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**EU/UNDP Project: Improving Environmental Monitoring in the Black Sea
– Selected Measures (EMBLAS-Plus)**

CALL FOR PROPOSALS

**Further development and extension of the Black Sea Water Quality Database
and collection of the historical environmental data**

REF: UNDP-IRH-201908-CFP-03-EMBLAS-Plus

INSTRUCTIONS

I. BACKGROUND

This Call for Proposals (CFP) is specifically related to the project “Improving Environmental Monitoring in the Black Sea – Selected measures, EMBLAS-Plus”, financed by the European Union and implemented by UNDP. The Black Sea Basin environment is of paramount importance both in terms of regional development and of quality of life for its inhabitants. The European Union supports cooperation between riparian countries in the region through the Black Sea Synergy. The Synergy offers a forum for tackling common problems while enabling political and economic reform. An important goal is to bring added value to the citizens of the region while ensuring environmental sustainability.

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

The EU/UNDP Project ‘Improving Environmental Monitoring in the Black Sea – Selected measures’ (EMBLAS-Plus) is dedicated to contribute to the protection of the Black Sea environment. The beneficiary countries to be covered are the members of the Black Sea Synergy¹, with a primary focus on the Black Sea coast countries Georgia, Russian Federation² and Ukraine. The project is building-up on the results and conclusions from the previous project phases (EMBLAS-I and EMBLAS-II) and providing further technical assistance focused on marine data collection and local small-scale actions targeted at public awareness raising and education.

The project is addressing the overall need for support in protection and restoring the environmental quality and sustainability of the Black Sea, with the following specific objectives:

- i) Improve availability and sharing of marine environmental data from the national and joint regional monitoring programmes aligned with the European Union's Marine Strategy

¹ Countries participating in the Black Sea Synergy: Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Greece, the Republic of Moldova, Turkey, Ukraine, Romania and the Russian Federation

² As recognised by international law.

Framework Directive and Water Framework Directive principles and the Black Sea Integrated Monitoring and Assessment Programme (BSIMAP);

- ii) Support joint actions to reduce river and marine litter in the Black Sea basin;
- iii) Raise awareness on the key environmental issues and increase public involvement in the protection of the Black Sea.

More information about the previous project phase EMBLAS-II can be found at www.emblasproject.org, including the monitoring surveys, developed methodologies, guidelines, public awareness activities, etc. The full description of the project EMBLAS-Plus is available as part of the supporting documentation for this Call.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this Call for Proposals is to select a project partner (responsible party), which will contribute to the project implementation through contributing to the further methodological and technical development of the Black Sea Water Quality database, as well as through providing historical data on the biological and chemical parameters of the Black Sea (EU WFD or MSFD related), in the agreed form of the Data Collection Templates. Detailed related outputs and deliverables are provided in the Terms of Reference – **Annex 1**.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The selection of responsible parties will be done in line with the programme and project management guidelines of UNDP. Parameters that will determine whether an applicant (civil society organization, including NGOs, as well as duly accredited academia, state-sponsored actors, scientific research and educational institutions) is eligible to be considered by UNDP, will be based on the following criteria:

Interested institutions/applicants must meet the following criteria to be eligible for the selection:

- Be a legal person **and** be non-profit-making;
- Be legally registered in one of the Black Sea Synergy countries;
- Demonstrate that its mandate and founding document are in line with the activities to be carried out (i.e. the field of the expertise should be research or marine environmental monitoring, education, awareness raising);
- Have a proven track record of experience in the implementation of similar/related type of activities, including cooperation with international organizations/donors;
- Key staff assigned for the activities should have relevant experience in the related field for a minimum of three (3) years;
- Involved Staff should have oral and written communication skills in English.

The interested institutions should provide technical and financial proposal, which must include:

- Background information (context within which the activities will be implemented);
- Proposed methodology and approach, including clearly formulated deliverables;
- Management arrangements and required resources, that will include the CVs of the key involved experts and definition of roles and responsibilities;
- Time plan of activities;
- Financial proposal that will provide clear budget for personnel, travels, meetings (if any) consumables, minor equipment, etc.

The recipients are encouraged to create regional consortia to strengthen the crossborder cooperation.

