

CALL FOR CONSULTANCY N°11/2019_SPA/RAC

TERMS OF REFERENCE FOR THE PROVISION OF CONSULTANCY SERVICES

PROVISION OF TRAINING SCIENTIFIC MATERIAL ON EBSAs AND PSSAs FOR AN ADRIATIC COUNTRIES TRAINING WORKSHOP AND AN EXCHANGE WORKSHOP ON PSSAs FOR MEDITERRANEAN COUNTRIES, PLUS ANIMATION OF BOTH WORKSHOPS

TECHNICAL SPECIFICATIONS

A. Background

Effective environmental governance requires tools that encourage people to behave in a manner to reach strategic policy outcomes, particularly biodiversity conservation objectives.

The Specially Protected Areas Regional Activity Centre (SPA/RAC) is a Regional Activity Centre (RAC) established within the framework of the Mediterranean Action Plan (MAP) of the United Nations Environment Programme (UNEP), also referred to as UNEP/MAP, with a view to coordinating and assisting the activities of the Mediterranean coastal States related to the implementation of the Protocol concerning Specially Protected Areas and Biodiversity ("the SPA/BD Protocol"). The SPA/BD Protocol is the main Mediterranean tool for implementing the 1992 Convention on Biological Diversity (CBD), as regards the *in situ* sustainable management of coastal and marine biodiversity. The Centre is based in Tunis, hosted by the Tunisian Government through a Host Country Agreement with UNEP/MAP.

With reference to sustainable development goal 14¹ and particularly its targets 14.2² and 14.5³, and Aichi biodiversity target 11⁴, the mission of SPA/RAC includes the implementation of the Strategic Action Programme for the Conservation of Biological Diversity (SAP BIO) in the Mediterranean Region and including actively supporting the Mediterranean countries, since 2008, in developing a Mediterranean marine and coastal protected areas network through the boosting, development and strengthening of an effective Specially Protected Areas of Mediterranean Importance (SPAMIs) establishment and management.

The work developed by SPA/RAC regarding priority conservation areas embracing the open seas, including in the deep seas which could be promoted as SPAMIs, and the one by the CBD for the designation of Ecologically or Biologically Significant Marine Areas (EBSAs) are fully in line with the mandates of the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean ("the Barcelona Convention"), especially with: a) designation of SPAMIs as sites "of importance for conserving the components of biological diversity in the Mediterranean; contain ecosystems specific to the Mediterranean area or the habitats of endangered species; are of special interest at the scientific, aesthetic, cultural or educational levels" (Article 8(2) of the SPA/BD Protocol); b) Regional Working Programme for Coastal and Marine Protected Areas in the Mediterranean Sea, including the High Sea: identification of large-scale ecological units; identification of priority conservation areas within each ecological unit; identification of sites to develop real ecological networks. (Barcelona Convention, COP 16 decision IG.19/13, Marrakesh, Morocco, November 2009).

The work developed by SPA/RAC in this context, with Contracting Parties to the Barcelona Convention, identified areas such as the Gulf of Lions, the Adriatic-Ionian Sea, the Alboran Sea, the Sicily Channel and the Tunisian Plateau, as very important ecological units; and

¹ Conserve and sustainably use the oceans, seas and marine resources.

² By 2020, sustainably manage and protect marine and coastal ecosystems to avoid significant adverse impacts, including by strengthening their resilience, and take action for their restoration in order to achieve healthy and productive oceans.

³ By 2020, conserve at least 10 per cent of coastal and marine areas, consistent with national and international law and based on the best available scientific information.

⁴ By 2020, at least 17 per cent of terrestrial and inland water, and 10 per cent of coastal and marine areas, especially areas of particular importance for biodiversity and ecosystem services, are conserved through effectively and equitably managed, ecologically representative and well connected systems of protected areas and other effective area-based conservation measures, and integrated into the wider landscape and seascapes.

defined priority conservation areas within them (including the Adriatic) that deserved to focus the development of future SPAMIs.

