



**Mediterranean
Action Plan**
Barcelona
Convention



*The Mediterranean
Biodiversity
Centre*

CALL FOR CONSULTANCY N° 19/2022_SPA/RAC_IMAP-MPA

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

“Development of a Post-2020 National Strategy for marine and coastal protected areas (MCPAs) and other effective area-based conservation measures (OECMs) in the Mediterranean coast of Egypt”

April 2022

TECHNICAL SPECIFICATIONS

1. Introduction and background

1.2. The SPA/RAC

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.

2.2. Background

The present study is undertaken in the framework of the regional project "Towards achieving the Good Environmental Status of the Mediterranean Sea and Coast through an Ecologically Representative and Efficiently Managed and Monitored Network of Marine Protected Areas" (IMAP-MPA project), funded by the European Union (EU).

The IMAP-MPA project is coordinated and managed by the UNEP/MAP Coordinating Unit and implemented by its Specially Protected Areas Regional Activity Centre (SPA/RAC) and its Mediterranean Pollution Assessment and Control Programme (MED POL).

The project extends over a period of 42 months, going from mid-2019 until early 2023.

The overall objective of the IMAP-MPA project is to contribute towards the achievement of the Good Environmental Status (GES) in the Mediterranean Sea and coast. In so doing, the project proposes to consolidate, integrate and strengthen the ecosystem approach (EcAp) for Marine Protected Areas (MPAs) management and sustainable development. This will be achieved through the monitoring and assessment of the environmental status of the Mediterranean Sea and coast, including MPAs, in a comparative and integrated manner.

The project also proposes to enhance MPA management through coordinated implementation of the Barcelona Convention Roadmap for a Comprehensive Coherent Network of Well-Managed MPAs to Achieve Aichi Target 11 in the Mediterranean (2016-2020), as well as enhance the integration of the Integrated Monitoring and Assessment Programme (IMAP) in this process.

¹ http://www.rac-spa.org/sites/default/files/protocole_aspdb/protocol_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

The IMAP-MPA project will strengthen IMAP implementation and further develop the Mediterranean network of ecologically representative, inter-connected, effectively managed and monitored MPAs. This will be achieved through improving the governance and policy of national biodiversity-related monitoring; enhancing MPA governance and policy and regional and national levels; developing management plans for MPAs and initiating their implementation; and improving MPA management with targeted actions and capacity building in Southern and Eastern Mediterranean countries.

Furthermore, the project will support the monitoring and assessment process for aligning the Mediterranean priorities with the Post-2020 Global Biodiversity Framework, under negotiation in the framework of the Convention on Biological Diversity (CBD), as well as for other global and regional emerging issues. In this respect, the project supported the development of the Post-2020 Regional Strategy for marine and coastal protected areas (MCPAs) and other effective area-based conservation measures in the Mediterranean³ (Decision IG.25/12; Annex I), that was adopted by the Barcelona Convention COP 22 (Antalya, Turkey, 7-10 December 2021).

Regarding Egypt, SPA/RAC had received an official request from the Egyptian Environmental Affairs Agency (EEAA) to be provided with technical and financial support for the development of a National MPA Network Strategy for the Mediterranean coast of Egypt. This request had taken the following into account:

- (i) the Egyptian Mediterranean coast has been overlooked in terms of biodiversity strategic planning efforts which had been focused on the Red Sea coast of Egypt. It's only during the recent few years that Egypt has started developing national action plans for the conservation of its Mediterranean biodiversity and ecosystems.
- (ii) SPA/RAC has been actively supporting the EEAA in the development and implementation of marine and coastal biodiversity conservation activities along the Mediterranean coast of Egypt in most recent years.

Supporting the development of a post-2020 national MPA network strategy for the Mediterranean Egyptian coast will contribute to the enhancement of marine and coastal protected areas (MCPAs) and other effective area-based conservation measures⁴ (OECMs) establishment, management and policy in Egypt. It will offer the opportunity for Egypt to showcase the first national instrument in the Mediterranean, in the context of the post-2020 biodiversity global and regional agendas.

2. Objectives

The main objective of this activity is to elaborate an ambitious, actionable and transformational Post-2020 National Strategy for marine and coastal protected areas (MCPAs) and other effective area-based conservation measures (OECMs) in the Mediterranean coast of Egypt, that is in line with the CBD's Post-2020 Global Biodiversity Framework and the Barcelona Convention's Post-2020 Regional Strategy for MCPAs and OECMs in the Mediterranean.