IV. PROPOSAL

Proposed Methodology, Approach, quality assurance and Implementation Plan – this section should demonstrate the applicant’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

Visibility: The applicants must take all necessary steps to publicise the fact that the European Union and UNDP financed or co-financed the action. The projects should follow the EC/UNDP Joint Visibility Guidelines for EC-UN Actions in the Field³ and consult visibility action with the EMBLAS-Plus project team.

V. EVALUATION CRITERIA & METHODOLOGY

a) Proposals will be evaluated based on the following criteria:

- 1) Sound technical proposal that includes innovative and replicable approaches and up to date methodologies.
- 2) High impact interventions directly targeting and responding to the needs established in the ToR.
- 3) Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.
- 4) Participatory approach and involvement of various stakeholders that will strengthen the ownership and ensure the sustainability of the results.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Applicant Eligibility and qualifications (General organizational capability of institution)	25%	250
2.	Proposed Methodology, Approach and Implementation Plan	45%	450
3.	Management Arrangements and Key Personnel Qualification	30%	300
Total			1000

Detailed sub-criteria are provided in Annex 2.

³ https://ec.europa.eu/europeaid/sites/devco/files/guidelines-joint-visibility-eu-un_en.pdf

b) Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the applicant's proposed approach and methodology. The applicants have to provide their best technical proposal and financial breakdown (within the budget), clearly stating proposed overheads and cofinancing. Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institutions which obtain the highest technical score shall be selected. The applications exceeding the established fixed budget in the financial proposals will be rejected.

c) Budget size and duration

The funding for a single proposal should range from \$15,000 to \$ 50,000. The overhead costs must not exceed 5 % of the budget. Co-financing in the amount of 5% of the budget is required. The amount requested in the proposal should be in line with the organization's administrative and financial management capabilities. Since the partial proposals are acceptable, the final budget of selected proposals may be subject of negotiations between UNDP and applicants.

All activities are expected to be delivered within ten (10) months after signature of the contract. The anticipated implementation period is 01 October 2019 – 31 August2020.

Cooperation with other projects and initiatives in the region is an advantage, in particular with the projects funded under the Call for Proposals of the Joint Operational Programme Black Sea Basin 2014-2020⁴

VI. SELECTION PROCESS

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) relevant type of contract/agreement signature.

UNDP reserves itself the right to reject proposals. Submitting a proposal does not guarantee the allocation of funding.

VII. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission. Applications shall be submitted electronically to: procurement.irh@undp.org.

The following documents must be submitted in order for the submission to be considered:

- Project Synopsis / Proposal (Annex 3);
- Proposer information Form and documentation requested (Annex 4).

Electronic submission (email) requirements are following:

- Format: PDF files only;
- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard;
- Proposals submitted by email must be limited to a maximum of thirty-five (35) MB, virus-free and no more than three (3) email transmissions;

⁴ List of awarded projects can be found at the website of the Black Sea CBC Program: https://blacksea-cbc.net/wp-content/uploads/2018/11/181120_List-of-awarded-projects.xlsx

- Documents must be free from any form of virus or corrupted contents, or the proposals shall be rejected;
- Subject of email while submitting proposals:
UNDP-IRH-2019-EMBLAS-3rd Call for Proposals [Company/Entity name]

The following documents must be submitted in order for the submission to be considered:

- Project Synopsis / Proposal (Annex 3),
- Proposer information Form and documentation requested (Annex 4)

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted. **Partial applications are acceptable.**

Submission Deadline

Proposals, with supporting documents, should be submitted by **23 September 2019, 17.00 Istanbul time.**

For additional questions about the Call for Proposals Guidelines or application forms, please sent e-mail to: procurement.irh@undp.org

Note; UNDP reserves the right not to fund any proposals arising from this Call for Proposals

Estimate Competition Timeline

Below is an estimated timeline for this Call for Proposals.

23 September 2019: Deadline for organizations to submit proposals under this Call.

2 October 2019: Assessment and selection processes will take place.

10 -15 October 2019: Selected applicants will be notified.

VIII. OTHER

Other Requirements. It shall be the organizations responsibility to respect deadlines, consider comments/suggestions and to apply them in a professional manner during the implementation phase.

