



## Request for Proposal (RFP)

Date:  
Number 1/2010

Dear Sir/Madam,

**Subject: RFP for the assessment of the order of magnitude of nutrients inputs into the Mediterranean sea from diffuse sources.**

1. You are requested to submit a proposal for services, as per enclosed Terms of Reference (TOR).

2. To enable you to submit a proposal, attached are:

- i. Instructions to Offerors ..... (Annex I)
- ii. General Conditions of Contract..... (Annex II)
- iii. Terms of Reference (TOR)..... (Annex III)
- iv. Proposal Submission Form ..... (Annex IV)
- v. Price Schedule ..... (Annex V)

3. Your offer comprising of technical proposal and financial proposal, in separate sealed envelopes, should reach the following address **no later than 30 November 2010**

UNEP Mediterranean Action Plan  
Ms. Kumiko Yatagai. Administrative & Fund Management Officer  
48, Vas.Konstnatinou  
11635 Athens, Greece  
Email: Kumiko.yatagai@unepmap.gr  
Tel : +302107273104  
Fax:+302107213420

4. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

5. You are requested to acknowledge receipt of this letter by email (Kumiko.yatagai@unepmap.gr) and to indicate whether or not you intend to submit a proposal.

Yours sincerely,

## Instructions to Offerors

### A. Introduction

#### 1. General

The purpose of RFP is to **assess of the order of magnitude of nutrients inputs into the Mediterranean sea from diffuse sources as it is described in Annex III of this document**

#### 2. Cost of proposal

The Offeror shall bear all costs associated with the preparation and submission of the Proposal, the UNEP/MAP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

### B. Solicitation Documents

#### 3. Contents of solicitation documents

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected. The Offeror is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Offeror's risk and may affect the evaluation of the Proposal.

#### 4. Clarification of solicitation documents

A prospective Offeror requiring any clarification of the Solicitation Documents may notify the procuring UNEP/MAP entity in writing at the organisation's mailing address or fax number indicated in the RFP or email. The procuring UNEP/MAP entity will respond in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the deadline for the submission of Proposals. Written copies of the organisation's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Offerors that has received the Solicitation Documents.

#### 5. Amendments of solicitation documents

At any time prior to the deadline for submission of Proposals, the procuring UNEP/MAP entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Offeror, modify the Solicitation Documents by amendment.

All prospective Offerors that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.

In order to afford prospective Offerors reasonable time in which to take the amendments into account in preparing their offers, the procuring UNEP/MAP entity may, at its discretion, extend the deadline for the submission of Proposals.

## C. Preparation of Proposals

### 6. Language of the proposal

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the procuring UNEP/MAP entity shall be written in the English language. Any printed literature furnished by the Offeror may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

### 7. Documents comprising the proposal

The Proposal shall comprise the following components:

- (a) Proposal submission form;
- (b) Operational and technical part of the Proposal, including documentation to demonstrate that the Offeror meets all requirements;
- (c) Price schedule, completed in accordance with clauses 8 and 9;

### 8. Proposal form

The Offeror shall structure the operational and technical part of its Proposal as follows:

#### (a) Management plan

This section should provide corporate orientation to include the year and state/country of incorporation and a brief description of the Offeror's present activities. It should focus on services related to the Proposal.

This section should also describe the organisational unit(s) and institutional set up that will become responsible for the contract (i.e. studies, staff/team's education, publications, research, professional work, outputs), and the general management approach towards a project of this kind. The Offeror should comment on its experience in similar consulting and research projects at regional and national levels (i.e. regional, national capacity) and identify the person(s) representing the Offeror in any future dealing with the procuring UNEP/MAP entity.

#### (b) Resource plan

This should fully explain the Offeror's resources in terms of personnel including the CVs of the team which will implement the activities and facilities (hardware, software) necessary for the performance of this requirement.

#### (c) Proposed methodology

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description (flow chart of the implementation plan) of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

#### **9. Proposal prices**

The Offeror shall indicate on an appropriate Price Schedule, an example of which is contained in these Solicitation Documents, the prices of services it proposes to supply under the contract.

#### **10. Proposal currencies**

All prices shall be quoted in Euros

#### **11. Period of validity of proposals**

Proposals shall remain valid for ninety (90) days after the date of Proposal submission prescribed by the procuring UNEP/MAP entity, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by the procuring UNEP/MAP entity on the grounds that it is non-responsive.

In exceptional circumstances, the procuring UNEP/MAP entity may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting the request will not be required nor permitted to modify its Proposal.

#### **12. Format and signing of proposals**

The Offeror shall prepare two copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall govern.

