Terms of reference for a Technical Consultant to assist with the MedPAN Climate Change and Mediterranean MPAs 2014 Training Workshop

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With the financial support of:

Technical partners to be confirmed.
1. Overview

MedPAN

Since 1990, the MedPAN network’s aim is to unite managers of Marine Protected Areas (MPAs) in the Mediterranean and give them support in their activities. At the end of 2008, MedPAN became a non-profit organization under the 1901 Law and since 2009 it has a permanent secretariat. MedPAN aims to promote the establishment, operation and sustainability of a Mediterranean network of marine protected areas.

The MedPAN network contributes to achieving specific objectives under the Convention on Biological Diversity (Rio de Janeiro, 1992) which are to establish and maintain comprehensive national and regional systems of marine protected areas that are effectively managed and ecologically representative. It also contributes to:

- the implementation of the Barcelona Convention, in particular its Protocol on Specially Protected Areas and Biological Diversity in the Mediterranean (Barcelona, 1995),
- the implementation of the Conservation Plan under the Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area (CMS/ACCOBAMS),
- the implementation of various EU policies (Habitats Directive, Biodiversity Action Plan, Marine Directive, Common Fisheries Policy, Maritime Policy, and Tourism) and that they are incorporated into each implicated country’s territorial policies.

MedPAN Training Workshops for MPA managers

MedPAN aims to organize annual training workshops in order to provide support to Mediterranean MPAs. The topics are selected based on the priorities identified by MPA managers and emerging issues as identified by the MedPAN Network, within the framework of the 2013-2017 MedPAN Network Strategy and in particular the “Capacity building strategy to enhance the management of MPAs in the Mediterranean Sea” led by WWF Mediterranean, MedPAN and RAC/SPA.

Since 2009, several training workshops on MPA management planning, sustainable fisheries management in MPAs and sustainable tourism management in MPAs were organized in the framework of the MedPAN South Project led by WWF Mediterranean.

MedPAN organization would like to organize in 2014 a training workshop on Climate Change and MPAs.

These training workshops add to the yearly Exchange of Expertise Workshop organized by MedPAN. Three have so far been organized on “Alternative livelihoods and all income generating activities” in 2010, on “Environmental Education” in 2011 and on “Surveillance and Regulation” in 2013.

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They also add to the yearly exchange visits between small groups of MPA managers that will be organized from 2014 by MedPAN organization.

Finally, the Training Workshops come to complement and reinforce key tools developed by MedPAN and its partners, such as Guides and Guidelines. Concerning Climate change, IUCN Med, WWF Mediterranean and MedPAN have recently published a manager’s guide to understanding and addressing climate change impacts in MPAs. IUCN Med and RAC/SPA also produced, within the MedPAN North project, a guide to regional monitoring and adaptation opportunities for Mediterranean MPAs.2

2. Draft layout & content of the 2014 Climate Change Training Workshop

To organise the forthcoming Climate Change Training Workshop (CCTW) likely to take place end of March 2014, a consultant is needed to support the Secretariat. His/her role will be to develop the content of the Workshop, to help with the organisation of the workshop itself and to deliver parts of the content during the event.

Location: The Medes archipelago MPA (Spain)
Number of days: 4 days maximum
(including at least a full day field practice - diving or snorkeling)
Suggested Dates: 25-28 March 2014
Trainers: Chloë Webster, Joaquim Garrabou, others to be determined
Experts’ presentations: To be identified (from Mediterranean or outside if needed)
Style: Succession of theoretical presentations, practical group work, case studies, expert presentations & field practice
Trainees: About 20 MPA managers (those that already have some notions of Climate Change and who are motivated to do some work on this topic but who don’t necessarily know what or how
List of trainees to be determined

Draft content

The idea is to set this training course within the context of the MedPAN scientific strategy. So we need on one hand to show the value of using MPAs as laboratories/observatories for Climate Change at the scale of the Mediterranean basin. And on the other hand show the value of monitoring specific parameters & species for the management interest of MPAs at an individual scale (namely for "early warning") as well as looking at Good Environmental Status, resilience and adaptation.

The general content (theory & case studies) of the training will largely follow the IUCN/RACSPA Guidelines “Otero, M., Garrabou, J., Vargas, M. 2013. Mediterranean Marine Protected Areas and climate change: A guide to regional monitoring and adaptation opportunities. Malaga, Spain: IUCN. 52 pages.”

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The content of the session on monitoring and the field practice will be based on Joaquim Garabou’s work, and delivered by him in most part. This content will also include the work carried out with the MedPAN Small Project entitled: “T-MedNet - Development of tools to study the effects of climate change on coastal species” which was led by Scandola Marine Reserve (France) involved 7 MPAs (in France and Spain) and included an initial training workshop for MPA managers.