The Barcelona Convention further adopted at COP 19⁵ another regional collaboration tool for Marine Protected Areas (MPAs) and other area-based conservation measures development: the “Roadmap for a Comprehensive Coherent Network of Well-Managed MPAs to Achieve Aichi Target 11 in the Mediterranean”, that supports the above Regional Working Programme.

Hence, most relevant area-based management measures need to be identified and implemented, not only within MPAs but in the marine environment in general, in cooperation with relevant global and regional organisations, through global and regional tools (SPAMIs, Fisheries Restricted Areas (FRAs), Particularly Sensitive Sea Areas (PSSAs), etc.), including for the conservation of Areas Beyond National Jurisdiction (ABNJ), taking into consideration the information on Mediterranean EBSAs, which are expected to be granted an enhanced management with regard to their surroundings.

COP 20⁶ agreed to include the above-mentioned activity in the UNEP/MAP Programme of Work and Budget for 2018-2019 (activity 3.1.2). Further to that, COP 19 had adopted Decision IG.22/4 related to the Regional Strategy for Prevention of and Response to Marine Pollution from Ships (2016-2021), hereinafter referred to as the Regional Strategy (2016-2021).

The Regional Strategy (2016-2021), which aims at assisting the Contracting Parties to the Barcelona Convention to implement the Protocol concerning Cooperation in Preventing Pollution from Ships and, in Cases of Emergency, Combating Pollution of the Mediterranean Sea (“the 2002 Prevention and Emergency Protocol”) to the Barcelona Convention, addresses the issues of PSSAs in Specific Objective 12 (Identification of PSSAs).

In an independent process involving spatial protection tools, the Member States of the International Maritime Organization (IMO), which are also Contracting Parties to the Barcelona Convention, have the option of identifying maritime zones that require additional protection from international shipping and requesting their designation as PSSAs, with the assistance provided by the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC), when so requested.

This may be done by applying relevant guidelines, including, among others, the revised Guidelines for the Identification and Designation of Particularly Sensitive Sea Areas⁷. These guidelines define a number of criteria used to designate areas as potential PSSAs, including: ecological criteria, such as unique or rare ecosystem, diversity of the ecosystem or vulnerability to degradation by natural events or human activities; social, cultural and economic criteria, such as significance of the area for recreation or tourism; and scientific and educational criteria, such as biological research or historical value.

For a specific area to be designated as a PSSA, at least one associated protective measure must be stipulated to control the maritime activities in that area, such as routeing measures, including traffic separation schemes and areas to be avoided, and surveillance measures such as installation of Vessel Traffic Services (VTS). These associated protective measures are mandatory in accordance with relevant international conventions (e.g. International Convention for the Safety of Life at Sea (SOLAS), International Convention for the Prevention

⁵ Nineteenth Ordinary Meeting of the Contracting Parties to the Barcelona Convention and its Protocols, which was convened in Athens, Greece from 9 to 12 February 2016.

⁶ Twentieth Ordinary Meeting of the Contracting Parties to the Barcelona Convention and its Protocols, which was held in Tirana, Albania from 17 to 20 December 2017.

⁷ IMO Assembly resolution A.982(24).

of Pollution from Ships (MARPOL), etc.) and, therefore, must be complied with by international shipping, taking into account the United Nations Convention on the Law of the Sea (UNCLOS).

As indicated in the Regional Strategy (2016-2021), supporting the identification and designation of PSSAs by Contracting Parties to the Barcelona Convention features among REMPEC's priority areas of work. Furthermore, according to the Memorandum of Understanding between UNEP and the Italian Ministry for Environment, Land and Sea Protection (IMELS), hereinafter referred to as the Cooperation Agreement between IMELS and UNEP, REMPEC will contribute to the cooperation on SPAMI management by providing guidance to Contracting Parties to the Barcelona Convention on PSSAs identification in relation with SPAMIs, in tandem with the relevant activities coordinated by SPA/RAC.