The two copies of the Proposal shall be typed or written in indelible ink and shall be signed by the Offeror or a person or persons duly authorized to bind the Offeror to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the Proposal.

#### **13. Payment**

UNEP/MAP shall effect payments to the Contractor after acceptance by UNEP/MAP of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

#### **D. Submission of Proposals**

#### 14. Sealing and marking of proposals

The Offeror shall seal the Proposal in one outer and two inner envelopes, as detailed below.

(a) The outer envelope shall be:

- addressed to UNEP Mediterranean Action Plan  
Ms Kumiko Yatagai Administrative & Fund Management officer  
48 Vas Konstnatinou  
Athens, Greece

and,

- marked with –

**“RFP: Services for assessment of the order of magnitude of nutrients inputs into the Mediterranean sea from diffuse sources”**

(b) Both inner envelopes shall indicate the name and address of the Offeror. The first inner envelope shall contain the information specified in Clause 8 (*Proposal form*) above, with the copies duly marked “Original” and “Copy”. The second inner envelope shall include the price schedule duly identified as such.

Note, if the inner envelopes are not sealed and marked as per the instructions in this clause, the procuring UNEP/MAP entity will not assume responsibility for the Proposal’s misplacement or premature opening.

#### 15. Deadline for submission of proposals

Proposals must be received by the procuring UNEP/MAP entity at the address specified under clause *Sealing and marking of Proposals* no later than **14h,30 November 2010**

The procuring UNEP/MAP entity may, at its own discretion extend this deadline for the submission of Proposals by amending the solicitation documents in accordance with clause *Amendments of Solicitation Documents*, in which case all rights and obligations of the procuring UNEP/MAP entity and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

#### 16. Late Proposals

Any Proposal received by the procuring UNEP/MAP entity after the deadline for submission of proposals, pursuant to clause *Deadline for the submission of proposals*, will be rejected.

#### 17. Modification and withdrawal of Proposals

The Offeror may withdraw its Proposal after the Proposal’s submission, provided that written notice of the withdrawal is received by the procuring UNEP/MAP entity prior to the deadline prescribed for submission of Proposals.

The Offeror's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy.

No Proposal may be modified subsequent to the deadline for submission of proposals.

No Proposal may be withdrawn in the Interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the Offeror on the Proposal Submission Form.

## **E. Opening and Evaluation of Proposals**

### **18. Opening of proposals**

The procuring entity will open the Proposals in the presence of a Committee formed by the Head UNEP/MAP.

### **19. Clarification of proposals**

To assist in the examination, evaluation and comparison of Proposals, the Purchaser may at its discretion, ask the Offeror for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

### **20. Preliminary examination**

The Purchaser will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Offeror does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Proposal to the Request for Proposals (RFP). For purposes of these Clauses, a substantially responsive Proposal is one which conforms to all the terms and conditions of the RFP without material deviations. The Purchaser's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence.

A Proposal determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Offeror by correction of the non-conformity.

### **21. Evaluation and comparison of proposals**

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposal of the Proposals will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 70 points in the evaluation of the technical proposals.

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The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

**22. Award criteria, award of contract**

The procuring UNEP/MAP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Offeror or any obligation to inform the affected Offeror or Offerors of the grounds for the Purchaser's action

Prior to expiration of the period of proposal validity, the procuring UNEP/MAP entity will award the contract to the qualified Offeror whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

**23. Purchaser's right to vary requirements at time of award**

The Purchaser reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

**24. Signing of the contract**

Within 30 days of receipt of the contract the successful Offeror shall sign and date the contract and return it to the Purchaser.



**General Conditions of Contract**

**1. LEGAL STATUS**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis UNEP/MAP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNEP/MAP or the United Nations.

**2. SOURCE OF INSTRUCTIONS**

The Contractor shall neither seek nor accept instructions from any authority external to UNEP/MAP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action which may adversely affect UNEP/MAP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNEP/MAP.

**3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4. ASSIGNMENT**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNEP/MAP.

**5. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNEP/MAP for all sub-contractors. The approval of UNEP/MAP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

**6. OFFICIALS NOT TO BENEFIT**

The Contractor warrants that no official of UNEP/MAP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNEP/MAP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of





this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8. INSURANCE AND LIABILITIES TO THIRD PARTIES**

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

(i) Name UNEP/MAP as additional insured;

(ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against UNEP/MAP;

(iii) Provide that UNEP/MAP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide UNEP/MAP with satisfactory evidence of the insurance required under this Article.