The organization is required to closely cooperate with the EMBLAS-Plus Project Management Team and coordinate its activities with other partners involved in the project, to ensure synergies and effectiveness of the project implementation. The communication and visibility activities need to be consulted with the UNDP Project Management Team, to ensure that that the right message is conveyed through the implementation of the activities.

Annex 1: Terms of Reference

Terms of Reference for further development and extension of the Black Sea Water Quality Database and provision of historical environmental data on the Black Sea

EU/UNDP Project: Improving Environmental Monitoring in the Black Sea – Selected Measures (EMBLAS-Plus)

I. BACKGROUND ON THE PROJECT

The EU/UNDP Project ‘Improving Environmental Monitoring in the Black Sea – Selected measures’ (EMBLAS-PLUS) is dedicated to the protection of the Black Sea environment. The beneficiary countries to be covered are the members of the Black Sea Synergy⁵, with a primary focus on the Black Sea coast countries Georgia, Russian Federation⁶ and Ukraine. The project is building-up on the results and conclusions from the previous project phases (EMBLAS-I and EMBLAS-II) and providing further technical assistance focused on marine environment status and pollution data collection and local small-scale actions targeted at public awareness raising and education. The project is addressing the overall need for support in protection and restoring the environmental quality and sustainability of the Black Sea, with the following specific objectives:

- i) Improve availability and sharing of marine environmental data from the national and joint regional monitoring programmes aligned with the European Union's Marine Strategy Framework Directive and Water Framework Directive principles and the Black Sea Integrated Monitoring and Assessment Programme (BSIMAP);
- ii) Support joint actions to reduce riverine and marine litter in the Black Sea basin;
- iii) Raise awareness on the key environmental issues and increase public involvement in the protection of the Black Sea.

The full description of the project is available as part of the supporting documentation for this Call.

In this context, the following project activities are planned to be covered by this ToR:

- Activity 1.3 Facilitate sharing of environmental monitoring data at the regional and European level;
- Activity 1.4 Capacity building on novel monitoring methods, quality assurance/quality control and use of the Black Sea Water Quality Database;

The above-mentioned activities will build-up on the results from the previous project phase EMBLAS-II (www.emblasproject.org), in particular those relate to the development of the Black Sea Water Quality Database.

⁵ Countries participating in the Black Sea Synergy: Armenia, Azerbaijan, Belarus, Bulgaria, Georgia, Greece, the Republic of Moldova, Turkey, Ukraine, Romania and the Russian Federation

⁶ As recognised by international law.

II. OBJECTIVES

In order to carry out the planned activities, UNDP is seeking for the national research, education institutions which will be able to provide provide technical and methodological support in further development of the Black Sea Water Quality Database (BS WQD), as well as able to provide data in the required format to further populate the database.

The specific objectives of the call are:

- i) Further develop the Black Sea Water Quality Database;
- ii) Collect historical set of the Black Sea environmental data⁷ obtained within various national and international projects, relevant to EU WFD and MSFD.

III. EXPECTED OUTPUTS/ DELIVERABLES

The indicative activities that will be funded under this call for proposal:

Activity area 1: Collection of historical data on the biological and chemical parameters (linked with the EU WFD or MSFD) in the Black Sea region from each of the beneficiary countries in the form of the harmonized Data Collection Templates – DCTs (the templates are available with this call announcement).

The following activities are to be organized (all or selection from the topics below):

- Provision of relevant environmental data (chemical, biological and other related to EU WFD / MSFD) in the format of DCTs developed in the frame of the EMBLAS-II and EMBLAS-Plus project. Relevant data are either from the national monitoring programmes, projects, surveys and/or from international projects implemented in cooperation with the Black Sea Commission (e.g. MISIS, PERSEUS etc.);
- Facilitating upload of the quality checked data organised in the DCTs into the BS WQD.

The following deliverables shall be provided (as relevant to the selected topics):

- DCTs filled out with data, including metadata;
- Upload of the received quality checked historical data in DCTs into the BS WQD.

Activity area 2: Further development of the BS WQD, extension for new data types/modules. During the EMBLAS-II the BS WQD has been developed. There is a need to further proceed with the database development, in terms of: i) extending the structure of the database for not yet covered environmental parameters, that are linked to the MSFD Descriptors (based on the DCTs to be developed); and ii) improve functionalities of the database.

