

CALL FOR CONSULTANCY

Call for consultancy N°26/2024_SPA/RAC_MASE

**Development of the SPAMI Twinning Programme
Training Course**

September 2024

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

A. TECHNICAL SPECIFICATIONS

Section 1. The Specially Protected Areas Regional Activity Centre

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was established by the Contracting Parties to the Barcelona Convention in order to assist the Mediterranean countries in implementing the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol) of the Barcelona Convention. 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.

Section 2. Rationale

The Mediterranean SPAMI Twinning Programme promotes collaboration among Special Protected Areas of Mediterranean Importance (SPAMIs) through a brainstorming session, discussion sessions, on-the-job training, and peer support (follow-up activity), between Italian SPAMIs to be designated by MASE and at least two south/east-Mediterranean SPAMIs from at least two countries that have expressed interest, to be identified in close concertation between SPA/RAC and MASE.

By facilitating discussion sessions to diagnose management issues and assess the MPA conservation, the programme fosters the sharing of best practices. Selected delegates participate in immersive on-the-job training experiences in partner Italian SPAMIs, enhancing their skills and knowledge. Additionally, peer support networks enable ongoing collaboration and joint initiatives, strengthening management practices. Ultimately, the programme aims to improve conservation outcomes and promote sustainable marine and coastal resource management across the Mediterranean region, and in particular between Italian SPAMIs and at least two other south/east Mediterranean SPAMIs from at least two countries.

Innovative cross-twinning exchanges will be a hallmark of the programme, where a mix of 2 representatives from each non-Italian SPAMIs will engage in exchanges with one Italian SPAMI each. The other 2 representatives from the non-Italian SPAMI will be paired with another Italian one. This unique approach ensures that participants not only benefit from the expertise of the Italian SPAMI but also gain insights from the experiences of their counterparts in other SPAMIs, which fosters a broader network of shared learning and collaboration across the Mediterranean region. SPAMI' representatives will discuss during a specific online brainstorming session about the dispatching of roles of the groups and priorities of their respective SPAMI.

In the framework of this MASE-funded project, SPA/RAC is proposing the development and implementation of a specific programme allowing the planification, organisation of the SPAMI Twinning Programme, as validated by MASE.

Section 3. General information on the training course

The Mediterranean SPAMI Twinning Programme is a collaborative initiative aimed at enhancing the management effectiveness and conservation efforts of Special Protected Areas of Mediterranean Importance (SPAMIs).

The SPAMI Twinning Programme seeks to leverage and disseminate the Italian experience in effectively managing their Special Protected Areas of Mediterranean Importance (SPAMIs) at a regional level. Through collaborative partnerships and knowledge exchange, participating SPAMIs aim to gain insights

into the successful management practices implemented in Italy. By learning from Italy's expertise, the Twinning programme endeavors to enhance the management effectiveness and conservation outcomes of SPAMIs across the Mediterranean region, and thus to narrow the gap existing between northern and southern/Eastern Marine Protected Areas. Through this shared learning process, SPAMIs aspire to adopt best practices, innovate management approaches, and strengthen their capacity to conserve and sustainably manage marine and coastal resources.

The programme facilitates knowledge exchange, capacity building, and peer-to-peer support among paired SPAMIs through three key components: Brainstorming session, discussion session, on-the-job training and follow-up activity.

The whole process starting from the brainstorming session until the follow-up activity would greatly benefit from the involvement of external experts who can provide invaluable support in both planning the activities and sessions and organizing and facilitating the different online sessions.

This training course will consider the gender-equity dimension during its preparation and delivery process. Ensuring that both men and women beneficiaries are invited to participate in and fully benefit from the training workshop and can attend (at convenient times and dates) is key.

Section 4. Beneficiary countries

The eligible countries are Italy, and 2 non-EU countries to be defined by SPA/RAC in close consultation with MASE.

Section 5. Tasks and expected deliverables

In view of the preparation and organisation of the training course, experts are expected to prepare a set of materials that will be discussed with SPA/RAC in view of its validation and dissemination.

5.1. Preparation and Planning Phase

Experts would be engaged by Mid-September 2024. A first kick-off meeting will take place online to agree on the methodology and the planning and to clarify objectives and specific expected outcomes. In close consultation with its concerned National Focal Point, SPA/RAC will be in charge of communicating the team from the different selected SPAMIs (around 4 participants from each non-Italian SPAMI, 8 participants in total + staff of the two Italian SPAMIs).

- ➔ **Expected Deliverables:**
 - Revised Methodology and planning.
 - Short report of the Kick-off meeting (agreed points).

