** for the **SPAMI Day** (annual, biennial or a mix of both):

the proposed periodicity options have to be detailed and backed by a solid rationale;

- Propose a **venue** for the **SPAMI Day**, and define criteria for the venue rotation. The proposal should be justified and backed by a solid rationale;
 - Propose a **format, layout** and **content** for the **SPAMI Certificate**;
 - Propose a **communication plan** including the best and most efficient ways and means to promote the **SPAMI Day** and enhance the participation of target groups (SPAMI managers, general public, national authorities, decision-makers, CSOs, donors, etc.);
 - Propose guidance for the **communication material** package (logos, banners, visual identity, messages, press releases, webpage, etc.) to be developed for the **SPAMI Day**;
 - Propose a **plan** and an **indicative budget** for the organization of the **SPAMI Day**.
 - Make proposals for the **sustainability** of the **SPAMI Day** celebration and propose options for its **financing** and co-financing;
 - Identify the **partnership** scheme needed to celebrate the **SPAMI Day** and the **roles and responsibilities** of each partner, including SPA/RAC, the UNEP/MAP-Barcelona Convention Coordinating Unit and Components, the host country and host SPAMI managing authorities, the other SPAMIs managing authorities, and other key stakeholders and partners to be identified.
- (4) **Undertake an online consultation** about the first draft of the concepts to set up the SPAMI Day and SPAMI Certificate (consisting in sharing the document electronically and collecting comments), among the SPA/BD Focal Points, the UNEP/MAP-Barcelona Convention system Components and all concerned stakeholders for their feedback. The **list of concerned stakeholders** should be prepared by the consultants based on objective criteria. It should include, among others, the SPAMI managers and managing authorities.
- (5) **Prepare the second draft of the concepts to set up the SPAMI Day and SPAMI Certificate**, based on the feedback of the online consultation and SPA/RAC guidance, in view of its timely²⁴ submission to the Fifteenth Meeting of SPA/BD Thematic Focal Points (Malta, 22-25 June 2021).
- (6) Support SPA/RAC in **finalizing the third draft of the concepts to set up the SPAMI Day and SPAMI Certificate**, based on the comments provided by the Fifteenth Meeting of SPA/BD Thematic Focal Points.

The third draft of the concepts to set up the SPAMI Day and SPAMI Certificate will be further submitted to the Meeting of MAP Focal Points (Athens, Greece, 7-10 September 2021) and eventually to COP 22 (Antalya, Turkey, 7-10 December 2021) for consideration. These final governance steps will be outside the scope of the consultant's mission and will be managed by SPA/RAC internal means.

5. Deliverables

The consultant shall deliver the following outputs:

- An **inception report** including a work plan, detailed methodology and timeline, and a structured overview of the identified gaps (requested in step (1) of the Tasks to be

²⁴ The working documents of the SPA/BD Focal Points meetings should be received by the Contracting Parties at least one month before the opening of the meeting.

undertaken in section 4. above) to be submitted within 10 days from the commencement of the assignment.

- The **first draft** of the concepts to set up the SPAMI Day and SPAMI Certificate and the **list of stakeholders** to be consulted based on objective criteria.
- The **online consultation** organization and coordination about the first draft of the concepts to set up the SPAMI Day and SPAMI Certificate.
- The **second draft** of the concepts to set up the SPAMI Day and SPAMI Certificate.
- **Attending** the Fifteenth Meeting of SPA/BD Thematic Focal Points (Malta, 22-25 June 2021) and **supporting SPA/RAC** in **submitting and reviewing the draft concepts**.
- The **third draft** of the concepts to set up the SPAMI Day and SPAMI Certificate.

6. Supervision and collaboration

The consultant will work under the supervision of SPA/RAC Director and the Programme Officer of Specially Protected Areas.

The process of the elaboration of the concepts to set up the SPAMI Day and SPAMI Certificate will be steered by SPA/RAC. SPA/RAC may ask for the advice and guidance of its Ad hoc Group of Experts for Marine Protected Areas in the Mediterranean (AGEM), as needed and relevant.

The consultant is free to specify the methodology he/she deems to be appropriate, bearing in mind that there should be frequent and meaningful exchanges between SPA/RAC and the consultant.