This post-2020 national strategy should be also aligned with all other relevant national and regional strategies and processes, in particular the (i) Integrated Coastal Zone Management (ICZM) Plan in the Northern Coast of Egypt, and (ii) the Post-2020 Strategic Action Programme

³ http://rac-spa.org/sites/default/files/doc_cop/cop22/decision_25.12_en.pdf

⁴ The concept of OECMs emerged from Aichi Biodiversity Target 11, which focused specifically on area-based conservation. At its fourteenth meeting, (Sharm El Sheikh, Egypt, 17-29 November 2018), the Conference of the Parties (COP) to the CBD adopted a definition, and criteria for the identification, of OECMs: [decision 14/8](#).

for the Conservation of Biodiversity and Sustainable Management of Natural Resources in the Mediterranean Region⁵ (Post-2020 SAPBIO).

3. Scope of the work, tasks and deliverables

The present study shall assess the existing situation prevailing within the marine and coastal areas of the Mediterranean coast of Egypt, and advocate the human role played by all the stakeholders who are striving for their management either directly or indirectly.

Several tasks pertaining to issues concerning the natural, social and cultural environment, and the means and mechanisms set up for the "sites of conservation interest"⁶ identification, development and management are expected to be achieved, such as:

- A synthesis of the data pertaining to the marine and coastal protected areas and other "sites of conservation interest" on the basis of the studies carried out by EEAA and SPA/RAC, other studies undertaken for the classification/declaration of these sites, as well as any other relevant studies and documentation;
- A review of the proposals and recommendations stemming from the above-mentioned studies taking into account the evolution in terms of the use of the space and the exploitation of the sites which occurred in the last few years, to supplement the information and the current state of the sites;
- An analysis of the interactions, covering all aspects, of the identified sites with their environments, both in their immediate surroundings and further away, so as to propose a national strategy containing actions for the protection, preservation and enhancement of these areas;
- A wide consultation with all concerned local, national, and, where necessary, sub-regional stakeholders regarding the protection, management and valorisation of the sites taking into account the natural, socio-economic and cultural heritage.

Taking into consideration the above, the scope of the work will include, but is not strictly limited to, the following:

3.1. Phase 1: Assessment-diagnosis

The work should gather, compile, review and analyse existing knowledge, information and data from various sources: studies carried out by EEAA and SPA/RAC, other studies undertaken for the classification/declaration of the sites of conservation interest and any other relevant bibliographical data element.

A thorough analysis and synthesis of these data need to be carried out to determine the diagnosis elements before starting the elaboration the national strategy. Such step would also make it possible to identify some measures which could deal with situations deemed to be important and urgent, and to define the procedures and mechanisms for their implementation

⁵ http://rac-spa.org/sites/default/files/doc_cop/cop22/decision_25.11_en.pdf

⁶ "Sites of conservation interest" refer to any area, apart from MCPAs, that is clearly defined geographically, has a clearly identified interest for the conservation of marine and coastal biodiversity and has the potential to be delimited and managed for conservation purposes. These may include but are not limited to: Ramsar sites, World Heritage Sites, Biosphere Reserves, Ecologically or Biologically Significant Marine Areas (EBSAs), Cetaceans Critical Habitats (CCH), Important Marine Mammal Areas (IMMA), Marine Important Bird (IBAs) Areas and Key Biodiversity Areas (KBAs).

within the framework of the development and management of the concerned sites. This could entail protection measures or surveys and monitoring programmes to be advocated and put forward in the management plans of the sites.

As a first step in the delivery of this output, the criteria for the “sites of conservation interest” that could be eligible for inclusion in the Egyptian network of MCPAs and OECMs, should be defined. These criteria would firstly refer to the existing and recognized criteria defined at regional and international levels, as well as to the specific marine and coastal environment characteristics that are unique to Egyptian Mediterranean coast. These criteria should also consider the legal and institutional frameworks that govern nature conservation in Egypt to be easily applicable by the governmental institutions and other organizations including NGOs active in the marine and coastal environment conservation. This will include policy and legislative mechanisms for integrating the coastal zone management and the ecosystem-based management strategies and other relevant integrated governance tools, which refer to the relevant socio-economic and cultural context.

The following three principles are considered as essential for the success of the process:

- Harmonization of the criteria identified with the relevant global and regional initiatives, in particular those adopted in the framework of the CBD (related to MPAs and OECMs), as well as Criteria for inclusion of Specially Protected Areas (SPAs) in the Directory of Mediterranean SPAs⁷, adopted by the Barcelona Convention COP 22 (Decision IG.25/12; Annex III), and the Common Criteria for the choice of Protected Marine and Coastal Areas that could be included in the Specially Protected Areas of Mediterranean Importance (SPAMI) List (Annex I to the Barcelona Convention SPA/BD Protocol);
- Good coverage of the specific characteristics and ecological features of the Mediterranean coast of Egypt including the EBSA already reported on the CBD repository⁸ (in line with the levels established by global instruments: CBD, IUCN, etc.); and
- Feasibility analysis for the identification and selection of sites in to build a coherent and representative network of MCPAs and OECMs. This analysis must consider that although data is scarce for some sites, the available information will allow for a preliminary selection to be made (This could be confirmed at a later stage by field research and consultation workshops).

