

CALL FOR CONSULTANCY

**Call for Consultancy N°48/2025_SPA/RAC_MTF_SPAMI
Communication Tool**

**Development of a tool on SPAMI best practices in co-
management and governance**

31 October 2025

This call for consultancy document is available only in English.

Offers could be made either in English or French.

TECHNICAL SPECIFICATIONS

I- CONTEXT AND BACKGROUND

I.1- The Specially Protected Areas Regional Activity Centre

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was established by the Contracting Parties to the Barcelona Convention in order to assist the Mediterranean countries in implementing the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol) of the Barcelona Convention. Tunisia has been hosting the Centre since its establishment in 1985.

The Centre works under the auspices of the United Nations Environment Programme/Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention Secretariat, based in Athens, Greece.

SPA/RAC's main objective is to contribute to the protection, preservation, and sustainable management of marine and coastal biological diversity in the Mediterranean and the creation and effective management of marine and coastal areas of particular natural and cultural value and the conservation of threatened and endangered species of flora and fauna in the Mediterranean.

For more information, please consult: www.spa-rac.org.

I.2- Background

The List of Specially Protected Areas of Mediterranean Importance (SPAMI List), established under the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol) of the Barcelona Convention, represents one of the most tangible achievements of regional cooperation in marine and coastal conservation.

SPAMIs embody the values and principles of effective, equitable, and collaborative management of marine and coastal biodiversity. They are recognized not only for their ecological and cultural importance but also as a flagship instrument of the Barcelona Convention, promoting regional solidarity and shared responsibility for the Mediterranean Sea.

In line with the Post-2020 Regional Strategy on Marine and Coastal Protected Areas (MCPAs) and Other Effective Area-based Conservation Measures (OECMs) and the Convention on Biological Diversity (CBD) Target 3 (30x30), it is essential to strengthen the visibility and recognition of SPAMIs, demonstrate their contribution to regional and global conservation goals, and facilitate the replication of their successful practices across the Mediterranean.

The evaluation of the 39 SPAMIs from 2020 to 2025 (including the most recent one of 25 SPAMIs during the 2024–2025 biennium) has provided a wealth of knowledge, data, and insights into the effectiveness, challenges, actions and innovations of SPAMI management systems. Building on these results, the SPA/RAC aims to develop a dedicated tool to promote SPAMI importance and achievements, share lessons learned, and inspire similar approaches in other Mediterranean sites.

I.3- The SPAMI List

The 1995 Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol) that has entered into force in 1999, provides for the establishment of the List of Specially Protected Areas of Mediterranean Importance (SPAMI List).

The SPAMI List, aiming at promoting cooperation in the management and conservation of natural areas, as well as in the protection of threatened species and their habitats, was established in 2001. To date, the total number of protected coastal and marine areas included in the SPAMI List is 39 SPAMIs, only one of which is transboundary.

The common criteria for the choice of protected marine and coastal areas that could be included in the SPAMI List are available in Annex I of the [SPA/BD Protocol](#).

I.4- Procedure for the Revision of the SPAMI List

Protected areas included in the SPAMI List are subject to ordinary periodic reviews, every six (6) years, counting from the date of their inclusion in the List.

A “Procedure for the revision of the areas included in the SPAMI List” was adopted by COP 15 (Almeria, Spain, 15-18 January 2008) ([Decision IG.17/12](#)).

According to this procedure, the periodic review of SPAMIs should assess their degree of conformity with the criteria defined in the SPA/BD Protocol, including its Annex I, using a specific format. The format concerns the existing threats, regulations, management, protection measures, resources, means, knowledge, cooperation and networking.

For that aim, a specific format was adopted in 2008 (COP 15, Almeria, Spain, 15-18 January 2008; Decision IG.17/12), and updated in 2019 (COP 21, Naples, Italy, 2-5 December 2019; [Decision IG.24/6](#)).

SPA/RAC developed an online “SPAMI Evaluation System” based on the 2019 updated format.

COP 23 (5-8 December 2023, Portoroz, Slovenia), by [Decision IG.26/5](#), adopted the Format for the periodic review of Specially Protected Areas of Mediterranean Importance, set out in Annex II to Decision, and request the Secretariat (SPA/RAC) to reflect it accordingly in the online Evaluation System of the Specially Protected Areas of Mediterranean Importance.

