Programme: Interreg Euro-MED
Project code: Euro-MED0200864
Project name: Improving WEtland GOvernance through a COmmunity Of Practice – WE GO COOP

Organization: SECRETARIAT MedWet (MedWet)– c/o La Tour du Valat – Le Sambuc – 13200 Arles - France

Object: Call for offers for external services providers to support the technical coordination and implementation of the activities of the project WE GO COOP
Background information

Mediterranean wetlands stand as invaluable ecosystems, playing a multifaceted role in the ecological, social, and economic fabric of the region. Spanning across diverse landscapes from coastal marshes to inland deltas, these wetlands harbor a rich array of biodiversity, serving as critical habitats for numerous plant and animal species. Beyond their ecological significance, Mediterranean wetlands provide vital ecosystem services that support human well-being. They act as natural buffers against flooding and erosion, safeguarding coastal communities and infrastructure. Additionally, these wetlands contribute to water purification, regulating water quality and ensuring the availability of clean water resources for both human consumption and agricultural needs. Moreover, Mediterranean wetlands serve as essential hubs for cultural heritage, providing spaces for recreation, tourism, and traditional practices deeply rooted in local communities. They embody a rich tapestry of cultural traditions, offering opportunities for education and fostering a sense of place and identity among residents and visitors alike. Furthermore, these wetlands play a crucial role in climate regulation, sequestering carbon dioxide and mitigating the impacts of climate change. Their preservation and restoration are essential components of global efforts to combat biodiversity loss and adapt to a changing climate. Despite their immense value, Mediterranean wetlands face numerous threats, including habitat degradation, pollution, overexploitation, and the impacts of climate change. Efforts to conserve and sustainably manage these ecosystems are therefore paramount. By recognizing the importance of Mediterranean wetlands and implementing effective conservation measures, we can ensure their continued existence for future generations, safeguarding both nature and human well-being in the Mediterranean region and beyond.

The project WE GO COOP - granted under the Interreg EuroMed Programme 2021-2027 - addresses these issues by promoting the implementation of the Wetland Contract, a voluntary-based multilevel collaborative governance tool tested in several EU-funded projects, fostering coordination between organizations previously involved and new key stakeholders.

The project will:

- set up a Community of Practice (CoP) amongst actors engaged in Wetland Contracts at the Mediterranean level, capitalizing the outcomes of former EU-funded projects, sharing challenges and solutions;
- exchange and transfer experiences, methodologies and strategies of the Wetland Contract tool to new contexts in the Euro-Med region (Croatia, Portugal, Albania) and the South and Middle East Med region. Transnational cooperation becomes the tool through which WE GO COOP forms the CoP, by uniting different perspectives facing similar challenges, enabling the project to meet the needs of wetlands on a large scale, ensuring the transferability of its results.

WE GO COOP is expected to:

- improve knowledge about wetland collaborative governance processes;
- improve collaboration between researchers, policy-makers, experts, environmental associations, key stakeholders, and communities.
The main role of MedWet in WE GO COOP

The primary roles of MedWet as a partner of WE GO COOP are as follows:

- leading the initiation and establishment of a Mediterranean Community of Practice on wetland governance, which involves bringing together organizations experienced in implementing "Wetland Contracts";
- contributing to the capacity-building process of relevant stakeholders at Mediterranean scale regarding wetland governance;
- promoting an advocacy initiative at the European level to recognize Wetland Contracts as exemplary practices of voluntary-based wetland governance and to integrate this governance tool into pertinent European policies.

The involvement in a project dedicated to the sustainable management of Mediterranean wetlands aims for MedWet to deepen its understanding of governance processes, strengthen the organization's role and competencies, foster active engagement of local communities, and promote the enhancement of European policies.

MedWet will be involved in 2 Work Packages (WP):

- MedWet will lead WP1 and within this WP will be responsible for leading activities 1.2, 1.4, 1.5 and contributing to activities 1.1 and 1.3.
- MedWet will have a strong responsibility on WP2 and within this WP will be responsible for leading activity 2.4, co-leading activity 2.5 and contributing to activities 2.1, 2.2, 2.3, 2.6 and 2.7.