Hence, the **assessment-diagnosis report** shall include:

- An executive summary;
- A clearly explained current state of the situation of marine and coastal biodiversity and in particular the sites of conservation interest, including MCPAs and potential OECMs, in the Mediterranean coast of Egypt;
- Analysis of the environmental, socio-economic and cultural situations (constraints, problems, impacts and potentialities);
- Presentation and evaluation of the challenges for the protection and conservation of the marine and coastal biodiversity, the sites of conservation interest including MCPAs and potential OECMs in the Mediterranean coast of Egypt;
- An inventory of the sites of conservation interest to be part of the network of MCPAs and OECMs in the Mediterranean coast of Egypt and their delimitation (using geographic information system-based mapping techniques);
- A proposal for a vision and strategic objectives for the national strategy, which are prioritized on the basis of the assessment-diagnosis results and the identified priority challenges;
- Bibliography.

⁷ http://rac-spa.org/sites/default/files/doc_cop/cop22/decision_25.12_en.pdf

⁸ <https://chm.cbd.int/database/record?documentID=204121>

Expected deliverables of Phase 1:

- An assessment-diagnosis report on marine and coastal biodiversity and in particular the sites of conservation interest, including MCPAs and OECMs, in the Mediterranean coast of Egypt;
- Digital georeferenced maps used in the assessment-diagnosis report in a system which is compatible with the geographic information system (GIS) commonly used and agreed upon by EEAA and SPA/RAC;
- 15-20-minute PowerPoint presentations on the assessment-diagnosis phase to be presented in each of the stakeholders consultation workshops;
- Minutes of the local/national workshops and relevant meetings/gatherings relating to the execution of the mission;
- All material related to the execution of the mission (maps, figures, photos in original format and in good/high resolution, databases from the various surveys, datasheets, questionnaires, etc.).

3.2. Phase 2: Elaboration of the National Strategy to build a comprehensive coherent network of well-managed MCPAs and OECMs along the Mediterranean coast of Egypt

The institutional and organisational stakeholders should be identified and set up on a sectoral and territorial level to attain efficacious mechanisms in line with the Egyptian national legislative, regulatory and economic instruments. Different necessary actions should be specified to guarantee the protection of the natural, socio-economic and cultural heritage of the sites, without, however, impeding its sustainable economic and social development role.

It is, therefore, important that the national strategy is submitted for consultation to all stakeholders at national and local levels. A provisional version of the national strategy will be drafted in consultation with the authorities responsible for MCPAs and OECMs and with other governmental authorities, civil society organizations and socio-professional and economic actors concerned by MCPAs/OECMs, during a national consultation workshop.

The final version of the strategy will be produced after considering both conservation objectives and the requirement for MCPAs and OECMs to be integrated within their economic, social and cultural environment, and will be subject to the application of the ICZM approach. This will be made possible by involving relevant institutions having been responsible for the 2017 scoping study elaborated for the ICZM in the Mediterranean coast of Egypt. This will help (i) integrating the provisions of that study and (ii) using the existing ICZM coordination and governance structures for advancing the biodiversity agenda and overcoming biodiversity conservation obstacles. The coherence with the ICZM approach and principles should be maintained for the new strategy, and appropriate actions added to ensure joining of efforts/synergies between ICZM and biodiversity conservation processes and MCPAs and OECMs development.

The national strategy development process should play a pivotal role in promoting the development and the effective management of marine and coastal biodiversity along the Egyptian Mediterranean coast, during the consultative and participatory approach and when planning management measures.

Field trips/visits are essential to organise small-scale interviews and consultation meetings in focus groups with stakeholders (local and national stakeholders including local administrations, etc.). These meetings aim at identifying a suitable protection, zoning and valorisation of the sites in order to enhance their conservation and management while considering the natural, socio-economic and cultural heritage.

The bidder will also have to make in-depth thinking about the modalities of setting up a mechanism for the participation and commitment of the local stakeholders in the development and effective management of MCPAs and OECMs while ensuring gender and youth mainstreaming.

The national strategy will thus be the concrete expression of the management mechanisms and orientations for the MCPAs and OECMs and should be addressed to local and national stakeholders that are involved in MCPAs and OECMs policy, planning, knowledge and management in Egypt and in particular in its Mediterranean coast.

