



**Mediterranean  
Action Plan**  
Barcelona  
Convention



**CALL FOR CONSULTANT N°02/2026\_SPA/RAC\_SEMPA**

**Terms of reference for the provision of consulting services**

**PRODUCTION OF PROMOTIONAL VIDEOS OF THE COASTAL AND MARINE AREA OF BSIS ISLAND IN  
LIBYA**

**February 2026**

## A. TECHNICAL SPECIFICATIONS

### 1. CONTEXT

#### a. The Specially Protected Areas Regional Activity Centre (SPA/RAC)

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was established by the Contracting Parties to the Barcelona Convention 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.

#### b. The European Union (EU) funded SEMPA Project

The Project "Bolstering Mediterranean biodiversity and MCPAs for nature" (SEMPA project), is funded by European Union (EU) – the Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR) through the Neighbourhood Development and International Cooperation Instruments (NDICI): Regional South Neighbourhood for 2021-2023 financial instrument. The project is coordinated and implemented by UNEP/MAP Secretariat and through its Regional Activity Centre for Specially Protected Areas (SPA/RAC).

The overall objective of the SEMPA project is to protect the biodiversity of the Mediterranean Sea and support the achievement of its Good Environmental Status. The specific objectives of the two projects components are: a) Support the implementation of the Post-2020 Strategic Action Programme for the Conservation of Biodiversity and Sustainable Management of Natural Resources in the Mediterranean Region and b) Continue support on IMAP implementation with a particular focus on biodiversity & NIS, Hydrography & coast and interlinkages with climate change, expanding the scope of the support to SEIS implementation and its related indicators to biodiversity and climate change.

The beneficiary countries for the specific national activities under the MPA component are Algeria, Egypt, Lebanon, Libya, Morocco and Tunisia.

#### c. The coastal and marine area of Bsis island in Libya.

Bsis Island, located on the northwest coast of Libya (32°44'42.00"N, 13°59'41.50"E) within Gmata locality, approximately 93 kilometers to the east of Tripoli and 34 kilometers to the west of Khoms. The island lies near the shore of the mainland, with a distance of 135 to 170 meters. The area is characterized by Mediterranean coastal climatic zone, with mild winters and dry, hot summers. The island itself is composed of sandstone and limestone formations, shaped over time by natural erosion. Its geomorphology is marked by collapsed caves on the northern and eastern shores, which create distinctive features on the coastal and underwater terrain. The top of the island is covered with typical Mediterranean flora, including shrubs and annual plants, that thrive in the semi-arid climate. These plants help stabilize the soil and support local biodiversity.

### 2. OBJECTIVE

The objective of this consultancy is to produce:

- A teaser no longer than 1 minute, for social media, vertical format, to capture attention and direct viewers to YouTube, where the full version can be found, which can also be shown in workshops.
- Two videos, - one short (2 mn) and one inspiring promotional video (5-6 mn) - for YouTube, landscape formats, showcasing the coastal and marine area of Bsis Island and the dynamic of the management plan elaboration process of the area.

These videos aim to raise awareness, attract attention, and highlight the island's ecological and socio-economic value, helping to position Bsis Island as a strong candidate for designation as a future Marine

and Coastal Protected Area (MCPA). The consultancy requires close collaboration with the Ministry of Environment of the State of Libya throughout the production process.

### **3. TASKS AND EXPECTED RESULTS**

#### **The Consultant is expected to:**

- Develop a detailed storyboard and production plan for the required videos.
- Conduct on-site filming to capture high-quality footage of Bsis Island's landscapes, biodiversity, and human interactions.
- Produce a teaser and two professionally edited promotional videos, including subtitles provided in SRT files for Youtube (Arabic and/or English if required), graphics, and background music, as well as opening and closing credits and lower thirds, in line with SPA/RAC visual identity.
- Produce engaging narratives highlighting the natural, cultural and social dimensions ecological importance of Bsis Island, existing pressures, and conservation opportunities.
- Ensure the videos are suitable for use in awareness campaigns, stakeholder engagement, and policy advocacy.

#### **Expected Results :**

- Three high-quality, - a 1 mn teaser, and both 2 mn and 5-6 mn - , inspiring promotional videos showcasing Bsis Island's natural and socio-economic heritage.
- Increased visibility and awareness of Bsis Island at national and regional levels.
- Improved understanding among decision-makers and stakeholders of the island's value and its potential as a future MPA.
- Promotional tools, with at least 15 photos with high resolution, that support advocacy efforts and contribute to the development of a management plan.

#### **4. SKILLS AND EXPERIENCE REQUIRED OF THE CONSULTANT**

This call for consultancy is addressed to Libyan consultants with:

- Proven experience in **environmental communication, documentary filmmaking, or production of promotional videos related to nature conservation, coastal or marine ecosystems.**
- Strong technical skills in **videography, including filming, sound recording, and post-production editing.**
- Capacity to operate in field conditions and manage logistics for filming in remote coastal environments.
- Excellent communication skills, including the ability to work in Arabic (mastering of the English is an asset).
- Knowledge of the Libyan national context, in particular Bsis Island context and environment.

