

**CALL FOR TENDERS / SPA-RAC / EVALUATION OF SAP BIO
IMPLEMENTATION CYCLE 2004-2018 AND CONTRIBUTION TO SOED
2019.
N°5/2018_SPA RAC
TERMS OF REFERENCE**

TECHNICAL SPECIFICATIONS

1. BACKGROUND AND JUSTIFICATION

Since 1975, the Mediterranean Action Plan (MAP), established under the auspices of UNEP, represents a solid institutional and legal framework to coordinate the collective and action-oriented efforts of the Mediterranean countries and the EU for the protection of the marine and coastal environment and their sustainable development. In 1976, the Mediterranean countries and the EU strengthened their commitment to MAP by also adopting the Barcelona Convention, revised in 1995, and over time 8 specific Protocols and, in 2005, the MSSD, updated in 2016; on the basis of which MAP work is programmed and implemented on 6 and 2 – years cycling (mid-term and short term, respectively) under the full leadership and active participation of the Contracting Parties.

MAP originally focused its scope of work on the major drivers affecting the marine and coastal environment related to pollution, including its assessment and monitoring, as well as integrated planning. Over the years, MAP expanded its scope with the view to covering the coastal zone and strengthening the ecosystem approach dimensions of its policies and actions as well as to consider emerging global issues of relevance for the Mediterranean region. As such, MAP has gradually dealt with the integrated coastal zone management, marine and coastal biodiversity conservation, climate change, sustainable consumption and production and interaction in an integrated manner between environment and sustainable development. A network of Regional Programmes and Activity Centres are operational in the framework of MAP to lead the implementation of its programme of work and foster the technical cooperation among the Contracting Parties.

Given the complexity and extension of pressures acting on coastal and marine biodiversity, the Mediterranean countries considered necessary to have a common and integrated strategy to guide the above purposes. The GEF council approved in April 2000 the Strategic Action Programme to Combat Pollution in the Mediterranean (SAP MED), and a project to elaborate the Strategic Action Programme for the Conservation of the Biological Diversity in the Mediterranean region (SAP BIO). Hence, the SAP BIO was prepared by SPA/RAC and adopted by the Contracting Parties to the Barcelona Convention (Catania, November 2003).

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was designated as the Lead Agency for the SAP BIO. A participative approach was adopted to elaborate the SAP BIO. An evaluation at national and regional levels of the marine and coastal biodiversity took place, based on existing inventories and databases, having regard to all the projects and international agreements related to the subject. The identification of needs and priority actions by the riparian countries was then performed.

The finalised SAP BIO includes principles, approaches, measures, targets, timetables and priorities for action to conserve biodiversity in the Mediterranean region. The SAP BIO analyses issues and identifies actions at national and regional level, including 63 National Action Plans (NAPs) and 30 Regional Priority Actions (RPAs).

The NAPs were prepared following the respective guidelines provided by SPA/RAC and specified key actions, the timetable for their implementation and their cost.

Since early 2004 to 2018, the Contracting Parties have been taking measures to implement the NAPs and contributed to achieve the RPAs in the framework of regional and bilateral cooperation.

In 2008, under the MAP leadership, the MedPartnership project funded by GEF, MTF and other major donors, was launched as a collective effort with contributions from several competent international and regional organizations to undertake policy reforms at regional and national levels and actions on the ground, including in biodiversity conservation. One of the major components in this respect was to promote the development of a network of marine and coastal protected areas (MPAs) through the boosting of their creation and management. Related actions and projects kept ongoing at SPA/RAC since then, including an adopted Roadmap for a comprehensive coherent network of well-managed MPAs to achieve Aichi Target 11 in the Mediterranean (Athens, February 2016).

In line with the above, MAP is also implementing since 2008 a roadmap on the ecosystem approach to the management of human activities that may affect the Mediterranean marine and coastal environment, that has so far identified 11 ecological objectives for the Mediterranean and 67 indicators on marine quality state. It is expected to deliver Good Environmental Status (GES) as well as the necessary targets for its achievement. Based on the agreed ecosystem approach roadmap and respective targets, there is a need to adjust the existing regional policy on biodiversity conservation in the Mediterranean, so as to take the above into account and mainstream the ecosystem approach into the relevant national policies, as appropriate.