The UNEP/MAP-Barcelona Convention Secretariat and its RACs should provide coordinated support to Contracting Parties to the Barcelona Convention in identifying and planning relevant joint management measures at marine sub-regional level to achieve Good Environmental Status (GES), including in ABNJ or where the limits of jurisdiction have not yet been defined.

It is on this context that capacity building actions need to take place for the profit of the Contracting Parties to the Barcelona Convention, focusing on spatial and monitoring management regulatory and/or technical tools (MPAs, EBSAs, PSSAs, observatories development, etc.) for marine conservation in the Mediterranean region, including SPAMIs, under the SPA/BD Protocol and hence under SPA/RAC area of work in addition to that of REMPEC.

B. Operational framework

The Cooperation Agreement between IMELS and UNEP was signed on 14 September 2016 and will remain in force until 31 December 2019.

The purpose of the Cooperation Agreement between IMELS and UNEP, which is funded by Italy, is to provide a framework of cooperation and understanding, and to facilitate collaboration between IMELS and UNEP/MAP, to further their shared goals and objectives in regard to the implementation of the Barcelona Convention and its Protocols and the delivery of the UNEP/MAP Mid-term Strategy 2016-2021 and the biennial Programmes of Work.

One of the areas of the Cooperation Agreement between IMELS and UNEP relates to the development and strengthening of an effective SPAMI management, including activities on PSSAs and on the scientific description of EBSAs and related training and technical assistance.

The activities related to the above-mentioned area of cooperation, coordinated by SPA/RAC within the framework of the Cooperation Agreement between IMELS and UNEP, focuses on measures related to the better management of SPAMIs and may, among others, assist the MPAs Roadmap needs as well as the UNEP/MAP Mid-term Strategy 2016-2021 fulfilment, including on supporting the key output: "Most relevant area-based management measures identified and implemented in cooperation with relevant global and regional organizations, through global and regional tools (SPAMIs, FRAs, PSSAs, etc.), including for the conservation of ABNJ, taking into consideration the information on Mediterranean EBSAs".

The specific objectives of SPAMIs deliverables are led by SPA/RAC, in collaboration with REMPEC, and representatives of relevant bodies, where appropriate (i.e. CBD, IMO, General Fisheries Commission for the Mediterranean (GFCM)).

C. Objectives

SPA/RAC, in collaboration with REMPEC, will support the concerned officers from Contracting Parties to the Barcelona Convention to acquire the required skills to develop and strengthen an effective SPAMI management, in particular through PSSAs identification in relation with SPAMIs as well as the formulation and submission of applications for designation of PSSAs in areas that may favour a better management of EBSAs, FRAs and/or SPAMIs. That may allow Contracting Parties to the Barcelona Convention to subsequently develop proposals for new PSSAs with the above qualities on the short- to medium-term.

In this context, the main objective of this consultancy is to enhance knowledge and capacity among the Contracting Parties to the Barcelona Convention (with a focus on the Adriatic sub-region) regarding the identification and designation of PSSAs within EBSAs, FRAs and/or SPAMIs, to support area-based management.

The work will be complemented by the provision of REMPEC synergic consultancy services to provide guidance on PSSAs identification in relation with SPAMIs within the framework of the Cooperation Agreement between IMELS and UNEP⁸. This should assist the Contracting Parties to the Barcelona Convention, which so request, to ascertain whether there are maritime areas within their jurisdiction that need the protection afforded by their designation as PSSAs or not, and whether these are within or close to SPAMIs or FRAs or embraced by Mediterranean EBSAs or not, after fulfilment of relevant activities.

Experts working on the above-mentioned consultancies by SPA/RAC and REMPEC are invited to collaborate. They have the possibility and are encouraged to commonly express their interest in both consultancies, in which case both SPA/RAC and REMPEC must be informed accordingly.