Working Packages objectives are briefly described hereafter:

**WP1 - Mediterranean Community of Practice on Wetland Contracts**

WP1 technical objective is to set up a Mediterranean Community of Practice between organizations committed to the Wetland Contracts, to capitalize and transfer the outcomes of former EU-funded MED projects on the Wetland Contract tool and create new synergies. WP1 communication objective is to raise awareness of the wider general public on wetland collaborative governance and to inform key stakeholders on the Wetland Contracts implementation and practices of collaborative governance.

**WP2 - Exchange and transfer knowledge on Wetland Contracts**

WP2 technical objective is to exchange knowledge, experience and practices on Wetland Contract tool application and transfer the methodology from organizations participating in EU funded project on wetland governance to new partners in new regions. WP2 communication objective is to raise awareness of the wider general public on wetland collaborative governance and to inform key stakeholders on the Wetland Contracts implementation and practices of collaborative governance.

Further details about the project and its deliverables are available on request.

Objective of the consultancy

The consultancy is tasked with providing 3 services in the project. The activities coordinated by MedWet will be developed with the collaboration of all Project Partners (PPs).

The 3 requested external services are:
Lot 1 - External expertise for supporting the technical and administrative coordination of the project

Period: June 2024 – December 2025

The external expertise will be in charge of the coordination and implementation support for WP1 and WP2.

To achieve this, the external service will be responsible for support and implement all the tasks entrusted to MedWet described in the table below (from 1.1 to 2.7) and will:
- support the coordination and implementation of WP1 for which MedWet is the leader, and within this WP will lead the activities 1.2, 1.4, 1.5 and contribute to activities 1.1 and 1.3;
- support the coordination and implementation of WP2 for which MedWet has a strong implication, and within this WP will lead the activities 2.4 and 2.5 managed by MedWet, including side support to activities 2.1, 2.2, 2.3, 2.6 and 2.7;
- provide essential support to the WP1 and WP2 of the project, working with the others members of the MedWet team and others Project Partners;
- review progress of WP1 and WP2 on a regular basis and discuss future steps of the project;
- arrange meetings for WP1 management and participate at meeting for WP2 management (to be organized by another Project Partner) with project’s members, take minutes of the meetings organized for WP1 management and/or related to activities lead by MedWet), preparing deliverables and technical reports as reported in “task” section;
- ensure the periodic narrative reports concerning his/her task for the lead partner;
- ensure that deliverables and reports are transferred to MedWet;
- identify any potential issues or risks that could affect the implementation of the WP1 and WP2 and identify potential solutions.

Concerning tasks 1.5 (lot 2) and task 2.3 and 2.4 (lot 3), the external expertise (lot 1) will ensure that tasks are carried out properly and the deliverable are implemented in the framework of lot 2 et 3.

Lot 2 - External expertise for a policy expert

Period: June 2024 – December 2025

The external expertise in charge of this lot 2 will be responsible for fostering the integration of the Wetland Contract tool into the environmental policies and strategies at the European level as described in the activity 1.5 in the table below.

The external expertise will be in charge of the technical implementation of this task and of the deliverable D.1.5.1.

Lot 3 - External expertise for supporting the activities of the Community of Practice and the transferring activities (roadshows)

Period: July 2024 – June 2025

The external expertise in charge of this lot 3 will be responsible for supporting remotely the activity 2.3 and for implementing the activity 2.4 as described in the table below.

The external expertise will be in charge of the deliverable D.2.4.1 & D.2.4.2 as described in the table delow.

Lots 1, 2 and 3 may be provided by a single external service or by different external services.
The external expertise(s) shall consist of the provision of services for WP1 and WP2 according to the application form of the project WE GO COOP
Details of the tasks