15 years after the elaboration of the SAP BIO, it is necessary to make an in-depth evaluation of its implementation, with a view to provide recommendations to develop a new one, tailored to addressing current and future global, regional and national challenges in the Mediterranean. Therefore, the Contracting Parties approved the evaluation of SAP BIO implementation as a key output for the 2018-2019 biennium activities of UNEP/MAP-SPA/RAC.

In the same line, the last comprehensive report on the State of the Environment and Development in the Mediterranean was carried out by the Plan Bleu Regional Activity Centre (herein after, Plan Bleu) and published in 2009 by UNEP/MAP, following the 1989 and 2005 foresight analyses (prospective studies). It is therefore necessary to prepare a new one for 2019, considering that the UNEP/MAP Mid-Term Strategy (MTS) 2016-2021 Strategic Outcome 1.4 reads: "*Knowledge and understanding of the state of the Mediterranean Sea and coast enhanced through mandated assessments for informed policy-making*". It is stated:

*"Periodic assessments based on DPSIR approach and published addressing inter alia status quality of marine and coastal environment, interaction between environment and development as well as scenarios and prospective development analysis in the long run. These assessments include climate change related vulnerabilities and risks on the marine and coastal zone in their analysis, as well as knowledge gaps on marine pollution, ecosystem services, coastal degradation, cumulative impacts and impacts of consumption and production"*¹.

The 2019 report on the State of the Environment and Development in the Mediterranean (SoED 2019) will present a comprehensive and updated assessment of the environmental status and main sustainability issues related to the environment and development in the Mediterranean region. As a key output of the biennium 2018-2019, the SoED 2019 will be aligned with the work conducted by the Mediterranean Action Plan under its MTS 2016-2021 and will be the result of a collective effort of all MAP components and several partners, with Plan Bleu supporting its delivery.

The SoED 2019 will be prepared in consistency and synergy with previous reports and other relevant MAP initiatives (such as the Roadmap for the implementation of the Ecosystem Approach, 2017 MED QSR, MED 2050 foresight study) while incorporating new developments. In 2012, UNEP/MAP published the more thematically targeted State of the Mediterranean Marine and Coastal Environment, the results of which will also be taken into account for the preparation of the SoED 2019.

Since then, many changes have occurred regarding the status of the environment and development and related policies. This is the case for instance for climate change, which is starting to show its effects, and for the profound changes that the Mediterranean region has undergone in recent years, or the transition towards a green and blue economy. At the global level, the 2030 Agenda was adopted in 2015, with its 17 Sustainable Development Goals (SDGs) and 169 targets. At the regional level, the Mediterranean Strategy for Sustainable Development (MSSD) 2016-2025 was adopted by COP 19 of the Barcelona Convention (Athens, February 2016) as a strategic guiding document for all stakeholders and partners to translate the 2030 Agenda at the regional, sub-regional and national levels.

All these changes call for a new assessment. By applying an integrated, systemic and holistic approach, the SoED 2019 will aim at:

- (i) Increasing awareness and understanding of environmental and development status and trends in the Mediterranean, their driving forces and impacts;
- (ii) Providing an up-to-date foundation for improved decision-making at all levels, from the individual to national governments and international organizations;
- (iii) Facilitating the measurement of progress towards sustainable development;

¹ UNEP/MAP Mid-Term Strategy 2016-2021, Decision IG.22/1, UNEP(DEPI)/MED IG.22/28, p.109.

- (iv) Enhancing the delivery of the 2030 Agenda, the achievement of its SDGs, and the implementation of the MSSD 2016-2025.

The SoED 2019 will synthesize disparate data into meaningful and relevant information and communicate the results to decision-makers. Throughout its different chapters, the SoED 2019 will address the following main questions: **What are the state, the evolution and the trends** of the environment and development in the Mediterranean region? What are their **driving forces** and **root** causes? What are the current and required **policy and societal responses** to the situation? The SoED 2019 will identify priority areas for action, based on available scientific data and reliable information.