This participatory process, which will involve the wider conservation community, will shape the national strategy, by monitoring all the available information and recent updates.

At the end, the national strategy should reflect the vision of the Egyptian authorities and conservation communities on the priority challenges to be addressed in line with the most-updated available version of the CBD Post-2020 Global Biodiversity Framework, and the Barcelona Convention Post-2020 Regional Strategy for MCPAs and OECMs in the Mediterranean and Post-2020 SAPBIO.

Hence, the **national strategy** shall include:

- An executive summary;
- An analysis and mapping of the various stakeholders and their roles, along with participation and commitment mechanisms of these stakeholders in the establishment and management of MCPAs and OECMs;
- The inventory of the sites of conservation interest (existent and potential) to be part of the comprehensive and coherent network of MCPAs and OECMs in the Mediterranean coast of Egypt, along with their extension, delimitation maps, main characteristics, ecological, socio-economic and cultural heritage features, threats, proposed governance and management tool types, etc.;
- The proposed programmes/activities for the development and effective management of the sites;
- A specific programme on ecological monitoring, in line with the national monitoring programme for marine biodiversity in Egypt, elaborated under the Barcelona Convention EcAp/IMAP process and roadmap;
- A specific programme to tackle climate change issues and how to strengthen and develop the role of MCPAs and OECMs as marine spatial planning and management tools in supporting ecosystem-based adaptation and mitigation to climate change;
- A specific programme on how to integrate and use the existing ICZM governance structure and, as far as possible, MSP for advancing the biodiversity agenda and overcoming biodiversity conservation obstacles;
- A specific programme on how to include a clear mainstreaming of gender balance and equity, since women from the local communities traditionally play an important role in marine and coastal natural resource management. They often experience inequality in decision-making related to governance and management, while they could have a salient and effective role to play in MCPAs and OECMs, including regarding education, awareness, alternative livelihoods and income generating activities;
- The human and financial means and resources necessary for the implementation of the strategy. Hence, the national strategy should endeavour to reach more the private sector and civil society. Owing to the importance of the challenges posed by sustainable financing and the short policy cycles of decision-makers, it is clear that the general public's role in supporting MCPAs and OECMs will be particularly important to highlight and develop;

- A detailed implementation timetable of the national strategy over a ten year period, until the 2030 horizon as set in the framework of the CBD framework and the Barcelona Convention strategies;
- Bibliography.

Expected deliverables of Phase 2:

- The national strategy to build a comprehensive coherent network of well-managed MCPAs and OECMs along the Mediterranean coast of Egypt;
- A digital georeferenced map (including GIS layers and metadata) of the sites of conservation interest to be part of the comprehensive and coherent network of MCPAs and OECMs in the Mediterranean coast of Egypt and their delimitation;
- 15-20-minute PowerPoint presentations on the national strategy to be presented in each of the stakeholders consultation workshops;
- Minutes of the local/national workshops and relevant meetings/gatherings relating to the execution of the mission,
- All material relating to the execution of the mission (maps, figures, photos in original format and in good/high resolution, databases from the various surveys, datasheets, GIS data, metadata, questionnaires, etc.).

EEAA and SPA/RAC will facilitate the organisation of at least two awareness/consultation workshops with the various stakeholders. These awareness/consultation workshops will serve as training workshops during which the elaboration process and the proposed national strategy will be presented and discussed in detail. The suggestions and comments to be expressed by the various stakeholders will be taken into consideration and integrated into the final version of the national strategy.

This final version could, if EEAA and SPA/RAC deem this to be necessary, be presented during another workshop for validation and final adoption. This final document will be the achievement of the consultative and collaborative process which reflects the stakeholders' choice for their future and that of their space.

The organisation costs (accommodation, meals, travel, simultaneous interpretation, etc) of the awareness/consultation workshops for all participants including the national experts will be borne by SPA/RAC.

In case of "force majeure" (e.g., Covid-19 outbreak and travel restrictions), the awareness/consultation workshops could be organised online or/and with a limited number of participants.

4. Working languages

The working languages for this assignment are Arabic and English.

The bidder should be aware that the field visits and awareness/consultation workshops are to be conducted in Arabic.

The expected deliverables should be presented in Arabic. However, it is important to consider that the bidder should provide English summary reports (10-12 pages, maximum for each report) of both the assessment-diagnosis report and the national strategy.

5. Study perimeter

The study perimeter covers the marine and coastal parts of Mediterranean coast of Egypt. It would also be relevant to take into consideration in the study the interactions between the terrestrial areas and the marine and coastal parts of the sites and which have a direct and/or indirect impact on them.