<table>
<thead>
<tr>
<th>WP</th>
<th>Activity</th>
<th>Tasks entrusted to MedWet</th>
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</table>
| WP1 | 1.1 - Start-Up activities and communication  
Led by UniRoma 3 | Delivering short and technical/dissemination contributions (written and/or video interview) for project website, social media, poster, flyer, exhibition. |
| WP1 | 1.2 - Set up of the Mediterranean Community of Practice on Wetland Contracts  
Led by MedWet | Setting up the Med Community of Practice (CoP), by identifying and uniting relevant actors and transferring content throughout the network:  
- mapping Wetland Contracts (developed within EU-funded projects) at Med scale;  
- mapping and analysis of relevant stakeholders to be invited at the Community of Practice (CoP);  
- organizing CoP KoM “Gathering the Community”, to take place during the same days as the A.2.1 Capacity building seminar by FAMP in Seville (Spain);  
- ensuring participation in 2 CoP Thematic Seminars “Framing the community” in Rome (Italy), in Thessaloniki (Greece):  
- leading the development of the platform and managing and hosting partners;  
- formalizing of the CoP through an Agreement, a formal commitment involving all PPs during the Final Conference. It aims to formalize the setting up of the CoP, create awareness on a shared vision, connect relevant stakeholders, transfer practices, and harmonize future objectives at the MED.  

Being in charge to produce the following deliverable D.1.2.1:  
- an agreement (in English) signed by the representative of the organizations involved in the Community of Practice. The participants will be identified with a stakeholder map to be updated during the project implementation. open to new signatories beyond the end of the project. This is a key deliverable.  

Planned trips: Seville (Spain), Rome (Italy), Thessaloniki (Greece) |
| WP1 | 1.3 - Creation of the virtual collaborative platform for the Community of Practice  
Led by UniRoma 3 | - Providing technical addresses to UniRoma 3 for the design of the platform and supervision during the design and implementation of the platform.  
- Participating to the engagement of relevant organizations for feeding the platform with data and information. |
| WP1 | 1.4 - Identification of facts and figures of Wetland Contracts at the Mediterranean level  
Led by MedWet | - Coordinating the development and implementation with PPs’ support of a monitoring and analysis protocol for Wetland Contracts in the Med area.  
- Producing the report of the Wetland Contracts in the Med area  
- Presenting with the PPs the results of the activity in two working sessions during the Thematic Seminars organized by the CoP (activity 1.2)  
- Preparing a technical resume of the report for the Mediterranean Wetland Outlook 2025  

Being in charge to produce the following deliverable D.1.4.1:  
- a report (in English) including the results of the review on Wetland Contracts at the Mediterranean level (localization, organization involved, projects, funding, problems and solutions, methodologies, etc.). This is a key deliverable for the establishment of the CoP. |
| WP1 | 1.5 - Definition of the Policy Paper and advocacy at CE  
Led by MedWet | Fostering the integration of the Wetland Contract tool into the environmental policies and strategies at the European level:  
- Coordinating CoP members for joint identification of key messages to be delivered at EU policy level;  
- Preparing a policy paper about the relevance of governance for sustainable wetland management delivered to the Interreg Euro-MED partnership and to the European Commission;  
- Participating at high level meeting at EU level.  

Being in charge to produce the following deliverable D.1.5.1:  
A brief document (in English) explicating the results and recommendations stemming from the CoP necessities, presented in an accessible manner for policymakers at the EU level to suggest integration, solutions, directions and pressing challenges. This is a key deliverable for the project.  