- ➔ **Timeline:** End-September 2024

5.2. Brainstorming session

This would be a first step for all the participants from the different SPAMIs to meet all together online, discuss their challenges, problems and needs. It is an occasion for the participants to meet, dispatch role and agree on priorities and needed to be discussed and proposed to the Italian SPAMIs. This session will be held online in End-September 2024. Objectives and expected outcomes will be agreed upon between the SPAMIs representatives.

- ➔ **Expected deliverables**
 - Plan, organize and facilitate the brainstorming session, which includes the representatives of the 4 SPAMIs.
 - Short report on the brainstorming session.

- ➔ **Timeline:** Early-October 2024

5.3. Discussion sessions

A series of online discussion sessions will be held as relevant for the different SPAMI representatives to further define their needs and to identify the content of on-the-job training, including the follow-up activities.

→ **Expected deliverables**

- For the two non-Italian SPAMIs, plan, organize and facilitate a specific discussion session in preparation on the on-the-job training, as well as the follow-up activity.
- Short report on the discussion sessions.

→ **Timeline:** Mid-October 2024

5.4. On-the-Job Training

Selected staff members from each SPAMI to participate in extended on-the-job training programmes in partner SPAMIs (around 7 days), gaining hands-on experience and applying new skills to real-world scenarios. The on-the-job trainings will take place at the Italian SPAMIs which will offer the required facilities for the trainings. Representatives from at two SPAMIs from 2 non-Italian Mediterranean SPAMIs will be participating in each on-the-job training. The training is expected to take place in November 2024, during which SPAMI managers would be less occupied by monitoring and management activities.

SPA/RAC will coordinate between the different SPAMIs in order to facilitate communication and selection of the training dates.

At least one expert, and one SPA/RAC representative will be participating to the on-job-training, to support and guide the participants, and to ensure that the objectives discussed are met.

→ **Expected deliverables**

- Assist in planning the on-the-job training.
- Support the participants during the training, as needed.
- Short report on the on-the-job training.

→ **Timeline:** Early/Mid-November 2024

5.5. Follow-up activity

Specific follow-up activities will be developed by the non-Italian SPAMIs. By 1st week of December, all involved SPAMI managers will meet virtually (closure) to share their experiences, best practices, challenges, and particularly what they have seen and learn from the Twinning programme and what would be the next steps in their SPAMI to enhance its management.

→ **Expected deliverables**

- Guide the delegation in their follow-up activity, when needed.
- Organise and facilitate the last online session (closure)
- Short report on the closure session.

→ **Timeline:** End-November/Early December 2024

The end of December 2024 will be strictly dedicated to the reporting activity to the donor (MASE) and closing of the project by the SPA/RAC.

Section 6. Experts profile requirements

Two (02) experts are needed to develop and deliver the training course with the following profile requirements:

- **Expert 1 (Team leader):** Biodiversity expert or more preferably training and capacity-building specialist, training programme coordinator or professional facilitator, with proven extensive experience in conducting meetings, regional training workshops, which include design, planning, organising, and facilitating. Experience in leading a team for designing and delivering training workshops is required. The team leader has to have general knowledge on Marine Protected Areas in the Mediterranean.
- **Expert 2:** Expert in marine biology, ecology or related discipline, and with knowledge on marine protected areas, to contribute with the team leader in the planification, organisation and facilitation of the different meeting organised online, and support, if needed, in the on-the-job training.

A gender-balanced team is an asset.

Section 7. Language

English and French are the working languages of the SPA/RAC.

The team of consultants should master at least one of these working languages. Mastering both languages is an asset. Knowledge of Arabic is an additional asset.

The expected deliverables are to be delivered in one of the two languages (either French or English). These will be translated by the SPA/RAC into the other language.

Simultaneous interpretation will be provided into English and French for the different online sessions.

B. ADMINISTRATIVE SPECIFICATIONS

Article 1 - Conditions for participation in the call for tenders

Are eligible for the call for consultancy, individual consultants who have proven skills and experience according to the expert profiles specified in Section 7 of the technical specifications.

Individual consultants should associate with each other to form a consultant association to complement their respective areas of expertise, or for other reasons.

The training team should be composed of **two consultants**, with a clearly identified team leader who will be the legal representative of the consultant association.

Proposing a gender-balanced team for the consultancy is highly recommended.

Article 2 - Composition and presentation of the offer

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

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

2.1. Technical offer

The technical offer must contain:

1. A cover letter outlining the consultants' suitability for the job.
2. A curriculum vitae (CV) for each expert including education background (at least 4 years of higher education) with copies of their university diplomas, qualifications, professional experience, and **references to relevant previous works, studies and publications highlighted in bold**.
3. Documents/URL links/certificates that support the relevant references presented.
4. A detailed methodological note presenting the consultants vision for the project and how it mirrors the assignment objectives and scope, the methodological approach, organization of the work implementation and comments on the terms of reference, if needed.
5. A detailed time planning schedule, organization and sequential chronogram of intervention of each expert of the team (which expert intervening at which phase/activity/step and for how long: number of days).