To facilitate the implementation, the consultancy working with SPA/RAC, will:

- prepare a guide document, and related training material, on the scientific definition of EBSAs and, with the contribution from REMPEC consultant, on the identification and designation of PSSAs, with a case example;
- Implement a training workshop (technical content, including adapting the contribution from REMPEC consultant, organisation, animation guided by expert/s) for Adriatic countries' nationals on the identification and designation of PSSAs, SPAMIs, EBSAs, their commonalities and complementarities, with practical examples; and
- Implement a back-to-back Mediterranean regional workshop (technical content, organisation, animation) to aid identifying areas where relevant area-based management measures linked to maritime traffic, EBSAs, fisheries and SPAMIs regulations might be synchronously developed, following existing legal frameworks and regimes.

Relevant beneficiary countries of the Cooperation Agreement between IMELS and UNEP, namely Albania, Bosnia and Herzegovina, Croatia, Italy, Montenegro and Slovenia, will be approached by SPA/RAC on the above-mentioned training workshop.

⁸ A copy of the related Terms of Reference may be obtained from REMPEC (e-mail: rempec@rempec.org).

D. Assignment and linked outputs

For the completion of this consultancy, with an estimated allocation of 40 full person-workdays, the Consultant(s) shall:

1. Attend a **kick-off meeting** to be held through video-conference after contract signature, with REMPEC and SPA/RAC representatives, to discuss the scope of the assignment, as well as to agree on how to collect all required information for the completion of this consultancy and to settle the method of work and communication channel;
2. Draft a **brief kick-off meeting report** to be submitted to SPA/RAC reflecting the main outcomes of the above-mentioned meeting;
3. Prepare a desk study aimed for training (10-12 December 2019 in an Adriatic country) on the scientific description of EBSAs and, with the contribution from REMPEC consultant, on the identification and designation of PSSAs. It would include relevant data on pressures and impacts in a sub-region where an EBSA exists and where PSSAs could be designated. The study will **collect relevant information and data on pressures and impacts and other materials** of interest (from relevant organisations such as GFCM, IMO, the Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area (ACCOBAMS), CBD, etc.), for the potential implementation of area-based measures (including, among others, boat traffic monitoring, control etc.) related to PSSAs, which could be designated upon the initiatives of concerned Contracting Parties to the Barcelona Convention;
4. Prepare **adapted training material, based on the above-mentioned desk study, and assist SPA/RAC** for meeting animation and documents provision on **managing a training workshop** in one of the Adriatic countries, for their nationals on the scientific description of EBSAs and, with the contribution from REMPEC consultant, on the identification and designation of PSSAs. The participants shall be determined by SPA/RAC through relevant consultations with Adriatic countries representatives;
5. Prepare technical material and assist SPA/RAC, with meeting animation and documents provision, on managing a **back-to-back Mediterranean regional workshop**, aimed at aiding discussion on areas where relevant area-based management measures linked to maritime traffic, fisheries and SPAMIs regulations might be synchronously developed in the Mediterranean, following existing legal frameworks and regimes. Such assistance will include advice on how to best transmit the recommendations on the feasible regulations, measures or practices to be used by the countries; and
6. Draft **the reports of relevant meetings**, with the contribution from REMPEC consultant, as appropriate.

E. Time Schedule for Outputs and Reporting delivery

The Consultant(s) shall prepare and submit in due time the respective outputs to SPA/RAC according to the table here below:

#	Deliverables	Date of delivery
1	Brief kick-off meeting (video-conference) report	5 days after the Kick-off meeting.
2	Report of the desk study aimed for training on the scientific description of EBSAs and, with the contribution from REMPEC consultant, on the identification and designation of PSSAs.	November 25, 2019.
3	Provision of adapted training material for meeting workshop with Adriatic countries representatives, aimed for training on the scientific description of EBSAs, SPAMIs and, with the contribution from REMPEC consultant, on the identification and designation of PSSAs.	November 30, 2019.
4	Provision of adapted technical material for workshop animation to aid discussion on areas where relevant area-based management measures linked to maritime traffic, fisheries and SPAMIs regulations might be synchronously developed in the Mediterranean.	November 30, 2019.
5	Report on the Workshop outcomes, with the contribution from REMPEC consultant, where appropriate.	December 17, 2019