It is this online system that will be used for the 2024-2025 biennium SPAMI reviews. The link and access credentials will be delivered to the concerned SPA/BD Focal Points and SPAMI managers, as well as to the national and independent experts involved in each evaluation.

The review is entrusted to a mixed Technical Advisory Commission (TAC) integrated by:

- The concerned SPA/BD National Focal Point and/or the SPAMI manager;
- A national expert on the particular biology and ecology of the area; and
- Two independent experts, having the necessary qualifications, scientific rigour, regional experience in marine protected area management, independence and impartiality. They should not be a national of the country in which the review is carried out.

Once the TAC formed, it should visit the concerned area to be evaluated.

Prior to the site visit, the SPAMI manager should complete the online format. His/her responses to the questions should be backed by supporting documentation. The TAC should receive access to the online completed format, including supporting documentation, and key SPAMI documents; and should make a preliminary assessment of the SPAMI compliance, based on the shared documents.

During the site visit, the TAC members make their assessment, discuss and complete together the final version of the online format which should be endorsed by signature from all the TAC members.

After the site visit, the results of the review (the completed online format (i.e., evaluation report), signed by all the TAC members, should be forwarded to SPA/RAC, to be surveyed and presented during the following SPA/BD Focal Points biennial Meeting for endorsement. In the case of a negative recommendation, the SPA/BD Focal Points will recommend the Meeting of the Contracting Parties (COP) to include the SPAMI in a period of provisional nature. During this period of provisional nature (of a maximum of six years), the Party concerned must identify and launch the adequate corrective measures.

II- OBJECTIVE

The objective of this call for consultancy is to develop a tool that spotlights the importance and achievement of SPAMIs, showcases best practices in co-management and participatory governance within SPAMIs, highlighting their added value and uniqueness, and supports their replication, scaling-up, and contribution to achieving the CBD Target 3 and the Post-2020 Regional Strategy on MCPAs and OECMs in the Mediterranean.

Specific Objectives

1. **Promote the SPAMI Concept and List** as a distinctive and valuable mechanism under the Barcelona Convention, demonstrating its role as a regional model for effective, inclusive, and collaborative conservation.
2. **Identify main challenges**, that the SPAMIs are facing.
3. **Highlight best practices** and success stories on co-management and participatory governance derived from recent SPAMI evaluations.
4. **Develop practical recommendations** to support replication and scaling-up of effective co-management and participatory approaches within and beyond the SPAMI framework.
5. **Enhance visibility and communication**, positioning SPAMIs as a flagship instrument contributing to the 30x30 Target and the Post-2020 Regional Strategy on MCPAs and OECMs in the Mediterranean.

III- TASKS TO BE UNDERTAKEN

The development of the tool will rely on:

- **Findings from the previous SPAMI evaluations**, from 2020-2025 and in particular the most recent 2024-2025 evaluation cycle for 25 SPAMIs, on SPAMI evaluation through the SPAMI evaluation format, including SPAMI importance, management effectiveness results and information on governance systems (these will be available and shared with the selected candidate);
- **Literature review** related to SPAMI establishment, management and achievements;
- **Exchanges and consultations with some SPAMI actors**, such as SPAMI managers, national focal points, SPAMI co-managers, and independent experts;

Expected tackled sections

The tool will be structured around:

- The value and uniqueness of the SPAMI Concept and List;
- Brief description of the SPAMI process for the declaration of a new SPAMI;
- Brief description of the SPAMI evaluation;
- Synthesis about the main challenges and obstacles;
- Key achievements at site level and contributions to regional/global targets;
- Case studies and success stories on co-management and participatory governance;
- Lessons learned for scaling-up;
- Recommendations for replication, providing a structured framework and practical steps for applying SPAMI best practices in other SPAMIs and MPAs in the region.

Expected Impact

The tool will:

- Strengthen the visibility and recognition of SPAMIs as **key contributors to CBD Target 3** and the **Barcelona Convention's Post-2020 Strategy**.
- Facilitate knowledge exchange and **regional cooperation on participatory governance**.
- Inspire and support Mediterranean countries in **replicating and upscaling** successful co-management models.