2.2. Administrative documents

The administrative folder should include the following administrative documents:

1. Document certifying the ability to practice this profession (registration certificate, for example) according to the legislation of their country with the tax number on it.
2. A sworn statement that the bidder is in no situation that could in any way be incompatible with the mission or compromise independence in carrying out the mission.
3. Terms of reference signed (including date, signature and stamp of the bidder at the end of the document).

If the original administrative documents are not in English or in French, it should be provided with additional copies translated into English or French by a sworn translator.

Should any of the administrative documents be missing, the tenderer will be contacted to complete the missing offer documents within a period of five (05) days. If after a period of five (05) days, the documents are still not complete the offer will be eliminated.

2.3. Financial offer

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

It is important to note that the financial offer should detail the number of working days (person-days), as well as the allocation of funds to each of the various tasks and deliverables, and including, but not limited to experts, and any necessary equipment and/or supplies.

The financial offer should also include:

- A 'Submission letter', using the template attached in **Annex 1**.
- 'The details of the global price' using the template in **Annex 2**.

Article 3 - Submission

Offers must be received electronically at the following e-mail address: car-asp@spa-rac.org, before **Wednesday 18 September 2024, at 23:59 UTC+1 (Tunis Time)**.

E-mails should have the following subject: "**Call for tenders n°26/2024_SPA/RAC_MASE_ 'Applicant name'**".

Proposals received after this deadline will not be considered.

Article 4 - Additional information

Should questions or need for clarification related to these terms of reference and their content arise, bidders may submit a written request by e-mail to: asma.kheriji@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

The maximum budget available is **16,000 USD**. **Any financial offer exceeding this amount will not be considered.**

Travel and accommodation for the two on-the-job trainings (involving 1 expert for each training) should be included in the offer.

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.

6.1- Variation of prices

The prices of the contracts are fixed and not subject to 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 - Tender validity period

Any tenderer who submitted a tender will be bound by his tender 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:

- **20%** of the total amount of the contract, after submission of the **deliverables of Step 1 and 2 as indicated in Article 11 below**, their approval by SPA/RAC, and submission of an invoice by the contractor;
- **35%** of the total amount of the contract, after submission of the **deliverables of Step 3 and 4 as indicated in Article 11 below**, their approval by SPA/RAC, and submission of an invoice by the contractor;
- **35%** of the total amount of the contract, after submission of the **deliverables of Step 5 as indicated in Article 11 below**, their approval by SPA/RAC, and submission of an invoice by the contractor;
- **10%** (balance) will be paid after the completion of the work and submission of all its final version deliverables 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 offer(s) will be first examined, while the financial offer(s) remain sealed.

Applications will be evaluated based on the following criteria:

- (i) Profile (experience, references and diploma) of the team of consultants in relation to the subject of the present mission;
- (ii) The methodology proposed for conducting the mission, and observations/analysis on the terms of reference;
- (iii) Detailed time planning schedule, work organization and sequential chronogram of intervention of the team of experts.

Technical evaluation grid			
Criteria			Scoring
Expert 1 - Lead consultant (Marine biologist, ecologist or preferably training and capacity building specialist, training programme coordinator or	Experience	Experience in conducting regional training workshops, which include design, planning, organising, and facilitating training workshops. Experience in leading a team for designing and delivering training workshops. General knowledge on Mediterranean MPAs, and mastery of English or French.	30 points maximum (7 points/reference + 1 additional point for a Mediterranean valid reference)
		No similar studies	0 point (<i>In this case the offer is eliminated</i>)
	Diploma	Post-graduate degree in communication, biology or ecology, environmental sciences or related disciplines	5 points maximum
		University degree in the the above-mentioned disciplines	3 points
		No university degree	0 point (<i>In this case the offer is eliminated</i>)

<i>professional facilitator)</i>			
Expert 2 <i>(Expert in marine biology, ecology or related discipline, and with knowledge on marine protected areas)</i>	Experience	Expert in marine biology, ecology or related discipline, and with knowledge on marine protected areas. Proven facilitation and communication skills and experience.	20 points maximum (5 points/reference + 1 additional point/reference including the Mediterranean region and/or countries)
		No similar references	0 point <i>(In this case the offer is eliminated)</i>
	Diploma	Post-graduate degree in communication, biology or ecology, environmental sciences or related disciplines	5 points maximum
		University degree in the above-mentioned disciplines	3 points
		No university degree in the above-mentioned disciplines	0 point
Methodology proposed for conducting the mission, and observations/analysis on the terms of reference	Methodology clearly presented, well-developed and meets the study terms of reference and objectives (<u>the presentation of improvements and innovations is desirable</u>)	30 points maximum	
	Methodology clearly presented, fairly well developed and meets the study terms of reference and objectives	25 points	
	Methodology not developed but meets the study terms of reference and objectives	15 points	
	Methodology not clearly presented and does not meet the study terms of reference and objectives, Or No methodology presented	0 point <i>(In this case the offer is eliminated)</i>	
Detailed time planning schedule, organization and sequential chronogram of intervention of the team experts	Planning is clearly presented, well developed and meets the study terms of reference and objectives	10 points maximum	
	Planning is not developed but meets the study terms of reference and objectives	5 points	
	Planning not clearly presented and does not meet the study terms of reference and objectives, Or No planning presented	0 point <i>(In this case the offer is eliminated)</i>	
Total score (100 points maximum)			... points

