



Project co-financed by the European
Regional Development Fund



**Project “TUNE UP – Promoting multilevel governance for tuning up biodiversity protection in marine areas”
(5MED18_3.2_M23_053) - (CUP: E45D18000410004)**

Programme: Interreg Mediterranean 2014-2020.

Organization: MedWet – c/o La Tour du Valat – Le Sambuc – 13200 Arles

Object: Request of Offer for the position of “Communication expert” of the project TUNE-UP

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1. Background information

MedWet is participating in the Interreg MED project “TUNE UP - Promoting multilevel governance for tuning up biodiversity protection in marine areas”, funded by Interreg MED Programme.

TUNE UP fits in the Interreg MED Priority Axis 3: Protecting and promoting Mediterranean natural and cultural resources, specifically contributing to the Specific objective 3.2: To maintain biodiversity and natural ecosystems through strengthening the management and networking of protected areas.

The Interreg MED Programme is a transnational European Cooperation Programme for the Mediterranean area. It is co-financed by the ERDF (European Regional Development Fund), an instrument of the EU regional policy and of its new programming period.

TUNE UP is a multi-module project tackling the need for a strategic and collaborative approach to Med MPAs management and biodiversity protection, by testing and capitalizing a multi-stakeholder/multi-level governance tool based on River/Wetland Contracts experience tested by the Interreg Med WETNET project. TUNE UP will build on WETNET results exploiting the flexibility and feasibility of the River/Wetland Contract methodology further developing it to MPAs management, assessing its effectiveness through the implementation of 10 MPA Contracts.

TUNE UP approach is based on vertical and horizontal subsidiarity, to achieve coordination among institutions at all involved levels, as well as to integrate funding, resources and plans. Indeed, the project will ensure higher coordination among stakeholders and decision makers, limiting raising conflicts between preservation and economic issues, and will enhance the goal of biodiversity protection.

Thus, the project intends to achieve the following results:

1. Stronger, coordinated and proactive involvement of key stakeholders in MPAs management.
2. Improved effectiveness of MPAs management by integrating multilevel governance tools into national and regional policy instruments.
3. More intensive transnational cooperation and networking between Med MPAs.

The partnership involves different types of actors operating in MPAs management, so it will allow TUNE UP to ensure high transferability of main outputs to Med Countries. TUNE UP approach aims at overcoming the criticalities originating from the fragmentation in MPAs management, where orientations and objectives for the conservation are both intertwined and overlapping, jeopardizing biodiversity protection. By promoting a multilevel governance tool based on River/Wetland Contracts experience tested by the Interreg Med WETNET project, TUNE UP aims at assuring higher coordination among stakeholders and decision makers while strengthening the network of Med MPAs and improving marine and coastal biodiversity. TUNE UP intends to limit raising conflicts between different issues: between preservation issues and economic activities (e.g. agriculture, aquaculture, fisheries, marine trade, tourism), but also between natural heritage valorisation and protection of environmental values and functions.

In this perspective, the project will build on results of WETNET and exploit the flexibility of the River/Wetland Contract tool further adapting it to MPAs management, assessing its effectiveness through the implementation of areas with various characteristics.

To achieve this, TUNE UP foresees:

1. Testing: each partner, will run a participatory planning process (in coordination with the MPA Managing Authorities as associated partners), basing on a Joint transnational methodology, where the active engagement of key stakeholders, both at national and local level, will lead to the signature of a MoU.
2. Transferring and Capitalization: (i) mainstreaming activities for uptake project results through the incorporation of the tool into regional policy instruments and regulations for MPAs integrated management in the partnership’s territories, (ii) lobbying and advocacy activities for the inclusion of the tool in other Euro-Mediterranean Regions, into their policy instruments.

2. The main role of MedWet in TUNE UP

The main role of MedWet in TUNE UP is the coordination of the capitalization process, which aims at mainstreaming and promoting the tested tool at regional and Med level through exchanging, transferring, training and lobbying activities. All activities have been implemented according to a project Capitalization Plan D.5.1.1, which is pivotal for integrating TUNE UP activities with other Med initiatives in order to ensure a strong capitalization of the project results.

The capitalization strategy consists of:

- further implementing the wikisource of good practices on coastal governance (developed by the Interreg Med Project COASTING - coastingwiki.eu), by adding a section on MPA governance; D.5.2.1
- mainstreaming the MPA Contract into regional policies by: (i) developing 10 key governance plans to support regional authorities of TUNE UP area in embedding the tool into their strategies and regulations D.5.3.1; (ii) organizing Capacity building seminars D.5.3.2; (iii) involving Regional authorities and MPAs managers in the subscription of a Regional MoU to uptake the tool D.5.3.3;
- coordinating with MBPC Horizontal project D.5.4.1;
- promoting the embedding of MPA Contracts at Med level, through a set of Political Recommendations to be delivered to the EC and to Regional authorities of the programme area D.5.5.1;
- embedding the recommended tool in local, regional or national policies (tool, legal act) D.5.5.2;
- capitalizing the project results at Med and international level, by organizing capitalization seminars in coordination with the scientific community D.5.6.1.

3. Tasks to be performed by the Communication Expert

To guarantee the promotion of the TUNE UP experience and results, and a widespread dissemination of the governance process advocated for, a capitalization strategy has been defined, which includes:

- as the Centerpiece of the capitalization plan, a Policy Regional Toolkit that has been drafted for further adaptation at the regional level. This operational tool provides the technical, financial and legal keys for developing environmental contract as presented in the Joint Methodology developed during the testing phase,
- capacity-building seminars during which the Regional Policy Toolkit and the methodology should be promoted,
- a summer school,
- a wikisource on coastal best practices,
- an e-learning training module.