7. Time schedule

The planned duration of the consultancy is approximately 5 months from mid-February January to mid-July 2021, with the following tentative schedule:

Step	Deadline
Inception report including a work plan, detailed methodology and timeline, to be submitted within 10 days from the commencement of the assignment.	25 February 2021
Inception meeting: presentation and discussion of the inception report.	The week of 1 March 2021
List of stakeholders to be consulted based on objective criteria.	31 March 2021
First draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	31 March 2021
Online consultation about the first draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	15 April 2021
Second draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	30 April 2021
Presentation meeting of the second draft of the concepts to set up the SPAMI Day and SPAMI Certificate:	Week of 3 May 2021

presentation and discussion meeting involving SPA/RAC and the consultant.	
Final second draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	1 week after the presentation meeting
Circulating the final second draft of the concepts to set up the SPAMI Day and SPAMI Certificate (formatted as a working document to a UNEP working group meeting) to the SPA/BD Focal Points.	21 May 2021
Fifteenth Meeting of SPA/BD Thematic Focal Points (Malta, 22-25 June 2021).	22-25 June 2021
Third draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	2 July 2021

8. Skills and experience required of consultants

The consultant(s) is/are expected to have the following skills and expertise:

- (a) Advanced degrees in communication, marketing, biology or ecology, environmental sciences, geography, economics, social sciences, management, political science, or related discipline.
- (b) Experience in working on marine and coastal protected areas communication and outreach.
- (c) Knowledge of international conventions and treaties for the conservation and management of the environment, and their related communication, award and certification systems and international events/days.
- (d) Excellent writing and communication skills in English or French, with the ability to write high-quality unambiguous texts. Knowledge of the other language (i.e. French or English) is an asset.
- (e) Proven ability to deliver under tight deadlines.
- (f) Strong interpersonal skills and the ability to communicate and work well with diverse cultures and people.

ADMINISTRATIVE CLAUSES

Article 1 - Conditions for participation in the consultancy

Participants to this consultancy should be 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. The consultant association cannot exceed two experts.

Article 2 - Composition and presentation of offer

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.

2.1. Technical offer

It must contain:

1. A **cover letter** outlining the consultant's suitability for the job;
2. A **curriculum vitae** (for each expert, if relevant) including: education, qualifications, professional experience, and **references to previous relevant works and publications highlighted in bold** and particularly similar studies related to marine and coastal protected areas communication and outreach activities (references must be backed by attached documents/URL links/certificates from the study sponsor, etc.);
3. **Documents/URL links/certificates** that support the relevant references presented; and
4. A **detailed methodological note** including a short concept note presenting the consultant's vision for the project and how it mirrors the assignment objectives and scope, the methodological approach, organization of the work, planning and time schedule, and comments on the terms of reference, if needed.

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.

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 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 and stamp of the provider at the end of the document).

2.3. Financial offer

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

Should any administrative documents be missing, the consultant will be contacted to complete the offer documents. If after a period of ten (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 received electronically at the following e-mail address: car-asp@spa-rac.org, before **Wednesday 3 February 2021, at 23:59 UTC+1 (Tunis Time)**.

E-mails should have the following subject: **“Call for consultancy n°01/2021_SPA/RAC - SPAMI Day and SPAMI Certificate concepts - Applicant name”**.

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: souha.asmi@spa-rac.org ; cc: car-asp@spa-rac.org, no later than five (5) calendar days before the deadline for the proposal submission.

Article 5 - Maximum budget available

A total maximum budget available for this call for consultancy is **10,000 Euros all taxes included**. **Any financial offer exceeding this amount will not be considered.**

Travel expenses including subsistence fees for accommodation and meals (if needed and agreed by SPA/RAC) for the accomplishment of the assignment are not included in this budget, and will be covered by SPA/RAC in accordance with the UN rules.

Article 6 - Terms of payment

Payment for the mission will be made as follows:

- **10%** of the total amount of the contract, after submission of the **inception report**, its approval by SPA/RAC, and submission of an invoice by the consultant;
- **30%** of the total amount of the contract, after submission of the **first draft** of the concepts to set up the SPAMI Day and SPAMI Certificate, its approval by SPA/RAC, and submission of an invoice by the consultant;
- **30%** of the total amount of the contract, after submission of the **second draft** of the concepts to set up the SPAMI Day and SPAMI Certificate, its approval by SPA/RAC, and submission of an invoice by the consultant; and
- **30%** of the total amount of the contract, after submission of the **third draft** of the

concepts to set up the SPAMI Day and SPAMI Certificate, completion of all the tasks due in the consultancy, their approval by SPA/RAC, and submission of an invoice by the consultant.

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 7 - Evaluation procedure

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

7.1. Technical evaluation

The technical offers will be first examined, while the financial offers remain sealed.

Applications will be evaluated based on the following criteria:

- (i) Profile (experience and diploma) of the consultant in relation to the subject of the present mission (60 points); and
- (ii) The methodology proposed for conducting the mission, and observations/analysis on the terms of reference (40 points).