The following activities are to be organized (all or selection from the topics below):

- Develop new DCTs as as a basis for new modules of the BS WQD – microbial communities, marine mammals, fish, birds, chlorophyll-a, hydrography – physical characteristics, marine litter – floating marine macro litter, riverine litter, microplastics, beach litter, sea bottom litter, noise/energy;
- Collect historical data in the new DCTs;
- Develop new modules in the BS WQD for microbial communities, marine mammals, fish, birds, chlorophyll-a, hydrography – physical characteristics, marine litter – floating marine macro litter, riverine litter, microplastics, beach litter, sea bottom litter, noise/energy;
- Propose improvement of functionalities for the existing online BS WQD (e.g. interactive map

⁷ Data additional to those collected during the EMBLAS-II Project.

service, web-interface including statistics and queries, export functions, automated data quality checks at upload, link to EMODNet, etc.) and carry out the implementation of improvements approved by the Project Management Team.

The following deliverables shall be provided (as relevant to the selected topics):

- A new set of DCTs for microbial communities, marine mammals, fish, birds, chlorophyll-a, hydrography – physical characteristics, marine litter – floating marine macro litter, riverine litter, microplastics, beach litter, sea bottom litter, noise/energy;
- BS WQD modules based on the new set of DCTs for microbial communities, marine mammals, fish, birds, chlorophyll-a, hydrography – physical characteristics, marine litter – floating marine macro litter, riverine litter, microplastics, beach litter, sea bottom litter, noise/energy;
- DCTs filled out with available historical data;
- Proposal and implementation of improvements of the BS WQD functionalities.

The selected institutions/organizations will be closely cooperating with the Project Management Team of the EMBLAS-PLUS project, as well as with other relevant national project partner organizations.

The proposals should not duplicate the activities implemented in the same geographical scope under other programs, including the projects implemented within the 1st Call of Black Sea CBC⁸. However, close cooperation and complementarity is encouraged.

IV. BUDGET SIZE AND DURATION

The funding for a single proposal should range from \$15,000 to \$ 50,000. The overhead costs must not exceed the 5% of the budget and co-financing in the amount of 5% of the budget is required. The amount requested in the proposal should be in line with the organization's administrative and financial management capabilities. Since the partial proposals are acceptable, the final budget of selected proposals may be subject of negotiations between UNDP and applicants.

All activities are expected to be delivered within ten (10) months after signature of the contract. The anticipated implementation period is October 2019 – August 2020.

V. REPORTING REQUIREMENTS

The institutions will be requested to provide short quarterly reports – overview on the activities completed and planned, as well as expenditure reports that will determine the advance payments.

VI. PAYMENT SCHEDULE

The payment will be processed as follows:

- 15% of the contract amount upon signature of the contract/agreement;
- Subsequent payments quarterly, upon receiving expenditure overview, accompanied with a short narrative information on activities completed and planned;
- Final payment of 10% of the contract amount upon completion of all activities, submission of all deliverables, after receiving the invoice and UNDP acceptance.

⁸ List of awarded projects with short description can be found at the website of the Black Sea CBC Program: https://blacksea-cbc.net/wp-content/uploads/2018/11/181120_List-of-awarded-projects.xls

Annex 2: Detailed Evaluation Criteria

Technical proposal Evaluation Breakdown		Points Obtainable
1. General Organizational Capability (eligibility and qualifications)		
A	<p>General Organizational Capability</p> <ul style="list-style-type: none"> The applicant's mandate to carry out relevant activities related to environmental monitoring in the Black Sea and at least 15 years of operations (50 points); The organisation's project management capacity (and partners) for managing projects of similar size (including staff, equipment, facilities and ability to handle budget for the activities) (50 points); The applicant's experience in the implementation of similar/related type of activities, (100 points); The applicant's experience in working with international organisations/donors (50 point). 	250
2. Proposed Methodology, Approach, Implementation Plan		
A	<p>Proposed approach / methodology and data to be provided:</p> <ul style="list-style-type: none"> Understanding of the Terms of Reference (ToRs), alignment of proposed activities to the ToR - context in which the activities will be implemented (100 points) Extend to which the proposed activities and deliverables are contributing to the overall objectives and expected results of the ToR (and of the EMBLAS-Puls Project in general) (200 points); Proposed methodology clearly describes the time plan of activities and necessary resources (including budget) (100 points); The proposal considers cooperation with other projects and initiatives in the region, in particular projects awarded within the Call for Proposals of the Joint Operational Programme Black Sea Basin 2014-2020⁹ (25 points) Participatory approach and overall sustainability of the results of activities, considering involvement of various stakeholders, public, as well as women and young scientists (25 points). 	450
3. Management Arrangement, Resources and Qualifications of Key Personnel		
A	<p>Management Arrangement, Resources and Qualifications of Key Personnel (CVs)</p> <ul style="list-style-type: none"> Competence of the organization's staff – management structure for the project (100 points); Qualification of key personnel (150 points); Previous experience in related fields (50 points); 	300
Total		1000