All the work and tasks (including preparation and delivery of the missions and submission of the reports), envisaged in the present document, shall be completed by 20 December 2019. The contract will be terminated upon the submission by the Consultant(s) of all reports and proofs of successful outputs finalisation, as well as certification by SPA/RAC that the performance of the duties and the work carried out are satisfactory.

Within that timeframe, the Consultant(s) shall organise his/her work in the best possible manner and ensure the successful completion of the missions and consultancy.

Reporting Language

The reporting language is English.

F. Qualifications Requirements

Eligibility Criteria

The following terms would constitute the ideal profile of the candidate(s) to fulfil the requested tasks:

- Graduate degree (Postgraduate, an additional advantage) in environment, oceanography, environmental law, ocean sciences, marine and/or coastal ecosystems and/resources, or a combination of the above.
- Good knowledge of marine policy, preferably on EBSAs, fisheries, Other Effective Area-Based Conservation Measures (OECMs), MPAs, PSSAs.
- Good knowledge of marine sciences, management and research regarding oceans, pelagic and/or seabed domains, EBSAs, Fisheries, OECMs, MPAs.
- Experience on meetings organisation, including marine biodiversity and or resources, preferably involving the Mediterranean area and /or countries.

- Experience on working with intergovernmental organisations relevant to environment.
- Successful experiences in undertaking, facilitating, moderating international stakeholder exchange and engagement exercises (interviews, workshops, working groups, seminars, capacity building).
- Experience on marine policy, research and/or management works, including marine biodiversity, marine resources, spatial planning/management (EBSAs, fisheries, OECMs, MPAs, shipping PSSAs), environmental assessments, communicating science etc., preferably involving the Mediterranean area and /or countries.
- Professional skills in analysis, synthesis, and writing skills on policy topics.
- Very good command of written and spoken English. French is an additional advantage.
- Availability to travel to the Adriatic the week of December 10th, 2019.

ADMINISTRATIVE SPECIFICATIONS

1- CONDITIONS FOR PARTICIPATION IN THE BIDDING

Participants to this tender could be either consulting firms or individual consultants.

Offers may be made by specialized consulting firms, or jointly between consulting firms or between individual consultants or between consulting firm(s) and individual consultant(s), on condition that the leader is clearly identified. The leader being the legal responsible of the mission implementation vis-à-vis SPA/RAC.

2. COMPOSITION AND PRESENTATION OF OFFERS

The submitted offer must include a technical bid and a financial bid.

2.1 Technical bid

It must contain:

1. The letter of interest, including relevant information on similar works to the requested one, notably those not detailed in the CV(s);
2. The CV(s) of the expert(s) (signed/initialled by the expert on every page of the CV) to be in charge to carry out the study with qualifications, experience and references regarding similar studies (including copies/certificates of highest university diploma(s);
3. A methodological note including: the context of the study, understanding of the terms of reference, objectives of the assignment, detailed methodology, composition of the team of experts and responsibilities of its members if more than one. The methodology should describe the sequence and steps/tasks of the mission, and expected results/deliverables; and
4. A detailed time schedule the consultant (s) intend(s) to apply to fulfil this mission.

Applicants are encouraged to send references of previous works completed on subjects relevant to the consultancy, and send relevant documents by e-mail if those cannot be easily found online.

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 Financial bid

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

For individual consultants:

- 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.
- 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.
- The consultant(s) must prove the legal capacity to sign contracts and issue invoices according to the respective country legislation of fiscal residence.