Trips: a trip to Brussels (Belgium) could be planned |
<table>
<thead>
<tr>
<th>WP 2 Lead</th>
<th>FAMP</th>
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<tr>
<td>2.1 - Capacity-building seminar</td>
<td>- Ensuring a technical contribution in agenda setting, preparation of a presentation, participation, and lecture on wetland governance at capacity building meeting. Planned trips: Seville (Spain) - same of 1.2</td>
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<tr>
<td>Led by FAMP</td>
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<tr>
<td>2.2 - Exchanging practices and knowledge on wetland collaborative governance at local level</td>
<td>- Ensuring remote support of the planning process for the updating of 3 Wetland Contracts (Italy, Greece, Spain).</td>
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<tr>
<td>Led by Anatoliki, UniRoma3, Famp</td>
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<tr>
<td>2.3 - Transferring Roadshows in Euro-MED region</td>
<td>- Ensuring remote support of the technical process for the start-up of 3 Wetland Contracts (Albania, Croatia, Portugal); - Participating at 3 on field missions with active participation in technical roadshows. Planned trips: Dures (Albania), Zadar (Croatia), Lisbon (Portugal).</td>
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<tr>
<td>Led by Famp</td>
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<tr>
<td>2.4 - Transferring Roadshows in South and Middle East Med region</td>
<td>- Transferring the practices on Wetland Contracts to other contexts outside the Euro-MED area (Lebanon and one adding area of South Med). - Ensuring remote supervision of the technical process for the start-up - Developing a stakeholder mapping and a context analysis - Developing a Strategy (English) for each new area (at least 1) - Ensuring remote supervision for organisation of the Roadshows which will be implemented by local correspondent organizations. Logistic issues will be managed on site. - Ensuring signature of one Local Protocol (in local language, with a summary in English) for each new area (at least 1) Being in charge to produce the following deliverables D.2.4.1 &amp; D 2.4.2: D.2.4.1 A Strategy (English) for each new area (at least 1) to activate a collaborative governance process based on the Wetland Contract tool in South and Middle East Med region, enabling territorial governance through cooperation, integration of sectors and horizontal/vertical subsidiarity. This is a key deliverable. D.2.4.2 One Local Protocol (in local language, with a summary in English) for each new area (at least 1) to formalize the transferring of the Wetland Contract methodology. It is a document with site-specific reference to be signed by key local stakeholders involved in the roadshows. This is a key deliverable. Planned trips: Beirut and Shouf area (Lebanon), 1 Country in South Mediterranean (to be defined)</td>
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<td>Led by MedWet</td>
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<td>2.5 - 1st Med Wetland Forum (topic: governance) and Final Conference</td>
<td>- Preparing agenda and monitoring logistical activities for the 1st Med Wetland Forum on the topic of wetland collaborative governance to take place in Arles. This is also the final conference of the project (2 days) - lecturing at project final conference; - interview (and/or technical contribution) for a project video (lead by UniRoma3). Planned trip: Arles (France)</td>
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<tr>
<td>Led by MedWet/ UniRoma3</td>
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<td>2.6 - Monitoring project carbon footprint</td>
<td>Monitoring MedWet carbon footprint in the implementation of the project through the methodology and protocol made available by project Lead Partner</td>
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<td>Led by Anatoliki</td>
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<td>2.7 - Coordination with TCP and IDP, and EuroMED Academy</td>
<td>- Representing MedWet (and the whole project consortium) at 3 events organized by Thematic Community (TC) and Institutional Dialogue (ID) projects; - Contributing at technical outputs of Thematic Community (TC) and Institutional Dialogue (ID) projects Planned trips: Malaga (Spain), Piran (Slovenia), an another EuroMediterranean country (to be defined)</td>
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<td>Led by UniRoma3</td>
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Requirements

for the lot 1

- Proven track-record in project management.
- Knowledge of INTERREG rules and requirements.
- Knowledge and experience of project management in multi-stakeholder consortia.
- An interest in innovation and digital.

for the lot 1, 2 & 3

- Excellent command of English (additional European languages considered an advantage).
- Experience and knowledge about wetland management and governance (with specific regards to Wetland Contracts at international level).
- Experience and knowledge about climate change, biodiversity conservation and environmental restoration is an advantage.

Contractual and Financial Terms

Lot 1: June 2024 – December 2025
The financial offer for the services and travels must not exceed 50,000 euros.

Lot 2: June 2024 – December 2025
The financial offer for the services and travels must not exceed 7,000 euros.

Lot 3: July 2024 – June 2025
The financial offer for the services and travels must not exceed 10,000 euros.

External services will be contracted. External services shall be paid upon successful completion of each milestone the fees for the number of working days, assuming the basis of 7 hours per day, based on work plan/agreed deliverable and satisfactory performance. The external services will be Home Based.

If the project were to be extended, the contract on the article of duration could then benefit from the same extension.

External services are expected to share progress reports monthly to the project coordinator. The acceptance of the offer will implicate the acceptance of the conditions detailed in this ToR. A duly-issued invoice will be required for payment under the following conditions:

- the invoice will specify the number of working days per task
- 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 offers must include:

- the provision in terms of working days and daily rate all taxes included for the lot(s)
- the expenses associated to the participation in the project meetings
- this information will be presented according to the table model at the end of the ToRs
Deadline and submission of offer

1.1 Application rules

Candidates are invited to send an application via e-mail to perroud@medwet.org no later than the 07/06/2024 by 18.00 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.