In this respect, there is a need for all the above to engage a consultancy providing comprehensive expertise to:

- a) Undertake an integrated analysis at policy and technical levels of the degree of SAP BIO implementation at national and regional levels.
- b) Provide adequate proposals and recommendations to further enhance biodiversity conservation in the Mediterranean with the guiding support of a new long-term Strategic Action Programme elaboration.
- c) Contribute to the elaboration of a new SoED 2019 for the Mediterranean region.

2. OBJECTIVE OF THE ASSIGNMENT

- a) Evaluate the implementation of SAP BIO since its adoption, on the regional and national levels, including regional priority actions and national action plans, upon reaching its planned 15-year implementation period (2004-2018). The SAP BIO evaluation should identify:
 - i. What is done
 - ii. What is ongoing
 - iii. What has not been done: as far as possible why? is it planned and at which level? and which of these unfulfilled actions should be included in a future Strategic Action Programme, if still relevant.

The evaluation will aim to eventually prove SAP BIO implementation value on guiding Mediterranean biodiversity conservation along last decades and assess the relevance of proposing the elaboration of a new SAP BIO, maybe in a more synchronous form, taking into account the new trends at: a) global level, such as post-2020 CBD Strategic Plan for Biodiversity, mainstreaming UN 2030 SDGs, Paris Agreement on Climate Change, etc; b) Mediterranean regional level, such as Ecosystem Approach, Marine Spatial Planning, Roadmap to achieve Aichi Target 11 in the Mediterranean, Integrated Coastal Zone Management, enhanced integration with fisheries, pollution, including marine litter and microplastics, and other relevant cross-cutting and sectorial issues.

- b) Elaborate chapters under the responsibility of SPA/RAC to be included within the SoED 2019, related to the status of coastal and marine biodiversity, as well as responses related to marine and coastal protected areas, regulatory tools, strategies and action plans in the region.

Plan Bleu will be responsible of the SoED 2019 elaboration process under the overall supervision of the MAP Coordinating Unit and will provide the SoED 2019 table of contents for all the chapters. It will be assisted by Chapter Working Groups (one per chapter) composed of experts from all MAP Components, as well as a range of technical and institutional partners (international and regional organizations, experts and scientists, etc.).

3. TASKS:

- a) Three information sources will be used: relevant Mediterranean scientific production extracted from databases of international visibility; scientific, policy and technical management documents produced by SPA/RAC; and factsheet questionnaires on SAP BIO implementation, fulfilled by Mediterranean countries and regional stakeholders, including those organisations member of the SAP BIO Advisory Committee.

The following tasks shall be undertaken by the consultancy team:

1. Prepare the factsheet questionnaires on the NAPs and other priority actions implementation and analyse the responses sent to them by SAP BIO National correspondents, SPA/RAC Focal Points, SAP BIO Advisory Committee members and other stakeholders including regional ones regarding NAPs and regional priority actions (RPAs);
2. Overall desk review and broad analysis of the implementation of the NAPs and RPAs by the Contracting Parties as well as the achievement of NAPs and RPAs targets per country based on information submitted by the countries embracing the period 2004-2018, and other available data, including reporting to the Barcelona Convention and other relevant intergovernmental agreements and bodies;
3. Review current/past regional projects and scientific, policy and technical management documents linked to SAP BIO, NAPs and RPAs, according to their potential/achieved contribution to biodiversity conservation priorities, as set in the adopted SAP BIO, based on the technical analysis of their potential impact on the protection of marine and coastal environment in the region;
4. Produce the evaluation report on SAP BIO implementation, regarding its NAPs and RPAs;
5. Draft the outline for a future SAP BIO preparation, in the context of the 2050 Vision of the current CBD Strategic Plan for Biodiversity 2011 -2020

(having regard of forthcoming CBD COP 14) in the light of an assessment of progress in achieving the goals and Aichi Biodiversity Targets of the current CBD plan; as well the 2030 Agenda for Sustainable Development and other relevant international processes, and considering future scenarios of change;