Please note that all permits for filming must be requested by the consultant.

## **B. ADMINISTRATIVE SPECIFICATIONS**

### **ARTICLE 1 - CONDITIONS FOR PARTICIPATION IN THE CONSULTANCY**

This consultation is open to Libyan consultants with proven experience and skills in environmental communication, documentary filmmaking, or production of promotional videos related to nature conservation, coastal or marine ecosystems.

### **ARTICLE 2 - COMPOSITION AND PRESENTATION OF OFFERS**

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

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

#### **2.1. Technical offer**

It must contain:

1. A cover letter outlining the consultant's suitability for the job.
2. A curriculum vitae (CV) including previous and current experiences in videography, including filming, drone footage, sound recording, and post-production editing, environmental communication, documentary filmmaking, or production of promotional videos related to nature conservation, coastal or marine ecosystems.
3. A methodological note presenting the consultant vision for the mission and how it mirrors the assignment objectives and scope, the methodological approach, organization of the work,
4. A detailed time planning schedule, organization and sequential chronogram of intervention the consultant intends to apply to implement this mission.

The selection process may include interviews (through a teleconferencing platform), as well as a pre-selection phase followed by requests for complementary information / negotiation if required.

#### **2.2. Administrative documents**

The administrative folder should include the following administrative documents:

1. Document certifying the ability to practice this profession (registration certificate, for example) according to the legislation of their country with the tax number on it.  
In cases where the bidder has an academic profession (Researcher or University teaching staff), a sworn statement that he/she is complying with the law applicable to taxes and fees in force in his/her country would be accepted.
2. A sworn statement that the bidder is in no situation that could in any way be incompatible with the mission or compromise independence in carrying out the mission.
3. Terms of reference signed (date, signature and stamp of the provider at the end of the document).

Should any of the administrative documents be missing, the tenderer will be contacted to complete the missing offer documents within a period of five (5) days. If after a period of five (5) 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.

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**

Proposals must be received electronically at the following e-mail address: [procurement@spa-rac.org](mailto:procurement@spa-rac.org), before **5 March 2026 at 23h59 UTC+1 (Tunis Time)**. E-mails should have the following subject:

**«Call for Consultancy N°02/2026\_SPA/RAC\_SEMPA - Production of promotional videos of the coastal and marine area of Bsis Island in Libya - 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, tenders may submit a written request by e-mail to: [procurement@spa-rac.org](mailto:procurement@spa-rac.org) , no later than five (5) calendar days before the deadline for the proposal submission.

### **ARTICLE 5 - TERMS OF PAYMENT**

The fees/payments relating to this contract, the amount of which is set out in the tender, will be paid within 30 days of receipt of the invoice and related supporting documents and/or validation by the SPA/RAC.

The terms of payment are as follows:

- **50%** after the organization of the kick-off meeting with the consultants and the preparation of a detailed work plan duly approved by the SPA/RAC and receipt of an invoice;
- **50%** after receipt and validation by SPA/RAC of all the materials related to the assignment. This payment is also conditional upon a certificate from the SPA/RAC attesting that the service provider has fulfilled all its contractual obligations and duties to the satisfaction of the SPA/RAC.

**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 6 - EVALUATION PROCEDURE

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

### 6.1. TECHNICAL EVALUATION

A technical score will be awarded to the tender out of a maximum score of 100 points, on the basis of the following criteria:

1. **Profile (experience and qualifications)** of the consultant in relation to the subject of this assignment (**50 points**);
2. The **proposed methodology** for carrying out the assignment (**40 points**);
3. The detailed schedule and timetable (including an intervention chronogram) (**10 points**).

Technical evaluation grid			
Criteria			Scoring
Consultant Expert	Experience	- Proven experience in environmental communication, documentary filmmaking, or production of promotional videos related to nature conservation, coastal or marine ecosystems. - Strong technical skills in videography, including filming, sound recording, and post-production editing.	<b>45 points maximum</b> (9 points/study)
	Diploma	A postgraduate degree or equivalent experience in communication, Computer sciences or a related field.	<b>5 points maximum</b>
		University degree in the above-mentioned disciplines	3 points
		No university degree	0 point (in this case, the tender is eliminated)
Proposed methodology for carrying out the assignment	Well-developed methodology that responds precisely to the terms of reference	<b>40 points maximum</b>	
	Methodology fairly well-developed and in line with the terms of reference	30 points	
	Methodology fairly developed and more or less in line with the terms of reference	20 points	
	Methodology not in line with the terms of reference or no methodology presented	0 point (in this case, the tender is eliminated)	
Detailed planning and timetable (including an intervention chronogram)	A coherent, well-structured schedule and timetable that accurately reflects the terms of reference	<b>10 points maximum</b>	
	Planning and timetable moderately coherent and structured but in line with the terms of reference	5 points	
	Planning and Timetable not complying with the terms of reference or not submitted	0 point (in this case, the tender is eliminated)	
<b>Total score (maximum 100 points)</b>			... points

**IMPORTANT : Any tender that does not reach the minimum score of 80 points is eliminated. If no tender achieves 80 points, the tender procedure is declared unsuccessful.**

**The consultant could propose more than one expert for the assignment. In this case, and for the technical evaluation, the score attributed will be the lowest of the scores attributed for each of the experts proposed for the assignment.**

Once the technical evaluation work has been completed, the Committee awards a final technical score to each tender.