Technical evaluation grid				
Criteria			Scoring	
			Application by one consultant	Application by a consultant association (2 consultants)
Lead consultant	Experience	Experience in similar studies on marine and coastal protected areas communication and outreach	55 points maximum (12 points/study + 2 additional points/study including the Mediterranean region and/or countries)	40 points maximum (8 points/study + 2 additional points/study including the Mediterranean region and/or countries)
		No similar studies	0 points <i>(In this case the offer is eliminated)</i>	0 points <i>(In this case the offer is eliminated)</i>
	Diploma	Post-graduate university degree in communication, marketing, biology or ecology, environmental sciences, geography, economics, social sciences, management, political science, or related discipline	5 points maximum	5 points maximum
		University degree in the above-mentioned or related disciplines	3 points	3 points
		No university degree in the above-mentioned or related disciplines	0 point <i>(In this case the offer is eliminated)</i>	0 point <i>(In this case the offer is eliminated)</i>
Associate consultant	Experience	Experience in similar studies on marine and coastal protected areas	N/A	10 points maximum

		communication and outreach		(5 points/study + 1 additional point/study including the Mediterranean region and/or countries)
		No similar study	N/A	0 point
	Diploma	Post-graduate university degree in communication, marketing, biology or ecology, environmental sciences, geography, economics, social sciences, management, political science, or related discipline	N/A	<u>5 points maximum</u>
		University degree in the above-mentioned or related disciplines	N/A	3 points
		No university degree in the above-mentioned or related disciplines	N/A	0 point <i>(In this case the offer is eliminated)</i>
Methodology proposed for conducting the mission, and observations/analysis on the terms of reference		Methodology clearly presented, well developed and meets the study terms of reference and objectives (<u>the presentation of improvements and innovations is desirable</u>)		<u>40 points maximum</u>
		Methodology clearly presented, fairly well developed and meets the study terms of reference and objectives	30 points	
		Methodology not developed but meets the study terms of reference and objectives	15 points	
		Methodology not developed but meets partially the study terms of reference and objectives	5 points	
		Methodology not clearly presented and does not meet the study terms of reference and objectives, or No methodology presented	0 point	
Total score (100 points maximum)			... 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.

7.2. 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.

A maximum budget of ten thousand Euros (€ 10,000), all taxes included, is available for this consultancy. Any financial offer exceeding this budget means that the offer will be eliminated.

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:

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

7.3. 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 8 - Monitoring, control and validation of the work

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

Article 9 - Deadline for the execution of the mission

The maximum time allocated for carrying out the study is 5 months as from the date of signature of the contract, including the deadlines for handing in the final documents and deliverables according to the following timeline:

Deliverable / Milestone	Deadline
Inception report including a work plan, detailed methodology and timeline, to be submitted within 10 days from the commencement of the assignment.	25 February 2021
Inception meeting: presentation and discussion of the inception report.	The week of 1 March 2021
List of stakeholders to be consulted based on objective criteria.	31 March 2021
First draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	31 March 2021
Online consultation about the first draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	15 April 2021
Second draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	30 April 2021
Presentation meeting of the second draft of the concepts to set up the SPAMI Day and SPAMI Certificate: presentation and discussion meeting involving SPA/RAC and the consultant.	Week of 3 May 2021
Final second draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	1 week after the presentation meeting
Circulating the final second draft of the concepts to set up the SPAMI Day and SPAMI Certificate (formatted as a working document to a UNEP working group meeting) to the SPA/BD Focal Points.	21 May 2021
Fifteenth Meeting of SPA/BD Thematic Focal Points (Malta, 22-25 June 2021).	22-25 June 2021
Third draft of the concepts to set up the SPAMI Day and SPAMI Certificate.	2 July 2021

Article 10 - 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 9 (Deadline for the execution of the mission), it will be applied as of right and without notice, a penalty of one two hundredth (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 15 (Cancellation conditions) below, without that the holder cannot raise disputes or claim any compensation.

Article 11 - Copyright, ownership of document

All the plans, drawings, software, photos, videos, data, presentations, study reports and any other documents, elaborated and submitted by the consultant 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 names and logos of UNEP/MAP - SPA/RAC must be displayed appropriately in the documentation to be produced in the framework of this consultancy.

Article 12 - 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 13 - Liability and insurance

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 bidder confirms that themselves or any involved staff will be covered by appropriate insurance.

Article 14 - 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 fulfill any of its contractual obligations does not entail a contract termination or failure to fulfill 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 fulfill its obligations due to the case of force majeure.

Article 15 - Cancellation conditions

SPA/RAC could cancel the contract in case of (i) non-respect of the deadline of execution (Article 9: Deadline for the execution of the mission) or a reviewed version of the deadline for

execution mutually agreed by SPA/RAC and the consultant(s), (ii) 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) or deliverables quality judged unsatisfactory by SPA/RAC, and (iii) in the case described in the Article 10 (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 and judged satisfactory by SPA/RAC.