6. Provide relevant views and policy recommendations on the way to link and align a future SAP BIO elaboration process with the Ecosystem Approach outcome (goal, vision, ecological objectives, operational objectives, indicators and targets approved by the Contracting Parties), as well as on the way to integrate its implementation, to the possible extent, with the other core themes (i.e. marine pollution, marine and coastal interaction and processes) and cross-cutting activities (i.e. ICZM including MSP, Sustainable consumption and production, Climate change adaptation) implemented within the MAP system, and also, the way to harmonise it with ongoing actions by the CBD to develop a global post-2020 Strategic Plan for Biodiversity, including the results of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) regional assessments of biodiversity and ecosystem services for Africa, Europe and Asia;
 7. Propose specific ways to ensure full engagement of various Mediterranean stakeholders and sectors in the development of a new strategic programme and suggest options for fostering commitments and its strengthened implementation;
 8. Provide substantive material and input for publications (including clear summarising graphic illustrations and diagrams) related to evaluation findings, conclusions and achievements regarding SAP BIO implementation.
- b) Each chapter of the SoED 2019 has to be prepared in a way to allow for an easy readability and quick accessibility of the specific information the reader is looking for. Each chapter will then be ended with a cross-section highlighting the political, institutional, legal, economic or technical responses identified. The SoED will have a conclusion section that will present priorities for action in the next ten years. These conclusions will be based on the scientific analysis and exchanges with the experts involved in the report elaboration process, including the ones engaged in the present bid. Details and final total extension of chapters will be decided by Plan Bleu which will provide the SoED 2019 table of contents, including for the biodiversity related chapters

The following tasks shall be undertaken by the consultancy team:

1. Prepare through SPA/RAC supervision the SoED biodiversity chapters on:
Seagrass meadows, Wetlands, Other coastal ecosystems, Marine ecosystems in the open seas, including deep seas, Coastal and marine

pollution, Genetic diversity and marine and coastal endangered species, Invasive species, Coastal and marine protected areas, Regional regulatory tools, strategies and action plans, and Priorities for action;

2. Adapt them as needed in case that additional contributions are provided to Plan Bleu or SPA/RAC for that purpose;
3. participate to trimestral virtual meetings with other authors and contributors for other sections of the SoED, to be managed by Plan Bleu.

4. EXPECTED OUTPUTS

- a) Report on SAP BIO implementation, including NAPs and RPAs and relevant recommendations as well as the outputs resulting for each of the above requested tasks.
- b) SoED report contribution to chapters related to the status of coastal and marine biodiversity, as well as responses related to marine and coastal protected areas, regulatory tools, strategies and action plans in the region.

5. BASIC METHODOLOGY:

- Desk work on available documents, data and information:
 - Factsheet questionnaire preparation and provision to SAP BIO National Correspondents, SPA/RAC Focal Points and other stakeholders with regard to NAPs prepared by the Contracting Parties and RPAs/SAP BIO implementation;
 - Contracting Parties answers to questionnaires on NAPs and RPAs;
 - Regional organisation answers to questionnaires on RPAs;
 - Reports of the Contracting Parties on the SPA/BD Protocol under the reporting system of the Barcelona Convention Any related information on the implementation of the NAPs and RPAs;
 - Progress Report of the activities of the Specially Protected Areas Regional Activity Centre (SPA/RAC);
 - Status of the implementation of the Mediterranean Action plans for the conservation of species and Habitats;
 - Reports under reporting systems established under other programmes/initiatives including relevant intergovernmental agreements and bodies;
 - Scientific, policy and technical management documents produced by SPA/RAC;
 - Scientific, policy and technical management documents produced by relevant regional partners organisations, involved in SAP BIO implementation;
 - Other sources of information as appropriate.