Any offer that has not attained the minimum score of 80 points will be eliminated.

In the event of no offer obtains 80 points or more, the call for consultancy will be declared unsuccessful.

9.1. Financial evaluation

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

The evaluation committee will check that the financial offers do not contain any obvious arithmetical errors. Any possible obvious arithmetical errors will be corrected, and the corrected figures will be taken into consideration.

A maximum budget of Sixteen thousand US dollars (\$ 16,000), all taxes included. Any financial offer exceeding the mentioned budgets means that the offer will be eliminated.

The evaluation committee will then proceed to a financial comparison. The lowest financial offer that is judged acceptable will receive 100 points. The other offers will be attributed a score based on the following equation:

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

9.2. Conclusions of the evaluation committee

The choice of the best offer is achieved by weighting the technical and financial scores using a distribution key of 80/20 basis. To this end:

- The technical score will be multiplied by a coefficient of 0.80.
- The financial score will be multiplied by a coefficient of 0.20.

The weighted technical - financial scores thus calculated will be added to ascertain the offer with the best technical and financial score.

If two offers obtain the same weighted technical-financial scores, preference will be given to the applicant in the following order:

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

Article 10 - Monitoring, control and validation of the work

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

The bidder will work under the supervision of SPA/RAC, and with its SPA Programme Officer. The bidder will submit the final version of deliverables as indicated in Section 5 of the technical specifications.

Article 11 - Deadline for the execution of the mission

The mission should be carried according to the table below, and adjusted with close concertation of the SPA/RAC. The mission should finish not later than Early-December 2024.

Steps	Tasks and deliverables	Tasks and deliverables deadline
Step 1: Preparation and Planning Phase	- Revised Methodology and planning.	End-September 2024
	- Short report of the Kick-off meeting (agreed points).	End-September 2024
Step 2: Brainstorming session	Plan, organize and facilitate the brainstorming session, which include the representatives of the 4 SPAMIs.	Early-October 2024
	Short report on the brainstorming session.	Early-October 2024
Step 3: Discussion sessions	For the two non-Italian SPAMIs, plan, organize and facilitate a specific discussion session in preparation on the on-the-job training, as well as the follow-up activity.	Mid-October 2024
	Short report on the discussion sessions.	Mid-October 2024
Step 4: On-the-Job Training	Assist in planning the on-the-job training.	Early/Mid-November 2024
	Support the participants during the training, as needed.	Early/Mid-November 2024
	Short report on the on-the-job training.	Early/Mid-November 2024
Step 5: Follow-up activity	Guide the delegation in their follow-up activity, when needed.	End-November/Early December 2024
	Organise and facilitate the last online session (closure)	End-November/Early December 2024

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 three hundredth (1/300) 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

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

Article 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 this consultancy i.e., after the completion of the service described in section 6 tasks and expected deliverables 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 certificate will only be delivered once the service provider has fulfilled all his obligations resulting from section 6 (Tasks and expected deliverables) of the "Technical Specifications" and after corrections of all deficiencies signalled by SPA/RAC.

ANNEX N°1

SUBMISSION LETTER

I, the undersigned (Director) of
.....recorded in the commercial register onunder the number
..... Domiciled at After having taken
due note of the dossier documents of the call for tenders N° launched by
....., pertaining to a mission of

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

The total price of my 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 tender 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 ofUnder the number of
..... RIB (BIC - IBAN)
.....

In, on

(Name, first name and function)

Right for submission

(Signature and official stamp)

ANNEX 2

DETAILS OF GLOBAL PRICE

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

Designation	Unit price	Step 1		Step 2		Step 3		Total steps (1+2+3)	
		Duration	Sub-total	Duration	Sub-total	Duration	Sub-total	Duration	Sub-total
Fees									
Project manager / Expert 1									
Expert 2									
Expert 3									
Expert 4									
Other costs									
Travel and accommodation									
Other costs necessary for the proper execution of the present consultancy									
Sub-total/Step									

Amount of bid, is fixed at the sum of

In, on
 (Signature and official stamp of bidder)