6. Timeline

The study implementation period is 9 months starting from the date of signature of the contract including the timeline for submitting the final documents. The study should be conducted according to the following timeline:

Phase	Deliverable	Deadline
Phase 1: Assessment-diagnosis	Inception report including a detailed work plan and timeline	15 days after the contract signature date
	Draft of the assessment-diagnosis report (Arabic version)	3 months after the contract signature
	Awareness/consultation and workshop of the draft assessment-diagnosis report	1 month after the submission of the draft assessment-diagnosis report
	Final Arabic version of the assessment-diagnosis report, including all material relating to the execution of the mission (Digital maps, figures, photos in original format and at good/high resolution, database from various surveys, Excel tables, questionnaires, etc.).	15 days after the diagnosis-assessment consultation and presentation workshop
	English summary of the assessment-diagnosis report (10-12 pages, maximum)	15 days after the approval of the final Arabic version of the diagnosis-assessment report
Phase 2: Elaboration of the National Strategy	Draft national strategy	2 months after the achievement of the assessment-diagnosis phase
	Awareness/consultation workshop of the draft national strategy report	1 month after the submission of the draft national strategy report
	Final Arabic version of the national strategy, including all material relating to the execution of the mission (digital maps, GIS, metadata, figures, photos in original format and in good/high resolution, database from various surveys, spreadsheets, questionnaires, etc.).	15 days after the draft national strategy consultation and presentation workshop
	English summary of the national strategy (10-12 pages, maximum)	15 days after the approval of the final Arabic version of the national strategy

In order to carry out the mission within the scheduled timeline, EEAA and SPA/RAC will provide, to the extent possible, the bidder with the following documents and support:

- All available reports/publications on marine and coastal biodiversity in the Mediterranean coast of Egypt;
- The existing national classification/declaration studies on sites of conservation interest;

- The available digital mapping;
- A support introduction letter of the bidder to be provided to the main national agencies/institutions approached or consulted;
- The Post-2020 Regional Strategy for marine and coastal protected areas (MCPAs) and other area-based conservation measures (OECMs) in the Mediterranean;
- The Post-2020 Strategic Action Programme for the Conservation of Biodiversity and Sustainable Management of Natural Resources in the Mediterranean Region (Post-2020 SAPBIO);
- Egypt marine and coastal biodiversity conservation for 2030 and beyond (report elaborated in the framework of the Post-2020 SAPBIO development process);
- Any other report or document deemed to be useful for the successful completion of the mission.

At national level, EEAA will be in charge of the invitations to the consultation workshops and other formal working meetings programmed in close consultation with SPA/RAC and the bidder.

7. Maximum budget

A total maximum budget available for this call for consultancy is twenty-nine thousand and five hundred Dollars (29,500 USD). Any financial offer exceeding this amount will not be considered.

8. Monitoring, control and validation of the work

The contract related to this consultancy will be signed with SPA/RAC.

The consultant's team will work under the supervision of a monitoring team (including members from EEAA and SPA/RAC) that will discuss, validate and finalize the various phases, tasks and deliverables.

The consultant's team will submit a provisional version of the report of each phase within the timeline specified in article 6 above. The consultant's team should submit the final version of each report upon receiving the feedback/comments of the monitoring team on the report, in accordance with the timeline specified in article 6 above.

9. Required skills and experience from the consultants

The consultant's team participating in this call should have the following skills and expertise:

- Advanced degrees in marine biology, marine ecology, environmental sciences or related disciplines;
- Proven experience in working on marine and coastal protected areas and conservation strategies and action plans. Working experience in or with MPA management agencies and/or Mediterranean or international organizations/bodies for environmental conservation is an asset;
- Proven experience in running surveys and data analysis;
- Proven experience in reporting, writing and producing reader-friendly illustrated reports and publications;
- Demonstrated ability to work with diverse stakeholders and at national and local levels;
- Familiarity with the Egyptian context;
- Mastering both Arabic and English languages.

The consultant's team proposed to execute the mission should be composed of, at least, the two following experts:

- Expert 1: A marine biodiversity specialist with extensive knowledge and understanding of coastal and marine protected areas, marine and coastal biodiversity and environmental issues, notably in national, Mediterranean and international levels. Expert 1 should have good reading/writing skills in English, and excellent reading/writing, understanding and speaking skills in Arabic.
- Expert 2: A marine biodiversity specialist in charge of supporting Expert 1 and teamworking with him/her. Expert 2 should have an experience in marine and coastal biodiversity conservation and environmental issues, and in running surveys and handling and analysing data. Expert 2 should have good reading/writing skills in English, and excellent reading/writing, understanding and speaking skills in Arabic.