- Treatment of information in clusters of: (a) current Mediterranean EU member and candidate countries (engaged also to or working towards aligning with EU environmental policies) and (b) non-EU members nor candidate ones.
- Statistical descriptive and multivariate analysis. Descriptive one will provide a comparative graphic display of SAP BIO countries implementation. The multivariate analysis will compare the level of SAP BIO implementation of each country relative to all countries through cluster analysis and multidimensional scaling (graphs/charts per individual country: comparing a baseline (based for e.g. on the national reports prepared in the framework of the SAP BIO process, 2001-2003) to the current situation in 2018 (current assessment per country)).
- Use of up-to-date data/information processing tools including graphical methods to display results through enhanced information visualization: keywords clouds, radar charts, tree diagrams, etc.
- Participation, as needed, at meetings with countries' backed experts, SAP BIO National Correspondents, SPA/RAC Focal Points, SAP BIO Advisory Committee, SoED 2019 chapter working group meetings, as appropriate. Incorporation of those meetings feedbacks in the final drafts.

6. REQUIRED EXPERTISE QUALIFICATIONS / SPECIAL SKILLS OR KNOWLEDGE

The bidders have to provide a team of experts, led by one of them. Selected bidder will develop team work coordinated by SPA/RAC to achieve the set of outputs.

Qualifications expected to be embraced by the team proposed by the bidders for the achievement of the outputs of this job include the following:

University degrees in the fields of either environmental sciences or environmental management; extensive knowledge and understanding of coastal and marine biodiversity and environmental issues, notably in the Mediterranean Region.

-One Team Leader, that will be well experienced on:

- Biodiversity conservation policies at global and regional levels
- Projects management, coordination, implementation of their monitoring and evaluation mechanisms, in relation to marine conservation, natural and cultural heritage, community development, sustainable development, natural resources (fisheries and aquaculture, ecotourism, etc.) notably in sensitive and protected areas
- Undertaking environmental science policy analysis and its implementation monitoring or evaluation at broad scale level with regard to biological conservation

- Undertaking sectorial policy analysis based on integrated approaches and, in particular, on ecosystem-based management (ecosystem approach)
- Knowledge of different programmes and initiatives related to biological conservation within the Mediterranean
- knowledge and experience with international conventions and agreements
- Good knowledge of Mediterranean marine and coastal biodiversity/MPA issues, including EcAp/MSFD-related work
- Biodiversity stakeholders networking at local, national or international scale

-Two or more experts with sound experience on the area of natural resources management and conservation in topics such as:

- Studies for conservation and/or management of marine and coastal areas, sensitive ecosystems, habitats, species
- Ecological studies for the protection and management of the coastal zone
- Protected Areas Financing & Management.
- Mediterranean Marine Biology and Ecology
- Fisheries Science & Technology
- Wildlife conservation and economics
- Implications of Climate Change on marine environment
- Environmental Impact Assessment
- Environmental Education
- Capacity building and training for biodiversity management and conservation
- Communication and awareness related to marine and coastal conservation

-At least one expert on database building processing and analysis, or knowledge engineering for bulky scientific and technical documentary information, with skills and experience on:

- Voluminous technical data analysis and processing
- Use of up-to-date data processing and assessment tools, including information extraction, topic tracking, summarization, categorization, clustering
- Processing and classing of information regarding environmental conservation and management to allow question answering
- Synthetic graphical visualization of results

All experts in the team should have fluency in written and oral English and good working knowledge of French (or the contrary). Fluency in both languages as well as knowledge of another Mediterranean language are additional asset.

7. DURATION

The total time extension of contracting is 10 months starting from the date of the signature of the contract. The tasks development from start until delivery spread over 8 months, plus a review of the evaluation draft and other linked outputs, not exceeding 4 months after a SAP BIO National Correspondent meeting planned upon 6 months of work.