## **E. 9. ENCUMBRANCES/LIENS**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with UNEP/MAP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

## **10. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be furnished by UNEP/MAP shall rest with UNEP/MAP and any such equipment shall be returned to UNEP/MAP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNEP/MAP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNEP/MAP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

UNEP/MAP shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other

materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At the UNEP/MAP's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to UNEP/MAP in compliance with the requirements of the applicable law.

## **12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNEP/MAP OR THE UNITED NATIONS**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNEP/MAP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNEP/MAP or the United Nations, or any abbreviation of the name of UNEP/MAP or the United Nations in connection with its business or otherwise.

## **13. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

- 13.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of UNEP/MAP, shall be treated as confidential and shall be delivered only to UNEP/MAP authorized officials on completion of work under this Contract.
- 13.2 The Contractor may not communicate at any time to any other person, Government or authority external to UNEP/MAP, any information known to it by reason of its association with UNEP/MAP which has not been made public except with the authorization of UNEP/MAP; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

## **14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

- 14.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.
- 14.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to UNEP/MAP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify UNEP/MAP of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, UNEP/MAP shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.3 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, UNEP/MAP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

## **15. TERMINATION**

- 15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16 "Settlement of Disputes" below shall not be deemed a termination of this Contract.
- 15.2 UNEP/MAP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNEP/MAP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3 In the event of any termination by UNEP/MAP under this Article, no payment shall be due from UNEP/MAP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimize losses and further expenditures.
- 15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, UNEP/MAP may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform UNEP/MAP of the occurrence of any of the above events.

## **16. SETTLEMENT OF DISPUTES**

### **16.1. Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

### **16.2. Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Contract or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **TAX EXEMPTION**

- 18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental

authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNEP/MAP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNEP/MAP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNEP/MAP before the payment thereof and UNEP/MAP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNEP/MAP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **19 CHILD LABOUR**

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNEP/MAP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNEP/MAP.

## **MINES**

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNEP/MAP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNEP/MAP.

## **OBSERVANCE OF THE LAW**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **AUTHORITY TO MODIFY**

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Contractor shall be valid and enforceable against UNEP/MAP unless provided by an amendment to this Contract signed by the authorized official of UNEP/MAP.

## Annex III

### Terms of Reference

#### 1-Introduction

The Mediterranean countries fully recognize the need for a coordinated and innovative approach for the implementation of policy reforms, priority interventions and investments that address transboundary pollution and biodiversity conservation priorities identified in the two Strategic Action Programmes (SAP) and the National Action Plans (NAPs). Accordingly, they have agreed on a collective effort for the protection of the environmental resources of the Mediterranean - the Strategic Partnership for the Mediterranean Sea Large Marine Ecosystem - led by UNEP and the World Bank, co-funded by GEF and involving other relevant international cooperation Agencies, International Financial Institutions (IFIs) and bilateral and multilateral donors. This Partnership will serve as a catalyst in leveraging policy/legal/institutional reforms as well as additional investments for reversing degradation of this damaged large marine ecosystem, its contributing freshwater basins, its habitats and coastal aquifers. It consists of two complementary components, the Regional Component: Implementation of agreed actions for the protection of the environmental resources of the Mediterranean Sea and its coastal areas (outlined in the present document) and the Investment Fund for the Mediterranean Sea Large Marine Ecosystem Partnership (submitted by the World Bank and already approved by the GEF Council in August 2006.).

The objective of the **Mediterranean Sea LME Strategic Partnership** is to leverage reforms and catalyze investments that address transboundary pollution reduction and marine and coastal biodiversity conservation priorities identified in the SAPs for the Mediterranean basin. The work will involve all stakeholders in the Mediterranean with particular emphasis on enhancing capacity in governments to address environmental problems and to incorporate environmental considerations into national planning. The objective of the proposed **Regional Component** is to promote and induce harmonized policy, legal and institutional reforms and fill the knowledge gap aimed at reversing marine and coastal degradation trends and living resources depletion, in accordance with priorities agreed by the countries in the SAP MED and SAP BIO, and to prepare the ground for the future implementation of the ICZM Protocol. Together, these instruments will assist countries in achieving the Millennium Development Goals (MDGs) and World Summit on Sustainable Development (WSSD) targets. The **results of the Regional Component** will include the increased capacity of basin countries to implement policies and strategies that address SAP priorities; increased knowledge of countries and donors on the most effective and/or innovative projects/technologies that address regional priority objectives; a fully developed replication strategy for scaling-up successful investments within and among countries; stress reduction measures monitored at water-body level; increased coordination of donor and government programs addressing SAPs; and the implementation of demonstration/pilot projects in a number of countries.