The consultant's team could propose more than one expert per position. In this case, and for the technical evaluation, the score attributed to each position will be the lowest of the scores attributed to each of the experts proposed for the same position.

ADMINISTRATIVE SPECIFICATIONS

ARTICLE 1 - CONDITIONS FOR PARTICIPATION IN THE CONSULTANCY

This call for consultancy is open for Egyptian individual consultants who have proven skills and experience in marine and coastal protected areas, biodiversity and environmental issues, according to the expert profiles specified in article 9 of the technical specifications (profiles requested in the technical offer).

Individual consultants should associate with each other to form a consultant association to complement their respective areas of expertise and experience. They must clearly identify the leading consultant, who will be the legal representative of the consultant association. The consultant association cannot exceed two experts as mentioned in article 9 of the technical specifications.

ARTICLE 2 - COMPOSITION AND PRESENTATION OF OFFERS

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

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

2.1. Technical offer

It must contain:

1. A cover letter outlining the consultants' suitability for the assignment;
2. A signed curriculum vitae and initialed by the expert on every page, including education, qualifications, professional experience and **a table clearly summarizing the references to previous relevant works and publications and, particularly, similar studies covering marine and coastal protected areas and conservation strategies and action plans** (as indicated in the following point 3, references must be backed by attached documents/URL links/certificates from the study sponsor, etc.). **If the reference table is missing, the CV will not be considered for the evaluation.**
3. Documents/URL links/certificates that support the relevant references presented; and
4. A detailed methodological note on how the work will be conducted, including a detailed time schedule, work organization and sequential intervention of the consultants.

2.2. Administrative documents

The administrative folder should include the following administrative documents:

1. A sworn statement attesting 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.
2. A sworn statement that certifies that the bidder works as freelance consultant and that there is no violation or incompatibility with national Tax legislation.
3. The present terms of reference signed (date, signature and stamp of the bidder at the end of the document).

2.3. Financial offer

The financial offer must be expressed in US Dollars, in both tax-free and all tax-included prices. It should include all the costs connected to the provision of the service. The present mission will be executed and paid inclusive of all taxes.

Should any administrative document 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

Offers must be received electronically at the following e-mail address: car-asp@spa-rac.org, before 13 May 2022, at 23:59 UTC+1 (Tunis time).

E-mails should have the following subject:

“Call for consultancy n°19/2022_SPA/RAC_IMAP-MPA: Development of a National Strategy for MCPAs and OECMs in the Mediterranean coast of Egypt - Applicant’s 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: atef.limam@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 **twenty-nine thousand and five hundred Dollars (29,500 USD)**. **Any financial offer exceeding this amount will not be considered.**

ARTICLE 6 - DEFINITION, CONSISTENCY AND VARIATION OF PRICES

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

6.1. Variation of prices

The prices of the contracts are fixed and not subject to any revision.

6.2. Finality of prices

The services provided may not, under any pretext, reconsider the market prices which were agreed by him.

ARTICLE 7 - VALIDITY PERIOD

Any bidder who submitted an offer will be bound by his offer for one hundred and twenty (120) days starting from the day following the deadline fixed for receiving the offers. During that period, the prices and information proposed by the tender will be firm and non-revisable.

ARTICLE 8 - TERMS OF PAYMENT

Payment for the mission will be made as follows:

- 10% of the total amount of the contract, after the organisation of the inception meeting and the submission of its minutes along with an inception report including a detailed work plan and timeline, their approval by SPA/RAC, and submission of an invoice by the contractor;
- 40% of the total amount of the contract, after validation of phase 1 and submission of its final deliverables, and submission of an invoice by the contractor;
- 40% of the total amount of the contract, after validation of phase 2, submission of its final deliverables, and submission of an invoice by the contractor;
- the balance, after the completion of the work and submission of all its deliverables final versions and delivery by SPA/RAC of the final acceptance certificate. This payment is also conditioned by a certificate from SPA/RAC that the service provider has accomplished all its contractual obligations and duties at SPA/RAC satisfaction.

All payments will be made by bank transfer after the receipt of an invoice from the contractor.

Payments shall be made to a bank account held by the contractor.

ARTICLE 9 - EVALUATION PROCEDURE

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

9.1. 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, capacity and diploma) of the consultants, in relation to the subject of the present mission (55 points); and
- (ii) The methodology proposed for conducting the mission, the organization, the time schedule and the sequential intervention of the consultants (45 points).