8. WORK PLAN AND TIMETABLE

	2018-2019									
	01	02	03	04	05	06	07	08	09	10
PHASE I SAP BIO – REVIEW and EVALUATION										
1. Questionnaires preparation, submission and analyse of responses	■	■	■	■						
2. Desk review and broad analysis of NAPs and RPAs implementation		■	■	■						
3. Review current/past regional projects and output reports linked to SAP BIO NAPs and RPAs evaluation report on SAP BIO implementation		■	■	■						
4. Draft evaluation report on SAP BIO implementation					■					
PHASE II SAP BIO – PROPOSAL OF UPDATING										
5. Policy recommendations on the way to link a new SAP BIO elaboration process with the ecosystem approach process, its integration with the other core themes and cross-cutting activities implemented within the MAP system, as well as UN 2030 SDGs and the new CBD post 2020 Strategic Plan				■	■	■				
6. Outline proposal for a new SAP BIO document elaboration aiming a 2021-2030 implementation and beyond, having regard of latest CBD SBSTTA						■				
7. Revised documentation considering CBD COP14 outcomes and following instructions by 2018 meeting of SAP BIO National Correspondents							■	■	■	■
PHASE III SAP BIO – PUBLICATION OF RESULTS										
8. Substantive inputs and materials to publications related to NAPs and RPAs/SAPBIO implementation evaluation findings, conclusions and achievements							■	■	■	■
PHASE I SOED – SOED CHAPTERS ELABORATION ON BIODIVERSITY ISSUES										
9. SOED chapters and other inputs on biodiversity issues	■	■	■	■	■	■				

9. ULTIMATE RESULT OF SERVICES

Key outputs related to biodiversity conservation policy implementation of UNEP/MAP-SPA/RAC (evaluated SAP BIO) drafted for consideration and decision making as appropriate by the meeting of SPA/RAC Focal Points and other bodies of MAP; Improved capacity of the Contracting Parties to ensure sustainable implementation of the Barcelona Convention SPA/BD Protocol with regard to biodiversity conservation in the Mediterranean, in an integrated way (to the extent

possible) with the other core themes and cross-cutting activities implemented within the MAP system, through having regard of SAP BIO implementation evaluation results.

10. REPORTING LINES

The incumbents will work under general authority of the Director of the UNEP/MAP- SPA/RAC and direct supervision by the SAP BIO Officer.

11. TRAVEL INVOLVED

The consultancy may be required to effectuate to its charge up to two missions (two overnights each; one person) to meeting venues within the Mediterranean area, as demanded by UNEP/MAP-SPA/RAC, as appropriate, along the duration of the contract.

ADMINISTRATIVE SPECIFICATIONS

ARTICLE 1: SUBMISSION TERMS AND CONDITIONS

This call for tenders is addressed to individual service provider firms or solidarity groups.

1/ Technical proposal

1. The **firm's references** regarding management of similar studies, including by the team members proposed
2. The **CV of the experts** proposed to undertake the work, in the UN - Personal History Form- P11 or Europass standard form with their qualifications, experience/references; indicating all experience in the field of marine biodiversity conservation
3. **Any other document** considered **relevant** for the application (proof of academic certificates, awards, etc.)
4. **Brief description** on why to be considered as the most suitable for the assignment, a **methodological note**, on how the assignment will be approached and completed, and a **time schedule**.

2/ Financial proposal

Financial Proposal must be in Euros and indicate the all-inclusive fixed total contract price.

The following administrative documents should be included:

- 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 firm will be contacted to complete the bidding documents. If after a period of 10 days, the documents are

still not complete the bidder may be eliminated from the tender even if already chosen as best offer.

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

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

3/ Grouping

For the case of grouped proposals (within the meaning of this document, several consulting firms or firms including individual consultants offering to undertake the services together), they will be considered as solidarily grouped towards outputs and will sign, as a firm, a single contract; They have to designate a mandatory representative who will be the sole official representative of such a solidarity grouped consortium. They will submit together the requested documentation which would have separately applied accordingly, as above.

ARTICLE 2: SUBMISSION PROCEDURAL DETAILS

**Proposals must be sent electronically to the following e-mail address:
car-asp@spa-rac.org, before July 10, 2018 23:59 CET.**

E-mails should indicate clearly in their subject line the reference of this tender
**"CALL FOR TENDER/SPA-RAC/ EVALUATION OF SAPBIO
IMPLEMENTATION CYCLE 2004-2018 AND CONTRIBUTION TO SOED 2019.
N°5/2018_SPA RAC "**

Proposals received after this deadline will not be considered.