Eutrophication is a direct consequence of nutrient (*i.e.*, nitrogen and phosphorus) enrichment in marine waters. Nutrients are also implicated in the development of harmful algal blooms. These nutrients derive predominantly from land-based sources with the nutrients being discharged from local sources at the border of the sea or through river discharge. Eutrophication occurs at the mouths of the Rhone, Po and Nile Rivers and other rivers in the Aegean Sea and southern Mediterranean. MEDPOL has comprehensive estimates of nutrient inputs from point sources but is lacking a clear picture regarding the magnitude of riverine inputs. Therefore, actions will focus on the estimation of the magnitudes of the nutrient input from rivers through the development of a database. The creation of the database has already been started in the framework of MEDPOL and will be further enlarged and combined with the

development of sophisticated models for the prediction of riverine nutrient fluxes on the basis of demographics, industrial activities and land use practices.

2-Objective:

The objective of the activity is to develop a modeling system to facilitate the assessment of inputs of nutrients into the Marine environment of the Mediterranean from diffuse sources (rivers).

3-The entity is expected to perform the following activities:

(i) Establishment of a data base on rivers in the Mediterranean ( average flow between 0.1-60 km<sup>3</sup>/y )using up-to-date information technology and existing data from national and international sources and general literature.. The Data base should include information about the name, geographical location and hydrological, physical and chemical characteristics of the rivers which will be used, at later stage, by MEDPOL as a base for information to prepare regional and national assessments to develop regional policy related to pollution from rivers.

(ii) Implementation of a Geographic Information System (GIS) to the Mediterranean Sea and its terrestrial drainage basin.

(iii) Development of empirical models for the prediction of riverine nutrient fluxes in relation to land use changes and other natural and anthropogenic controlling factors to be used to develop future scenarios as indicated in (iv)

(iv) On the basis of the models developed in (iii), development of future scenarios on the river nutrient fluxes to the Mediterranean Sea in relation with scenarios on climate change and socio-economic development in the region. These scenarios would assist MEDPOL to develop regional policy to regulate the riverines pollution.

4-Outputs:

(i) A data base on Mediterranean rivers.

(ii) A modeling system for riverine inputs into the Mediterranean including Geographic Information System (GIS) to the Mediterranean Sea and its terrestrial drainage basin.

(iii) Report including Scenarios on the river nutrient fluxes to the Mediterranean Sea in relation with scenarios on climate change and socio-economic development.

5-Deliverables:

(i) CDs containing the DB (with sources code) including all the information specified in 3(i).

(ii) CDs containing the modeling system and the related GIS with source code and a user manual.

(iii) Report in hard and soft forms containing the results of the assessment as indicated in 3(iv).

6-Reporting on progress:

Reports

Date

First Progress report

June 2011

Second progress report

December 2011

Third progress report

June 2012

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Fourth progress report	December 2012
Fifth progress report	June 2013
Final report	December 2013
Financial report	January 2014

<u>7-Schedule of payments</u>	<u>Date</u>
25% US\$ upon submitting a satisfactory second progress report delivery of the Data Base and the GIS system	December 2011
25% upon submitting a Satisfactory fourth progress report	December 2012
50% upon submission of satisfactory final report and all deliverables including scenarios of the variation of rivers inputs with socio economic development and climate change and financial report	March 2014





## PRICE SCHEDULE

The Contractor is asked to prepare the Price Schedule as a separate envelope from the rest of the RFP response as indicated in Section D paragraph 14 (b) of the Instruction to Offerors.

All prices/rates quoted must be exclusive of all taxes, since UNEP/MAP is exempt from taxes as detailed in Section II, Clause 18. (please specify VAT % and relative amount separately)

**IMPORTANT NOTE: UNEP/MAP is not registered as a VAT payer in Greece, we have a status of a diplomatic mission in the country. However, if your company is a VAT payer, please consult your local tax authorities if VAT is or isn't applicable in case the contract is signed with UNEP/MAP.**

The total price in the proposal has to be calculated based on this information  
In case of any doubts, don't hesitate to consult this issue with us

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, such as travel, and out of pocket expenses should be listed separately.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The UNEP/MAP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

<b>Price Schedule:</b>				
<b>Request for Proposals for Services</b>				
<b>Description of Activity/Item</b>		<b>Number of Staff</b>	<b>G. Monthly Rate</b>	<b>Estimated Amount</b>
<b>1.</b>	<b>Remuneration</b>			
1.1	Services in Home office			
1.2	Services in Field			
<b>2.</b>	<b>Out of Pocket Expenses</b>			
2.1	Travel			
2.2	Per Diem Allowances			
2.3	Communications			
2.4	Reproduction and Reports			
2.5	Equipment and other items			