For consulting firms:

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

Should any administrative documents be missing, the consulting firm/consultants will be contacted to complete the bidding documents. If after a period of 10 days, the documents are still not complete the candidate will be rejected even if already chosen as best positioned.

SPA/RAC will make no payment and no reimbursement of expenses related to the preparation of proposals.

3- SUBMISSION

Proposals must be received electronically at the following e-mail address:

car-asp@spa-rac.org, **before** 24th October 2019 at 11h 59'p.m. U.T.C.+1.

E-mails should have the following subject:

"Call for Consultancy n°11/2019_SPA/RAC - Name of the consulting firm/consultants"

Proposals received after this deadline 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/fax for further information to : daniel.cebrian@spa-rac.org Cc: car-asp@spa-rac.org

Request for additional information, if needed, should be done no later than 05 calendar days before the deadline for the proposal submission.

4- EVALUATION PROCEDURE

The selection of the consultant(s) will be done based on the presentation of a detailed letter of interest making clear reference to fulfilment degree of the above Terms of Reference, CVs referring relevant work, and a methodological note.

4-1 Evaluation of technical bids

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

The following criteria will be evaluated:

- 1- Consulting firm's general experience and technical references (20 points) (if a consulting firm is involved in the study)
- 2- Experts / Individual consultants capacity and expertise (45 points) (or 65 points if no consulting firm is involved in the study)
- 3- Methodology, organization and schedule (35 points)

Criteria		Scoring if a consulting firm is involved in the study	Scoring if no consulting firm is involved in the study	
1- Consulting firm's general experience and technical references <i>(References presented by the consulting firm will be assessed according to their nature, number and date of completion. Working experience in the Mediterranean is an asset)</i>	a- Nature and number of similar studies <i>(Documentary evidence must be provided as proof)</i>	References concerning the execution of similar studies	15 points maximum <i>(4 points / reference + 1 additional point / reference including the Mediterranean)</i>	N/A
		No references	0 points	N/A
	b- Date of completion of the three most recent similar studies	Less or equal to 5 years	5 points maximum <i>(2 points / study)</i>	N/A
		Between 5 and 10 years	3 points <i>(1 point / study)</i>	N/A
	Over 10 years	0 points	N/A	
2- Experts / Individual consultants capacity and expertise <i>(Assessment will be based on the number of similar studies the experts have contributed to and the nature of their qualifications)</i>	a- Expert 1 / Team Leader ^(*), ^(**) <i>(Copies/proofs of highest university diploma(s) should be provided)</i>	Knowledge of marine policy, preferably on EBSAs, fisheries, Other Effective Area-Based Conservation Measures (OECMs), MPAs, PSSAs.	2 points maximum <i>(1 point / study + 0.5 point / including the Mediterranean area and /or countries)</i>	4.5 points maximum <i>(1 point / study + 0.5 point / study including the Mediterranean area and /or countries)</i>
		knowledge of marine sciences, management and research regarding oceans, pelagic and/or seabed domains, EBSAs, Fisheries, OECMs, MPAs	2 points maximum <i>(1 point / study + 0.5 point / including the Mediterranean area and /or countries)</i>	3.5 points maximum <i>(1 point / study + 0.5 point / study including the Mediterranean area and /or countries)</i>
		Experience on meetings organisation, including marine biodiversity and or resources, preferably involving Mediterranean area and /or countries	2 points maximum <i>(1 point / event + 0.5 point / including the Mediterranean area and /or countries)</i>	3.5 points maximum <i>(1 point / study + 0.5 point / study including the Mediterranean area and /or countries)</i>
		Experience on	2 points	3.5 points