An initial outline is proposed here under; the consultant will support focusing and tailoring the training with some of the most important topics below to fit under the 4 days length of the training:

- Global trends (and international legal framework)
- Effects in the Mediterranean marine environment
  Effects on biodiversity (including fisheries) and multiple stressors
  Cumulative effects and resilience
  Effects on economic activities (link with ICZM) + human planning
  o mechanisms of cooling – Case study Adriatic (CoCoNet)
  o effects on water – Water Agency
  o Exercise for participants to share their observations (risk analysis?)
- Regional legal framework (EU & Barcelona Convention)
  UNEP-MAP
  RAC/SPA
- Predictive models – what to monitor – why is monitoring relevant to MPA managers?
- Monitor in MPAs as laboratories/observatories for Mediterranean change & for wider objectives (MedPAN Scientific Strategy Pillar 2 & 3)
- Vulnerability assessments – Case study Zakynthos
- Case study: 7 MPAs T-MedNet (MedPAN small project) – field demonstration
- Monitoring as Early Warning for MPAs at the individual scale (MedPAN Scientific Strategy Pillar 1) - Case study: Lebanon?
- Monitoring of 2 species – possibility of field demonstration (fully based on the IUCN/RACSPA monitoring guidelines)
- Climate Change & Invasive species – case study Medes
- Adaptation
  o National Action Plans
  o Case study (Greece)
- Restoration: Case study?
- Good Environmental Status and Resilience
- Outreach & awareness

3. Identification of needs & tasks of the consultant

The organisation of both the contents and the event will be time consuming and cannot be carried out fully by the Secretariat only. Although some material is available to devise the workshop sessions, it requires a consultant to organise the technical content and develop further some of the issues. A supporting Training Document will be required.

Also, a large number of supporting slides will be needed and the dynamic group work sessions will require to be set up. Finally, research will be needed to select case studies and develop the level of details so to present to participants. These case studies ought to represent in particular the Eastern part of the Mediterranean Basin (including participants from Libya, Turkey, Lebanon for example).
Further the consultant would deliver some of the content to the participants during the event.

Tasks of the consultant:

- Develop a Workshop Training Document following the general outline provided and based on the MedPAN series Guidelines as well as available literature. The literature review will be developed so to be made available to participants. This will be done in close cooperation with the MedPAN Scientific Officer.
- Develop the detailed agenda of the training
- Develop the whole set of slides. This will be based on the Training Document and the Consultant will integrate all other presentations and slides provided by other trainees.
- Case studies: propose a selection of Case studies and develop the level of details based on e-mail/phone exchanges with the concerned MPAs.
- Contact experts as and when necessary to determine involvement & topic of presentations.
- Define with MedPAN the list of participants to be invited and assist with the organisation of the event.
- Draft the Minutes of the training workshop and the post training evaluation report.

4. Deliverables

- Literature review
- Workshop Training Document
  - Format of the deliverable: Ring Binder with sections
- detailed agenda of the training
- set of slides of the training
  - Format of the deliverable: electronic version to be put on Flash disk including slides, literature and case studies with contacts. Expert presentations will also be added to the Flash disk if possible.
- Document with detailed description of case studies
- List of experts
- List of participants
- Minutes of the training workshop and post training evaluation report
5. Planning

27 NOV  ToR disseminated publically
13 DEC  Deadline for candidates to send the application
16 DEC  Selection of the consultant
20 DEC  Contact the consultant and fix a meeting date (skype)
7 JAN  Discussion on Case Studies & Experts & list of invited participants as well as with key partners
14 JAN  First draft of Training Document (outline) – feedback from MedPAN Secretariat and Board of Directors as well as key partners by 21 JAN – feedback from the Scientific Committee by 28 JAN
Update on case studies & expert involvement – validation by MedPAN by 21 JAN
21 JAN  Example of Slide Style provided by the Consultant – validation by the Secretariat by 28 JAN
28 JAN  Integration of feedback from Scientific Committee
31 JAN  Final draft –backs and forths with MedPAN to finalise by 7 FEB
7 FEB  Final Document (backs and forths with MedPAN on set of slides)
18 FEB  Translated Document (FR depending on first language used)
Final set of slides
25 FEB  Final set of slides translated
All goes to printing
18-21 MAR  Training Workshop
before 30 MAR Minutes of the training and evaluation report

6. Budget

The budget available for the work of the consultant as detailed above is of 12000€ TTC maximum.
7. Organisational details

Governance

The work is coordinated by the MedPAN Secretariat.

Chloë Webster, Scientific Officer at the MedPAN Secretariat, is the person responsible for technical coordination.

Pierre Vignes (MPA exchanges officer) will also be involved in the preparation.

The Board of Directors will be following the process and validating the work.

The Scientific Committee will be following the process and providing advice and guidance on the contents.

Key partners will be involved as needed at key moments in the process.

Meetings & Traveling

During the preparation phase, the consultant must include 1 trip to the Marseille Secretariat to be covered by the budget (beginning of January 2014).

Other meeting and traveling costs will be covered by another budget (and in particular participation to the training workshop itself).

Language

The consultant will be required to provide all the documents relating to the training workshop in English. He/she will be required to be very careful with timing in order to allow the necessary time for documents to be translated into French. All edits will need to be provided in track changes from the time the version of the documents will be translated.
8. Profile of the Consultant

Expected Profile:

The consultant will have a strong background on the issue of climate change and the marine environment in the Mediterranean Sea and good knowledge of Marine Protected Areas in the Region. His/her background will concern both scientific and institutional aspects. He/she will have grasped the dimension of MPA management and be able to deliver science to MPA management staff. Experience of developing interactive workshops is strongly desirable. He/she must be fluent in English with good speaker capabilities.