Technical evaluation grid			
Criteria ¹			Scoring
Expert 1	Experience	Experience in working on marine and coastal protected areas and conservation strategies and action plans	30 points maximum (8 points/study + 2 additional points/study in the Mediterranean region and/or countries)
		No similar studies	0 point <i>(In this case the offer is eliminated)</i>
	Diploma	Post-graduate university degree in marine biology, environmental sciences, geography, or related disciplines	5 points maximum
		University degree in the above-mentioned or related disciplines	3 points
		No university degree in the above-mentioned or related disciplines	0 point <i>(In this case the offer is eliminated)</i>
Expert 2	Experience	Experience in working on marine and coastal protected areas and conservation strategies and action plans and experience in running surveys and data analysis	20 points maximum (6 points/study + 1 additional point/study in the Mediterranean region and/or countries)
		No similar study	0 point <i>(In this case the offer is eliminated)</i>
	Diploma	Post-graduate university degree in marine biology, environmental sciences, geography, or related disciplines	5 points maximum
		University degree in the above-mentioned or related disciplines	3 points
		No university degree in the above-mentioned or related disciplines	0 point <i>(In this case the offer is eliminated)</i>
Methodology, organization and schedule	Methodology	Methodology clearly presented, well developed and meets the study terms of reference and objectives (the presentation of improvements and innovations is desirable)	30 points maximum
		Methodology clearly presented, fairly well developed and meets the study terms of reference and objectives	20 points
		Methodology not developed but meets partially the study terms of reference and objectives	10 points

		Methodology not clearly presented and does not meet the study terms of reference and objectives or No methodology presented	0 point
	Organization and schedule	A clear and detailed organization of the work (including the sequential intervention of the consultants) and a realistic and coherent schedule that respects the deadlines	<u>10 points maximum</u>
		A clear enough organization of the work (including the sequential intervention of the consultants) and a coherent schedule that respects the deadlines	5 points
		A poor organization of the work and/or an incoherent schedule that does not respect the deadlines or No schedule presented	0 point
Total score (100 points maximum)			... points
<p>¹: The consultant's team could propose more than one expert per position. In this case, and for the technical evaluation, the score attributed to each position will be the lowest of the scores attributed to each of the experts proposed for the same position</p>			

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.

9.2. Financial evaluation

Once the technical evaluation has been completed, the financial offers of the 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 twenty-nine thousand and five hundred Dollars (29,500 USD) is available for this study. 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:

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

9.3. 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 total score for experience and qualifications of experts.
- having obtained the best score for methodology.
- having working experience in the Mediterranean coast of Egypt.

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 10 - MONITORING, CONTROL AND VALIDATION OF THE WORK

The contract related to this call for consultancy will be signed with SPA/RAC.

The consultant's team will work under the supervision of a monitoring team including members from EEAA and SPA/RAC. The consultant's team should submit the draft and final versions of the indicated deliverables within the deadlines specified in article 11 below.

ARTICLE 11 - DEADLINE FOR THE EXECUTION OF THE MISSION

The time period allocated for carrying out the mission is 9 months as from the date of signature of the contract, including the deadlines for handing in the final documents and deliverables according to the timeline included in part 5 Timeline of the Technical specifications.

ARTICLE 12 - PENALTY

In the absence of completion by the tenderer of the services at his charge within the contractual deadlines envisaged in Article 11 (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 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. When this limit is reached, SPA/RAC reserves the right to terminate the contract at the service provider's fault, in accordance with Article 18 (Cancellation conditions), and without that the service provider can raise disputes or claim any compensation.

ARTICLE 13- INTELLECTUAL PROPERTY RIGHTS, OWNERSHIP OF DOCUMENT

All legal rights throughout the world in works or inventions created by the provider in connection with the consultancy will remain the property of SPA/RAC. The provider recognizes that such

rights include, but are not limited to, copyright and other rights in written material, sound and video recordings (including films), maps, photographs, etc. as well as patents and other rights in inventions, and that the said rights enable SPA/RAC to control and authorize, where appropriate, all publications, publicity material and other exploitation of the said works and inventions.

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

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

ARTICLE 14 - CONFIDENTIALITY / PROFESSIONAL SECRET CLAUSES

The selected service provider undertakes to observe total discretion in all matters relating to the facts and information of which he became aware during the performance of his assignment.

Any member of the team assigned to the mission covered by this contract who contravenes the aforementioned obligation of professional secrecy would expose himself to legal proceedings.

ARTICLE 15 - 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 16 - 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 bidder confirms that their selves or any involved staff will be covered by appropriate insurance.

ARTICLE 17 - FORCE MAJEURE

Force majeure means any event outside the control of a party so that it is impossible for one party to carry out his obligations or the implementation of these obligations becomes so difficult that it is considered to be impossible to carry them out under such circumstances.