- Reinforce the positioning of SPA/RAC as a catalyst for innovative and effective conservation practices in the Mediterranean; and
- **Encourage the designation of new SPAMIs:** The tool will also serve to inspire and motivate Mediterranean countries, as well as MPA managers, to propose new sites for inclusion in the SPAMI network, by recognizing and highlighting the significant contribution of existing SPAMIs to regional marine conservation.

The consultant will work under the guidance and supervision of SPA/RAC. Regular exchanges with SPA/RAC will ensure that the study is consistent with regional priorities, scientifically robust, and aligned with the decisions of the Contracting Parties to the Barcelona Convention and the CBD.

The consultant might be convened to specific online meetings with SPA/RAC as necessary.

IV- DEADLINE, DURATION OF WORKS AND EXPECTED DELIVERABLES

The **deadline** for the full completion of this assignment is **30 December 2025**. The estimated total effective consultancy work effort is **9 working days**. The various outputs and deliverables and their submission deadlines are as follows:

Steps	Outputs	Comment	Deliverable and format	Provisional timeline
Step 1: Kick-off	Kick off meeting	The kick off meeting will be set with SPA/RAC to discuss and amend the proposed methodology	Deliverable 1: Inception report , including detailed reviewed methodology and timeline of activities and coordination approach Document in a Word file format (in English)	3 days after the signature of the contract
	Methodology and minutes of the meeting	Final version of the methodology and minutes of the kick-off meeting		
Step 2: Analysis and drafting	Draft report	Draft of the report including the specified expected sections, and covering the expected outcomes, specified in Section III (above). The report should include an executive summary, an introduction, overview and the analysis, case studies, conclusion and recommendations.	Deliverable 2: Draft report Document in a Word file format (in English)	30 days after the kick-off meeting
Step 3: Finalisation	Final report	Finalise the report following the collected comments from SPA/RAC.	Deliverable 3: Final report Document in a Word file format (in English)	7 days after SPA/RAC comments

The consultants will inform SPA/RAC of any circumstances that may hinder or delay the execution of the operations provided for in this call for consultancy.

V- SKILLS AND EXPERIENCE REQUIRED OF THE CONSULTANT

One expert is needed for the present assignment.

They should meet the following criteria:

- Advanced university degree (Master's degree or equivalent) in marine science and/or environmental science, marine ecology or biology, or related disciplines.
- Experience in marine protected areas (MPAs) establishment and management.
- Familiarity with SPAMI concept or SPAMI evaluation is a strong asset.
- Experience in reviewing, analysing and synthesizing evaluation results, especially from conservation or environmental governance assessments.
- Strong understanding of participatory governance, co-management frameworks, and stakeholder engagement in marine conservation.
- Demonstrated experience in developing knowledge products, or guidelines for international or regional environmental programmes.
- Strong knowledge in the Mediterranean region.
- Excellent analytical, drafting, and synthesis skills in English (written and spoken).

Detailed experience is specified in the Technical Evaluation Grid, under the Section 8.1 "Technical evaluation", contained in the administrative specifications.

ADMINISTRATIVE SPECIFICATIONS

Article 1 – Conditions for participation in the consultancy

The service provider must have proven competence in marine protected areas (MPAs) establishment and management and knowledge of law and regulation related to MPAs establishment and management.

Offers may be made by **individual consultants only**. One expert should be proposed for the implementation of the tasks of the present assignment.

Article 2 – Composition and presentation of the offer

The submitted offer must include separately: (i) a technical offer, (ii) administrative documents, and (iii) a financial offer (must be presented in 3 separate files).

The services provided as part of this assignment consist of an overall fixed and non-revisable cost.

2.1. *Technical offer*

The technical offer must contain:

1. A cover letter outlining the consultant suitability for the job.
2. A curriculum vitae (CV) including education background (at least 5 years of higher education) with copies of university diplomas, qualifications, professional experience, and **references to relevant previous similar works, studies and publications highlighted in bold**.
3. Documents/URL links/certificates that support the relevant references presented.
4. A methodological note on how the consultant will conduct the assignment, including comments on the terms of reference, if needed.
5. A time planning schedule.

The selection process may include interviews (through a teleconferencing platform), as well as a pre-selection phase followed by requests for complementary information / negotiation if required.