The MedWet initiative is also responsible for the promotion of TUNE UP in 3 regional and or International scientific events/conferences. So far, a presentation has been made during the IUCN congress and another one is planned in April at the academic ATINER's conference in Athens.

The Communication expert will have 2 missions

► Organization of a seminar

- Organize a dedicated event towards the biodiversity practitioners' and scientists' community in the Mediterranean area for disseminating TUNE UP's results & tools through a one-day capitalization seminar that should occur in May;

- Coordinate and oversee all aspects of the seminar planning, from the guest and speakers list to promotional strategies, as well as agenda, invitation and save the date emails;
 - Ensure support to the technical coordinator and the Capitalisation expert, as well as project partners;
 - Contribute to the facilitation of the above-mentioned event
 - Contribute to the production of minutes and final reports of the event
- Selecting service providers and supervising the production of the following tools :
- An handbook manual of the Regional Policy Toolkit (D.5.3.1) for a wider use of the environmental contracts in MPA planning and management processes (max 20 pages)
 - Development of innovative communication media and distribution associated to deliverable D.5.5.1 with political recommendations (max 20 pages)

The Communication expert will work under the supervision of the Technical Coordinator and the Capitalization Expert for:

- Providing essential support to the project, working with team members
- Reviewing progress on a regular basis and discuss future steps of the project
- Arranging meetings with project's members, taking minutes of the meetings and preparing deliverables, technical and scientific reports
- Identifying any potential issues or risks that could affect the progression of the project and potential solutions.

4. Contractual and Financial Terms

The Consultancy service will be required for 2 months. The expert shall be paid upon successful completion of each milestone the fees for the number of working days, assuming the standard of 7 hours per day, based on work plan/agreed deliverable and satisfactory performance. The consultancy will be Home Based with frequent visit to MedWet premises and other partners of the projects or relevant stakeholders as needed.

The contract commencement date is aimed to be **by April 12, 2022** till the end of the project. Under the direct guidance and supervision of the Technical Coordinator and the Capitalization Expert the consultant/expert will be directly responsible, for seeking approval/acceptance of output/milestones from the Technical Coordinator and the Capitalization Expert and is expected to share progress reports bi-weekly. The selected expert will be coordinating with project team to facilitate his/her activities and meeting. The acceptance of the offer of the successful tender will implicate the acceptance of the conditions detailed in this ToR. A duly-issued invoice will be required for payment at the presentation of the output/milestones under the following conditions:

- the invoice will specify the number of working days
- the payment term will be of 15 days after the invoice date (bank account details should be detailed)
- the tax legislation in force at the date of acceptance of the offer will be applied

The financial offer must include the provision in terms of working days and daily rate for the technical coordination of the activities of the project TUNE-UP.

The financial offer for the services must not exceed 6000 €

5. Deadline and submission of offer

5.1. Application rules

Candidates are invited to send an application via e-mail to perroud@medwet.org & malterre@medwet.org no later than **6 April 2022 by 15.00** Central European Time.

The assignment will be awarded to the highest qualified applicant based on the skills, expertise, and the quality of the technical note and the cost-effectiveness of the financial offer.

The application needs to contain the following:

- CV(s) including relevant knowledge and experience;
- **Technical note:**
 - *Brief description of why the individual considers him/herself as the most suitable for the assignment;*
 - *Brief technical note of 2 pages maximum describing: 1) the proposed methodology for the implementation of the above-mentioned tasks; 2) how it envisions cooperation with the Technical Coordinator and other partners for the other WPs; 3) a presentation of its flexibility in adapting the methodology, initiatives and approach proposed to meet the changing needs of the project.*
- **Financial offer:** When preparing the financial offer, the applicant should take into account the following: 1) Include the number of proposed working days and daily fee rate for consulting services broken down by tasks; 2) the fee rates should be broadly consistent with the EU framework rates for these types of professional services; 3) Include any other costs to be incurred, as per the methodology and concept note the expert will propose. Incomplete proposals may not be considered.
- the certificate of honour as requested below.

5.2. Certificate of honour

The tenderer must provide a certificate of honour, duly dated and signed, stating that **she/he is not in any of the following cases:**

- she/he is in bankruptcy, liquidation, legal settlement, cessation of activity
- she/he has been convicted by a judgment which has the force of res judicata for any offense affecting their professional character
- she/he has not fulfilled his obligations relating to the payment of social security contributions or his obligations relating to the payment of his taxes according to the legal provisions of the country where they are established
- she/he has been the subject of a judgment for fraud, corruption, participation in a criminal organization or any other illegal activity detrimental to the Union's financial interests;
- she/he is in a conflict of interest.

6. Evaluation and selection process

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria: weight 80%

* Financial Criteria weight 20%

Only candidates obtaining a minimum of 49 points (80% of the total technical points) would be considered for the Financial Evaluation.

Technical Criteria – Maximum 80 points

Technical note (40 marks):

- Technical Approach & Methodology (30 marks) – Explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.
- Work Plan (10 marks) – The Applicant should propose the main activities of the assignment, their content and duration, phasing and milestones. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

Qualification and Experience (40 marks) [evaluation of CV]:

- General Qualification (20 marks);
- Experience relevant to the assignment (20 marks);

Only candidates obtaining a minimum of 49 points (80% of the total technical points) would be considered for the Financial Evaluation.

Incomplete proposals may not be considered.