⁹ List of awarded projects can be found at the website of the Black Sea CBC Program: https://blacksea-cbc.net/wp-content/uploads/2018/11/181120_List-of-awarded-projects.xlsx

Project Title:
Lead Applicant:
Country(ies):
Time frame:
Budget:

1. SUMMARY:

Summary: Brief information (max 1 page) on the proposed project activities and expected results

2. Project Context

Provide background information on your proposed project. What are the key issues your proposal is going to address, link with the work completed in the previous phase of the EMBLAS project, as well as with other ongoing initiatives in the region.

3. Objectives, planned activities, results

Provide overview of objectives of your project and describe the activities / steps to be implemented in order to achieve the objectives. Describe obtained results/deliverables their further use/sustainability and well as indicate the target values linked with the EMBLAS-Plus¹⁰. Indicate cooperation with other partners and institutions, as well as other project. Indicate necessary subcontracting if any. Indicate involvement of women and young generation in the implementation of the proposed activities.

4. Project management and team of key experts

Describe the overall management approach toward planning and implementing the proposed project. Include an organization chart for the management of the project describing the relationship of key positions and designations / responsibilities.

Provide the CVs of the key personnel which will be involved in the project implementation. The CVs should demonstrate qualifications in areas relevant to the activities to be implemented. The CV should include the following information: Name of Personnel / Position within the project assignment / Language proficiency / Education and Qualifications / Employment Record – Experience

¹⁰ With reference to the LogFrame of the EMBLAS-Plus project – Chapter 9 of the “Description of the Action”.

Format for CV of Proposed Key Personnel

Name of Personnel	
Position for this assignment	
Nationality	
Language proficiency	
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>
	Name of institution: Date of certification:
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i>
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: Reference 2:

5. Time plan of activities (gant chart)

Provide time plan of activities and indicated the timing of provision of the deliverables.

Implementation month	1	2	3	4	5	6	7	8	9	10	Key deliverable
Activity/subactivity											

6. Budget

Provide budget in the following format:

Item No.	Description of activity*	Cost category**	Estimated amount
1	Activity 1: Collection of historical data on the biological and chemical parameters in the Black Sea region	Personel	
		Travels	
		Meetings	
		.. etc.	
2	Activity 2: Further development of the BS WQD, extension for new data types/modules.	Personel	
		Travels	
		Meetings	
		... etc.	
	Total		
	overheads		
	Cofinancing		
	TOTAL REQUESTED FUNDING		

* Include only activities that will be implemented

** Indicative costs categories, not all have to be used.

Annex 4: Proposer Information Form

Legal name of Applicant	[Complete]
Legal address	[Complete]
Year and place of registration / establishment	[Complete]
Applicant's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Contact person that UNDP may contact for requests for clarifications during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

Please attach the following documents:	<ul style="list-style-type: none"> • <u>Founding documentation</u> - A copy of a document confirming establishment of the applicant (a resolution, law, decree, decision or any other official document attesting to the establishment of the entity); • <u>Applicant's profile</u>, which should <u>not</u> exceed fifteen (15) pages – describe the following: <ul style="list-style-type: none"> ○ main area of expertise, activities that are carried out, in-house expertise, ○ organizational structure, presence in the countries and resources (location, field offices, available equipment) ○ administrative and financial system - annual budget for the last 2 years; • <u>Overview of relevant projects (at least 2) in the last 5 years</u>, including the following formation: Project title, countries of implementation, overall value, client, brief project description, services/activities implemented by applicant
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