9. Submission of tenders

Tenders must be sent to Chloë Webster (chloe.webster@medpan.org) and Marie Romani (marie.romani@medpan.org) no later than 13 December 2013.

Each application must include:
- the expert(s) CV and its/their references, particularly in the Mediterranean,
- the methodology proposed,
- the project timeline (if modifications are needed compared to what is proposed in the Terms of Reference)
- the forecast budget

Procedure for communicating information to applicants:

During the opening period of the tender, the Secretariat does not respond to candidates’ questions by mail directly but forwards the question and formulated answer to all applicants. The scoring system for selection and analysis is detailed in Annex 1. The Secretariat shall notify all candidates who submitted an offer of the decision of the Board of Directors. The report concerning the analysis of the applications is not disseminated to the candidates. The Secretariat may inform applicants of the scores they obtained upon request of the concerned applicant. Applicants can not appeal to the decision of the Board of Directors.

10. Contacts

For further information:

Chloë Webster
Tel: +33 4 94 27 57 72
fax: +33 4 94 57 38 89
Mobile: +33678733234
mail: chloe.webster@medpan.org
11. Provided Literature

Climate change impacts brochure (IUCN, WWF, MedPAN)

http://www.medpan.org/documents/10180/0/Climate+change+impacts+brochure/e1c0a57a-1835-4739-931d-5cd15328d88bjsessionid=F8F733CB6B76E592383F7CE7C31A43AB?version=1.3

MedPAN Virtual Library:

http://www.medpan.org/librairie-virtuelle?_110_INSTANCE_cLoCbLvceDw6_formDate=1384968267603&p_p_id=110_INSTANCE_cLoCbLvceDw6&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&p_p_col_pos=1&p_p_col_count=2&_110_INSTANCE_cLoCbLvceDw6_struts_action=%2Fdocument_library_display%2Fsearch&_110_INSTANCE_cLoCbLvceDw6_repo...

In particular, it is recommended that the consultant reads the MedPAN North Project / IUCN-RACSPA Guidelines and RAC/SPA studies on impact of climate change on marine and coastal biodiversity (these can be found in the MedPAN virtual library):

http://www.medpan.org/documents/10180/0/Mediterranean+Marine+Protected+Areas+and+climate+change/01bb2cf8-e18a-4587-af99-e77e958e0668?version=1.2

http://www.medpan.org/documents/10180/0/National+Overviews+on+Impacts+of+Climate+Change+on+Biological+Diversity/8f5efed9-1659-4f11-8e96-7fd9a7d14bae?version=1.1
Annex 1 - General Tender Notation System

1. Technical offer

The technical bid will be evaluated on 100 points, based on the following criteria:

1. General experience and technical references: 60 points

a-The certificates submitted by the competitors will be evaluated according to their nature, how many and dates of achievement:

Nature and a number of initiatives, certificates issued by project leader: (50 points total)
- Presentation of more than 3 certificates on the implementation of similar studies: 50 points
- Containing from 2 to 3 certification for the implementation of similar studies: 25 points
- Presentation of one (1) certificate for the implementation of similar studies: 10 points
- No certificate: 0 points

b- Date of completion of the three most recent studies: 10 points total

- in the last 3 years: 10 points
- older than in the last 3 years: 5 points

2. Methodology, organization and planning: 40 points

a-The methodology of the study will be assessed on 30 points, according to the following scoring system:

- Methodology fully meeting the terms of reference and objectives of the study: 30 points
- Methodology partially meeting the terms of reference and objectives of the study: 15 points
- Methodology not meeting the terms of reference and objectives of the study: 0 points

b- Organization and planning: 10 points

Competitors with technical offers scoring under 70 points are eliminated automatically.

Among the successful competitors, the best score is made equivalent to 100 points, the competitors’ scores are then adjusted based on the following equation:

\[ NTC = \left( \frac{\text{initial technical score of the competitor}}{\text{best original technical score}} \right) \times 100 \]

3. Financial Offer:

The lowest bid among the winning bids is given 100 points while others are awarded points according
to the following equation:

\[ PC = \frac{\text{price of the lowest bid}}{\text{price of the offer in question}} \times 100 \]

Thereafter, allocating the contract will be based on the principle of best value by weighting, where the technical evaluation accounts for 70% and the financial offer for 30%, according to the formula below:

\[ N = 0.7 \times \frac{\text{NTC}}{\text{NTM}} \times 100 + 0.3 \times \frac{\text{PM}}{\text{PC}} \times 100 \]

- **N**: Final weighed score.
- **NTC**: Technical Score of the candidate concerned.
- **NTM**: Maximum Technical Score recorded.
- **PM**: Lowest Price offered.
- **PC**: Price offered by the candidate concerned.

The winning bid will be the most advantageous one having received the highest value for **N**.