The party which invokes force majeure must inform its co-contractor within seven (7) days of its occurrence so that the contractual deadline will be suspended with a joint agreement between the parties for the period which is covered by the case of force majeure.

SPA/RAC has a right to assess the circumstances of the impediments invoked by the holder as a case of force majeure to see if they are convincing, and if this should not be the case, then the days of discontinued work will be accounted for as days of delay.

Failure by either party to fulfil any of its contractual obligations does not entail a contract termination or failure to fulfil its contractual obligations if such a failure is due to a case of force majeure, if the party that finds itself in such a situation has done the following:

- a. has taken all the reasonable precautions and measures to allow it to comply with the terms and conditions of the contract; and

- b. has informed the other party of the event, as soon as possible. Any timeline given to a party for the execution of its contractual obligation will be prolonged by a period which is equal to the period during which that party was prevented from fulfilling its obligations.

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

ARTICLE 18 - CANCELLATION CONDITIONS

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

- a. no respect of the deadline of the execution in application of Article 11 (Deadline for the execution of the mission);
- b. in the case described in the Article 12 (Penalty) when the amount is capped at 10% of the total amount of the contract;
- c. non-conformity to the content of the service listed in the technical specification of the present tender documents;
- d. If the tenderer goes bankrupt or into receivership;
- e. If, after a case of force majeure, the holder is unable to execute a substantial part of the Services for a period equal to at least sixty (60) days;
- f. If the tenderer was involved in corruption or fraudulent manipulations in order to obtain the contract or during the execution of the contract. For the purpose of the clause: a person is guilty of "corruption" if he/she offers, gives, solicits or accepts any kind of advantage in order to influence the action of a public official during the selection or the execution of the contract; and undertakes "fraudulent manipulations" which distort or denature the facts so as to influence the selection or the execution of the contract to the detriment of the borrower; by "fraudulent manipulations" is meant any agreement or collusive manipulation of the tenderers (before or after submitting the proposals) so as to artificially maintain the prices of the tenders at levels which do not correspond to prices which would have resulted from free and open competition and which deprive the borrower of the advantages of free and open competition; or
- g. If SPA/RAC, on its own initiative and for any reason whatsoever, decides to terminate the contract.

ARTICLE 19 - CONFLICT OF INTERESTS

19.1. Prohibition of incompatible activities

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

19.2. Non-participation of the holder and his associates in certain activities

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

ARTICLE 20 – PROVISIONAL AND FINAL ACCEPTANCE

The provisional acceptance is pronounced after complete completion of the services covered by his consultancy i.e. after the completion of the service described in Section 3 of the technical specifications, and Article 11 (Deadline for the execution of the mission).

The provisional acceptance will be pronounced only in the case of complete conformity deemed conclusive by SPA/RAC and a provisional acceptance report issued by the SPA/RAC no later than 30 days from receipt of the deliverables and at the written request of the service provider and the signing of a report of completion of the work/services jointly by the service provider and SPA/RAC.

The Service Provider shall, however, correct any deficiencies identified by the SPA/RAC upon completion of the various phases.

Final acceptance will be given one (1) month after the date of provisional acceptance without reservation of the contract. The final acceptance report will only be delivered once the service provider has fulfilled all his obligations resulting from sections 3 (Tasks to be undertaken) and 4 (Methodology and phases) of the “Technical Specifications” and after corrections of all deficiencies signaled by SPA/RAC.

**ANNEX 1
SUBMISSION LETTER**

I, the undersigned after having taken due note of the dossier documents of the call for consultancy N° launched by pertaining to a mission of

I hereby pledge to execute the requested services in conformity with the provisions defined in the documents referred to, for the prices as established by myself without considering the taxes and knowing that the stamp duties and registration are to be covered by the insurer.

The total price of the bid is (.....) USD Dollars

I take due note of the fact that you are not obliged to proceed with the tendering procedure and that I cannot claim a compensation.

I pledge that the conditions in my offer will remain valid for a period of one hundred and twenty days (120 days) starting from the day after the date for the deadline for the receipt of tenders.

SPA/RAC pledges to pay the amount after the signing of a convention into the bank current account of the Bank In the name of Under the number

of RIB (BIC – IBAN)
.....

In, on

(Name, first name and function)

(Signature)

**ANNEX N°2
DETAILS OF GLOBAL PRICE**

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

Designation	Unit price	1 st phase		2 nd phase		Total phases (1+2)	
		Duration	Sub-total	Duration	Sub-total	Duration	Sub-total
Expert 1							
Fees							
Expert 2							
Fees							
Sub-total/phase							
Total							

Amount of bid, is fixed at the sum of.....

In, on
 (Signature)