2.2. *Administrative documents*

The administrative folder should include the following administrative documents:

1. Document certifying the ability to practice this profession (e.g., registration certificate) according to the legislation of their country with the tax number on it; or a sworn statement signed by the consultant agreeing to comply with the law applicable to taxes and duties in force in their country.
2. A sworn statement that the bidder is in no situation that could in any way be incompatible with the mission or compromise independence in carrying out the mission.
3. Terms of reference signed (including date, signature and stamp of the bidder at the end of the document).

If the original administrative documents are not in English or in French, they should be provided with additional copies translated into English or French by a sworn translator.

Should any of the administrative documents be missing, the tenderer will be contacted to complete the missing offer documents within a period of five (5) days. If after a period of five (5) days, the documents are still not complete the offer will be eliminated.

2.3. Financial offer

The maximum budget available for the consultancy is: **\$5,498 USD ATI**.

The financial offer must be expressed in **United States Dollars (USD)**, in both **tax-free** and **all tax-included prices**. It should include all the costs connected to the provision of the service.

It is important to note that the financial offer should detail the number of working days (person-days), as well as the allocation of funds to each of the tasks and deliverables and including the consultant's fees and any necessary equipment and/or supplies (Cf. Annex 2).

The financial offer should also include:

- A 'Submission letter', using the template attached in **Annex 1**.
- 'The details of the global price' using the template in **Annex 2**.

Article 3 – Submission

Offers must be received electronically at the following e-mail address: procurement@spa-rac.org, before **11 November 2025, at 23:59 UTC+1 (Tunis Time)**.

E-mails should have the following subject: **"Call for Consultancy n°48/2025_SPA/RAC_MTF_SPAMI Tool – 'Applicant name'"**.

Proposals received after this deadline will not be considered.

Article 4 – Additional information

Should questions or need for clarification related to these terms of reference and their content arise, bidders may submit a written request by e-mail to: <mailto:procurement@spa-rac.org>, no later than five (5) calendar days before the deadline for the proposal submission.

Article 5 – Definition, consistency and variation of prices

The services provided as part of this assignment consist of an overall fixed and non-revisable cost.

5.1. Variation of prices

The prices of the contracts are fixed and not subject to revision.

5.2. Finality of prices

The services provided may not, under any pretext, reconsider the market prices which were agreed by her/him.

Article 6 – Tender validity period

Any tenderer who submitted a tender will be bound by his tender for one hundred and twenty (120) days starting from the day following the deadline fixed for receiving the offers. During that period, the prices and information proposed by the tender will be firm and non-revisable.

Article 7 – Terms of payment

The total amount of the contract will be paid when the final report is validated by the SPA/RAC and an invoice is received from the contractor. This payment is also conditioned by a certificate from SPA/RAC that the service provider has accomplished all its contractual obligations and duties to SPA/RAC satisfaction.

Payments shall be made by bank transfer to the account held by the contractor.

Article 8 – Evaluation procedure

The evaluation will be based on combined technical and financial criteria as follows:

8.1. Technical evaluation

The technical offer(s) will be first examined, while the financial offer(s) remain sealed.

Applications will be evaluated based on the following criteria:

- (i) The consultant's profile (experience, references and diploma) in relation to the subject of the present mission;
- (ii) The methodology proposed for conducting the mission;
- (iii) The time planning schedule.

Technical evaluation grid			
Criteria			Scoring
Expert in marine biodiversity and MPAs	Experience	- Experience in MPA establishment and management - Familiarity with SPAMI concept or SPAMI evaluation process. - Experience in reviewing, analysing and synthesizing evaluation results, especially from conservation or environmental governance assessments. - Strong understanding of participatory governance, co-management frameworks, and stakeholder engagement in marine conservation.	50 points maximum (10 points/valid reference)
		No references in the above-mentioned kind of experiences	0 point (<i>In this case the offer is eliminated</i>)
	Diploma	Post-graduate degree (Master or equivalent) in marine science, biology or ecology and/or environmental science, law of the sea, or related disciplines	10 points maximum