		working with intergovernmental organisations relevant to environment	maximum (1 point / study + 0.5 point / including the Mediterranean area and /or countries)	maximum (1 point / study + 0.5 point / study including the Mediterranean area and /or countries)
		experience in undertaking, facilitating, moderating international stakeholder exchange and engagement exercises (interviews, workshops, working groups, seminars, capacity building)	2 points maximum (1 point / event + 0.5 point / including the Mediterranean area and /or countries)	3.5 points maximum (1 point / study + 0.5 point / study including the Mediterranean area and /or countries)
		Experience on marine policy, research and/or management works, including marine biodiversity, marine resources, spatial planning/management (EBSAs, fisheries, OECMs, MPAs, shipping PSSAs), environmental assessments, communicating science etc., preferably involving the Mediterranean area and /or countries	2 points maximum (1 point / study + 0.5 point / including the Mediterranean area and /or countries)	3.5 points maximum (1 point / study + 0.5 point / study including the Mediterranean area and /or countries)
		Writing skills on policy topics.	2 points maximum (1 point / study)	3.5 points maximum (1 point / study)
		Command of written and spoken English/ French	2 points English (in case that none of the team members commands it, the bid is eliminated) 1 point French	2 points English (in case that none of the team members commands it, the bid is eliminated) 1 point French
		Postgraduate degree in a field	5 points	5 points

		among the ones requested in the call		
		Degree in a field among the ones requested in the call	3 points	3 points
		Neither Degree nor Postgraduate degree in a field among the ones requested in the call far	0 points	0 points
	b- Expert 2 ⁽⁺⁾, ^(**) <i>(Copies of university diploma(s) should be provided)</i>	Knowledge of marine policy, preferably on EBSAs, fisheries, Other Effective Area-Based Conservation Measures (OECMs), MPAs, PSSAs.	2 points maximum <i>(1 point / study + 0.5 point / including the Mediterranean area and /or countries)</i>	3.5 points maximum <i>(1 point / study + 0.5 point / study including the Mediterranean area and /or countries)</i>
		knowledge of marine sciences, management and research regarding oceans, pelagic and/or seabed domains, EBSAs, Fisheries, OECMs, MPAs	2 points maximum <i>(1 point / study + 0.5 point / including the Mediterranean area and /or countries)</i>	3 points maximum <i>(1 point / study + 0.5 point / study including the Mediterranean area and /or countries)</i>
		Experience on meetings organisation, including marine biodiversity and or resources, preferably involving Mediterranean area and /or countries	2 points maximum <i>(1 point / event + 0.5 point / including the Mediterranean area and /or countries)</i>	3.5 points maximum <i>(1 point / study + 0.5 point / study including the Mediterranean area and /or countries)</i>
		Experience on working with intergovernmental organisations relevant to environment	2 points maximum <i>(1 point / study + 0.5 point / including the Mediterranean area and /or countries)</i>	3.5 points maximum <i>(1 point / study + 0.5 point / study including the Mediterranean area and /or countries)</i>
		Experience in undertaking, facilitating, moderating international stakeholder exchange and engagement exercises	2 points maximum <i>(1 point / event + 0.5 point / including the Mediterranean area and /or countries)</i>	3.5 points maximum <i>(1 point / study + 0.5 point / study including the Mediterranean area and /or countries)</i>

		(interviews, workshops, working groups, seminars, capacity building)		
		Experience on marine policy, research and/or management works, including marine biodiversity, marine resources, spatial planning/management (EBSAs, fisheries, OECMs, MPAs, shipping PSSAs), environmental assessments, communicating science etc., preferably involving the Mediterranean area and /or countries	2 points maximum (1 point / study + 0.5 point / including the Mediterranean area and /or countries)	3 points maximum (1 point / study + 0.5 point / study including the Mediterranean area and /or countries)
		Writing skills on policy topics.	1 point maximum (1 point / study)	1.5 points maximum (1 point / study)
		Command of written and spoken English/ French	2 points English (in case that none of the team members commands it, the bid is eliminated) 1 point French	2 points English (in case that none of the team members commands it, the bid is eliminated) 1 point French
		Postgraduate degree in a field among the ones requested in the call	2 points	2 points
		Degree in a field among the ones requested in the call	2 points	2 points
		Neither Degree nor Postgraduate degree in a field among the ones requested in the call	0 points	0 points

^(*) In case the bidder proposes more than one expert in addition to the leader, the score attributed to the second position will be the lowest of the scores calculated for each of the experts proposed for the same position

^(**) One expert cannot be proposed for more than two positions.