For the 3 lots, the application needs to contain the following:

- CV(s) including relevant knowledge and experience;

- Technical note for each lot:
  - 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 each lot presented: explain the understanding of the objectives of the assignment, methodology for carrying out the activities and obtaining the expected output;
    2) a presentation of its flexibility in adapting the methodology, initiatives and approach proposed to meet the changing needs of the project.
  - The work plan for their offer: The Applicant should propose the main activities of the assignment, their content and duration, phasing and milestones.

- Financial offer for each lot:
  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 and lot;
  2) the fee rates should be broadly consistent with the EU framework rates for these types of professional services;
  3) Include travel and accommodation costs for the project in-person meetings.
  To be noted: Destinations may change during the course of the project.

Thanks to complete the table - Financial proposal

- The certificate of honour as requested below.

Incomplete proposals may not be considered.

1.2 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.
Evaluation and selection process

For each lot, the award of the contract shall be made to the offer whose 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: 80 points  
- financial criteria: 20 points

**Technical Criteria – Maximum 80 points**

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

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

**Technical note (40 points):**

- Technical Approach & Methodology (30 points)  
- Work Plan (10 points)

Only candidates obtaining a minimum of 50 points would be considered for the Financial Evaluation. Incomplete proposals may not be considered.
INTERREG EURO-MED – WE GO COOP

Financial proposal - LOT 1 - maximum 50,000 euros

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<th>Tasks</th>
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<td>1.5 - Ensuring that the task of the definition of the Policy Paper and advocacy at CE is well implemented and the deliverable D.1.S.1 prepared on time (link lot 2)/ Led by MedWet</td>
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<td>2.1 - Capacity-building seminar / Led by FAMP</td>
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<td>2.3 – Ensuring that the task of remote support for transferring Roadshows in Euro-MED region is provided (link lot 3)/ Led by Famp</td>
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<td>2.4 – Ensuring that the task of implementation for trasferring Roadshows in South and Middle East Med region is provided and the deliverable D.2.4.1 &amp; D 2.4.2 are prepared on time (link lot 3)/ Led by MedWet</td>
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Total
| Activity 1.2 - Spain (Seville) |  |  |
| Activity 1.2 - Italy (Rome) |  |  |
| Activity 1.2 - Greece (Thessaloniki) |  |  |
| Activity 2.5 - France (Arles) |  |  |
| Activity 2.7 - Slovenia (Piran) |  |  |
| Activity 2.7 - Spain (Malaga) |  |  |
| Activity 2.7 - EuroMediterranean Region (to be defined) |  |  |

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<th>Activity</th>
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<th>Total amount travel and accommodation all taxes included (euros)</th>
<th>Total amount of the offer all taxes included (euros)</th>
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**
Travel expenses will be reimbursed on presentation of actual proof of completion of the assignment. Reimbursement terms will be based on a flat-rate basis. If the consultant is required to carry out additional assignments for the needs of the project, travel expenses will be reimbursed in the same way. Destinations may change during the course of the project.
INTERREG EURO-MED – WE GO COOP

Financial proposal - LOT 2 - maximum 7,000 euros

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<td>1.5 - Definition of the Policy Paper and advocacy at CE / Led by MedWet</td>
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<th>travel and accommodation costs**</th>
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<td>Activity 1.5 - Belgium (Brussels)</td>
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INTERREG EURO-MED – WE GO COOP

Financial proposal - LOT 3 - maximum 10,000 euros

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<tbody>
<tr>
<td>2.3 - Transferring Roadshows in Euro-MED region / Led by Famp</td>
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<tr>
<td>2.4 - Transferring Roadshows in South and Middle East Med region / Led by MedWet</td>
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<tr>
<td>Activity 2.3 - Albania (Durres)</td>
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<td>Activity 2.3 - Croatia (Zadara)</td>
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<td>Activity 2.3 - Portugal (Lisbon)</td>
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<td>Activity 2.4 - Lebanon (Beirut)</td>
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<td>Activity 2.4 - North Africa (to be defined)</td>
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Travel expenses will be reimbursed on presentation of actual proof of completion of the assignment. Reimbursement terms will be based on a flat-rate basis. If the consultant is required to carry out additional assignments for the needs of the project, travel expenses will be reimbursed in the same way. Destinations may change during the course of the project.