All applications will be treated with the strictest confidentiality.

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 : car-asp@spa-rac.org ; Cc: daniel.cebrian@spa-rac.org.

Request for additional information, if needed, should be done no later than 10 calendar days before the deadline for the proposal submission.

ARTICLE 3: DEFINITION, CONSISTENCY AND VARIATION OF PRICES

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

ARTICLE 4: TERMS OF PAYMENT

Payment for the tasks will be made as follows:

- 40 % after submission and SPA/RAC validation of outputs a-1 to a-6
- 30 % after submission and SPA/RAC validation of outputs a-7 and a-8
- the balance after submission and SPA/RAC validation of outputs b-1, b-2 and b-3

ARTICLE 5: EVALUATION CRITERIA

1/ Evaluation of technical bids

Proposals will be evaluated on the following criteria:

- Adequacy of the proposed profiles.
- Scientific/technical references on similar works.
- Capacity to develop the tasks in English being at least a member able to manage and write documents in French at professional level
- Quality and consistency of technical approach proposed
- Geographical Mediterranean experience balance of team members' working areas.
- Easiness to visit SPA/RAC premises at the charge of the overall own consultancy costs will be a favouring factor for the assignments.
- Cost to SPA/RAC

The final selection of proposals will be in accordance with the proposals evaluation procedures of SPA/RAC. SPA/RAC's decision will be final. SPA/RAC does not bind itself to accept the proposal with the lowest bid cost, but the most technically appropriate one, within its maximum cost limits.

The evaluation committee will first examine the technical bids while the financial bids remain sealed.

Each evaluator will attribute a technical score to each bid according to a scale of 100 points maximum, based on the following criteria:

Technical evaluation grid		
Evaluation criteria		Score
Adequacy of the proposed profiles (arithmetic average from the number of experts included in the proposal)		15

<i>nature of experts' academic qualifications</i>	University degree (at least 5 years in higher Univ. education) in a specialty contributing to undertake the tasks or related domain	10
	University degree (between 3 and 5 years) in a specialty contributing to undertake the tasks or related domain	5
	University degree not in a field from a specialty contributing to undertake the tasks or related domain	0
<i>Alignment of CV general experience with the one requested in the call</i>	High alignment (2/3 of the listed experience fields)	5
	good alignment (1/2 of the listed experience fields)	3
	No alignment	0
Scientific/technical experience on similar works, including also those on big data and information processing and analysis	20	
<i>number of similar studies the proposed specialists have contributed</i>	Presentation of up to 8 references concerning the execution of similar studies by the experts proposed by the bidder firm. (No more than 3 references will be accounted from each expert for the scoring)	20 points maximum (2 points/reference + 0.5 additional point/reference in the Mediterranean)
	No references by one of the experts	0 points (in this case the bidder is eliminated)
Capacity to develop the tasks in English being at least a member able to manage documents in French	10	
<i>Share of members able to work in French in addition to English</i>	Bilingual capacity En Fr for all team	10
	English capacity only within team, except for one bilingual member En Fr	5
	Lack of capacity for French by the team or unique expert	0 points (in this case the bidder is eliminated)

Quality and consistency of technical approach proposed	35	
<i>Methodological note</i>	Methodology well developed, clearly presented and meets the terms of reference and the study's objectives	25
	Methodology more or less developed, fairly presented and meets, more or less, the terms of reference and the study's objectives	12
	Methodology not clearly presented and does not meet the terms of reference and the study's objectives	0
<i>Quality of final presentation description offered for outputs</i>	Description in detail of final outputs expected to be obtained	10
	Unsatisfactory description of final outputs expected to be obtained	0
<i>Organization and schedule</i>	A clear and well worked-out organization of the work, sufficient experts time share/intervention and a realistic planning that respects the deadline	10
	A clear enough organization of the work, a fairly balanced experts time share/intervention and a planning that respects the deadline	5
	A poor organization of the work or a planning that does not respect the deadline	0
Geographical Mediterranean experience balance of team members' working areas	10	
<i>The highest score among the areas besides regarding Mediterranean experience</i>	Works undertaken for countries in west Mediterranean, Central Mediterranean, East Mediterranean and Adriatic	10
	Works undertaken for three of the above areas	8
	Works undertaken for two of the above areas	5