**Technical score = (final score of the technical offer in question / final score of the best technical offer) x 100.**

## **6.2. Financial evaluation**

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

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

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:

**Financial score = (amount of the lowest accepted offer/amount of the offer in question) x 100**

## **6.3. 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.

**Technical-financial score = (Technical score x 0.80) + (Financial score x 0.20)**

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

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

Note: The selection process may include interviews (through a teleconferencing platform), as well as a pre-selection phase followed by requests for complementary information / negotiation if required.

## ARTICLE 7- MONITORING, CONTROL AND VALIDATION OF THE WORK

The contractor will work under the supervision of a monitoring committee to discuss, validate and finalise the various phases, tasks and deliverables.

The consultant will submit draft version of each deliverable. Final validation will be provided only once all comments have been fully integrated and the revised version reflects all requested corrections.

The consultant will submit the final versions of deliverables as indicated in section 3 (TASKS AND EXPECTED RESULTS) and ARTICLE 8 – DURATION OF THE CONTRACT of the technical specifications.

## ARTICLE 8 – DURATION OF THE CONTRACT

The planned duration of the mission is 4 months, starting from the date of the last signature of the related contract.

The maximum number of effective working days needed to perform this assignment is 20 days.

The various deliverables and their respective deadlines are listed in the table below:

<b>Deliverables</b>	<b>Deadline</b>
Detailed methodology and chronogram for the execution of the mission	<b>7 days</b> after the signature of the contract
The first final subtitled video (2mn video)	<b>45 days</b> after the signature of the contract
The second final subtitled video (5-6mn video)	<b>30 days</b> after the submission of the first video
A teaser no longer than 1 minute, for social media, in vertical format,	<b>15 days</b> after the submission of the final videos
All digital tools related to the execution of the mission as well as the promotional material (photos in original format and in good/high resolution, rushes, etc.).	<b>15 days</b> after the submission of the final videos

It is important to note that the consultants are expected to attend technical consultation meetings to be agreed with the competent national authorities and the SPA/RAC in order to define and coordinate the actions to be carried out as part of this service.

## ARTICLE 9 - PENALTY

In the absence of completion by the consultant of the services at his/her charge within the contractual deadlines envisaged in Article 8 (DURATION OF THE CONTRACT), it will be applied as of right and without notice, a penalty of one two hundredths (1/200) of the total amount of the contract (All Taxes Included - ATI) for each calendar day of delay.

The amount of the late penalties will be deducted from the accounts. The amount of the penalties is capped at 15% of the total amount of the contract in ATI. When this threshold is reached, SPA/RAC reserves the right to terminate the contract at the holder's fault, in accordance with article 14 (CANCELLATION CONDITIONS) below, without that the holder cannot raise disputes or claim any compensation.

## ARTICLE 10 - 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 shall be allowed to 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, and any other documents, elaborated and submitted by the provider to SPA/RAC for the execution of the contract, will become and remain the property of SPA/RAC, and the consultant will submit them to SPA/RAC.

The 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 11 - 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 12 - LIABILITY AND INSURANCE**

SPA/RAC does not accept any liability for acts of third parties, accidents, sickness, or 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 they or any involved staff will be covered by appropriate insurance.

#### **ARTICLE 13 - 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 14 - 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 for the deadline of the execution in the application of Article 8 (*DURATION OF THE CONTRACT*);
- b. in the case described in Article 9 (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 specifications of the present consultancy (section 3 of the technical specifications: *TASKS AND EXPECTED RESULTS*)
- 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 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 15 – CONFLICT OF INTERESTS**

### **15.1. 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.

### **15.2. 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).

**ANNEX 1 SUBMISSION LETTER**

I, the undersigned, Mr. ...., 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 taking into account 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 ATI.

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 contract 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)  
Right for submission (Signature)

**ANNEX 2**

**DETAILS OF GLOBAL PRICE**

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

<b>Designation</b>	<b>Unit price (\$)</b>	<b>Number of effective working days</b>	<b>TOTAL</b>
<b>Consultant Fees</b>			
<b>Consultant Fees</b>			
<b>Other fees</b>			
<b>Other costs necessary for the proper performance of this assignment</b>			
<b>TOTAL</b>			

Amount of the offer is fixed at the sum of .....All Taxes Included (ATI).

**(Signature of the bidder)**