3- Methodology, organization and schedule	a- The methodological note for the study will be evaluated according to the following scale:	Methodology clearly structured and presented, and meets the study terms of reference and objectives	25 points maximum	25 points maximum
		Methodology fairly well presented but still meets the study terms of reference and objectives	15 points	15 points
		Methodology fairly presented and partially meets the study terms of reference and objectives	10 points	10 points
		Methodology not clearly presented and does not meet the study terms of reference and objectives; Or no methodological note presented	0 points	0 points
	b- Organization and schedule	A clear and detailed organization of the work and a realistic planning that respects the deadlines	10 points maximum	10 points maximum
		A clear enough organization of the work and a planning that respects the deadlines	5 points	5 points
		A poor organization of the work or a planning that does not respect the deadlines;	0 points	0 points

		Or no schedule presented		
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If the content of a bid is markedly incomplete or differs substantially from more than one technical criterion specified in this tender document, the bid will be eliminated without being rated.

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

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

4-2 Evaluation of the financial bids

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

The evaluation committee will check that the financial bids 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 bid will receive 100 points. The other bids will be attributed a score based on the following equation:

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

The choice of the best bid is achieved by weighting the technical and financial scores using a distribution key on a 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 bid with the best technical and financial score.

If two bids obtain the same technical-financial scores, preference will be given to the consulting firm/consultants in the following order:

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

5- GROUPING

For the case of grouped proposals (within the meaning of this document, consulting firms, firms and individual consultants offering to undertake the services together), they will be considered as solitarily grouped towards outputs and will sign a single contract. Within the group each partner is committed to the entire service provision and must mitigate a possible failure of its partners until the date when these obligations end. This date is the effective date of receipt of all outputs in a form and level to the entire satisfaction of SPA/RAC. One of them,

being the signatory in the act of engagement, represents the grouping with respect to the SPA/RAC until the above date.

5- GENERAL CONDITIONS

5-1 Penalty

In the absence of completion by the tenderer of the services at his charge within the contractual deadlines envisaged in Section 5, it will be applied as of right and without notice, a penalty of one hundred-thirtieths (1/300) 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 Point 5-6 below, without that the holder cannot raise disputes or claim any compensation.

5-2 Copyright, ownership of documents

All materials produced, including maps and photos, within the scope of this contract are intended for free distribution and will be the property of the SPA/RAC and the names and logos of UN Environment/MAP-SPA/RAC and their donors, whenever requested, will appear as appropriate.

5-3 Arbitrage, dispute settlement

Every dispute arising from or in connection with this contract shall be solved by way of amicable negotiations by the parties. If not possible, the dispute will be submitted to an independent arbitrator to be jointly designated by both 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.

5-4 Liability and insurance

The SPA/RAC does not accept any liability for acts of third parties, accidents, sickness, losses of any kind, however caused arising during the implementation of the specific actions and the production of the relative outputs expected. The tenderer confirms that their selves or any involved staff will be covered by appropriate insurance.

5-5 Force majeure

The tenderer may suspend implementation of all or part of the operation if circumstances (chiefly force majeure) make it too difficult or dangerous to continue. The tenderer must inform the SPA/RAC and provide all the necessary details.

5-6 Cancellation conditions

SPA/RAC may cancel a contract in case of no respect of the deadline of the execution, time schedule for outputs and reporting delivery or of the non-conformity to the content of the service listed in the technical specification of the present tender documents. In case of cancellation, the payment will be done in proportion to the tasks already carried out.