	works undertaken for one of the above areas	2
	No works undertaken in the above areas	0
Easiness to visit SPA/RAC premises at the charge of the overall own consultancy costs	10	
<i>Declared possibility to visit the Centre to exchange directly with technical staff during the elaboration of the outputs</i>	<i>Available to visit twice or more the Centre premises along tasks implementation by at least a member</i>	10
	<i>Available to visit once the Centre premises along tasks implementation by at least a member</i>	5
Total score		100

If the content of a bid is markedly incomplete or differs substantially from one or several technical criteria specified in the bidding documents, the bid will be eliminated without being rated.

Once the technical evaluation completed, the committee will attribute a final technical score 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 80 points will be eliminated. In the event no bid obtains 80 points or more, the bidding process will be canceled.

2/ Evaluation of the financial bids

Once the technical evaluation has been completed, 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 (that does not seem under estimated) 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 60/40 basis. To this end:

- The technical score will be multiplied by a coefficient of 0,60.
- The financial score will be multiplied by a coefficient of 0,40.

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 firm 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.

ARTICLE 6: 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.

ARTICLE 7: DURATION AND SCHEDULE FOR IMPLEMENTATION

The total time extension of the contract is 10 months starting from the date of the signature of the contract.

The time extension per phase is as follows (it does not correspond to the cumulation of the time extension given to the four phases):

- Phase 1: the deadline for phase 1 is estimated at 05 months
- Phase 2: the deadline for phase 2 is estimated at 07 months
- Phase 3: the deadline for phase 3 is estimated at 05 months
- Phase 4: the deadline for phase 4 is estimated at 06 months

The deadlines derived from the periods indicated above begin to run from the day after the notification of the SPA/RAC prescribing the beginning of each phase (in conformity with Point 8 -Work Plan and Timetable- of the Technical Specifications).

Schedule:

Deliverables	Deadlines
Phase I SAP BIO: Review and evaluation Draft Report on SAP BIO implementation, including NAPs and RPAs and relevant recommendations as well as the outputs resulting for each of the above requested tasks (working document for the National Correspondents Meeting)	End of October 2018
Phase II SAP BIO: Proposals of updating	End of December 2018
Phase III SAP BIO: Publication of results	End of April 2019

ARTICLE 8: PENALTY

In the absence of completion by the tenderer of the services at his charge within the contractual deadlines envisaged in article 7, it will be applied as of right and without notice, a penalty of one hundred-twentieths (1/120) of the total amount of the contract (All Taxes Included - ATI) for each calendar day of delay.

The amount of the late penalties will be deducted from the accounts. The amount of the penalties is capped at 10% of the total amount of the contract in (ATI). When this ceiling is reached, SPA/RAC reserves the right to terminate the contract at the holder's fault, in accordance with article 8 Point 8-5 below, without that the holder can raise any disputes or claim any compensation.

ARTICLE 9: COPYRIGHT, OWNERSHIP OF DOCUMENTS

All materials produced, including maps and photos, within the scope of this contract will be the property of the SPA/RAC and the names and logos of related authors will appear as appropriate.

ARTICLE 10: 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 chosen jointly by the two parties. In all ways, this contract is deemed to have been made in Tunisia and to be subject to Tunisian law.

ARTICLE 11: 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 the involved staff will be covered by appropriate insurance.

ARTICLE 12: 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.

ARTICLE 13: CANCELLATION CONDITIONS

SPA/RAC could cancel this contract in case of the no respect of the deadline of the execution or of the non-conformity to the content of the service listed in the technical specification of this Terms of Reference. In case of cancellation, the payment will be done in proportion to the tasks considered already properly carried out at the discretion of SPA/RAC.