		University degree in the above-mentioned disciplines	5 points
		No university degree	0 point (<i>In this case the offer is eliminated</i>)
Methodology proposed for conducting the mission	Methodology clearly presented, well-developed and meets the assignment terms of reference and objectives	30 points maximum	
	Methodology clearly presented, fairly well-developed and meets the assignment terms of reference and objectives	20 Points	
	Methodology not developed but meets the assignment terms of reference and objectives	10 points	
	Methodology not clearly presented and does not meet the assignment terms of reference and objectives, Or No methodology presented	0 point (<i>In this case the offer is eliminated</i>)	
Time planning schedule	Planning is clearly presented, well developed and meets the assignment terms of reference and objectives	10 points maximum	
	Planning is not much developed but meets the assignment terms of reference and objectives	5 points	
	Planning not clearly presented and does not meet the assignment terms of reference and objectives, Or No planning presented	0 point (<i>In this case the offer is eliminated</i>)	
Total score			100 points

Any offer that has not attained the minimum score of 80 points will be eliminated.

In the event of no offer obtains 80 points or more, the call for consultancy will be declared unsuccessful.

8.2. Financial evaluation

Once the technical evaluation has been completed, the financial offers of applicants that have not been eliminated during the technical evaluation will be examined.

The evaluation committee will check that the financial offers do not contain any obvious arithmetical errors. Any possible obvious arithmetical errors will be corrected, and the corrected figures will be taken into consideration.

The evaluation committee will then proceed to a financial comparison. The lowest financial offer that is judged acceptable will receive 100 points. The other offers will be attributed a score based on the following equation:

$$\text{Financial score} = (\text{amount of the lowest accepted offer} / \text{amount of the considered offer}) \times 100$$

8.3. Conclusions of the evaluation committee

The choice of the best offer is achieved by weighting the technical and financial scores using a distribution key of 80/20 basis. To this end:

- The technical score will be multiplied by a coefficient of 0.80.
- The financial score will be multiplied by a coefficient of 0.20.

The weighted technical - financial scores thus calculated will be added to ascertain the offer with the best technical and financial score.

If two offers obtain the same weighted technical-financial scores, preference will be given to the applicant in the following order:

- having obtained the best technical score.
- having obtained the best score for methodology.
- having obtained the best total score for experience and qualifications of the consultant.

Article 9 – Monitoring, control and validation of the work

The contract related to this tender will be signed with SPA/RAC.

The bidder will work under the supervision of SPA/RAC. The bidder will submit the final version of the deliverables as indicated in sections III and IV of the Technical Specifications.

Article 10 – Deadline for the execution of the mission

The overall duration for carrying out this consultancy is three months from the date of signature of the contract, including the deadlines for handing in the final documents and deliverables according to the timeline table in article IV of technical specifications.

Article 11 – Penalty

In the absence of completion by the tenderer of the services at his charge within the contractual deadlines envisaged in Article 10 (Deadline for the execution of the mission), it will be applied as of right and without notice, a penalty of one three hundredth (1/300) of the total amount of the contract for each calendar day of delay.

The amount of the late penalties will be deducted from the accounts. The amount of the penalties is capped at 10% of the total amount of the contract. When this limit is reached, SPA/RAC reserves the right to terminate the contract at the service provider's fault, in accordance with Article 18 (Cancellation conditions), and without that the service provider can raise disputes or claim any compensation.

Article 12 – Intellectual property rights, ownership of document

All legal rights throughout the world in works or inventions created by the provider in connection with the consultancy will remain the property of SPA/RAC. The provider recognizes that such rights include, but are not limited to, copyright and other rights in written material, sound and video recordings (including films), maps, photographs, etc. as well as patents and other rights in inventions, and that the said rights enable SPA/RAC to control and authorize, where appropriate, all publications, publicity material and other exploitation of the said works and inventions.

All the plans, drawings, software, photos, videos, data, presentations, study reports and any other documents, elaborated and submitted by the provider to SPA/RAC for the execution of the present contract, will become and remain the property of SPA/RAC, and the consultant will submit all of them to SPA/RAC.

The provider does not have the right to use or copy the products resulting from this consultancy whatever their form or their media, without the explicit written non objection of the SPA/RAC.

Article 13 – Confidentiality / professional secret clauses

The selected service provider undertakes to observe total discretion in all matters relating to the facts and information of which he became aware during the performance of his assignment.

Any member of the team assigned to the mission covered by this contract who contravenes the aforementioned obligation of professional secrecy would expose himself to legal proceedings.

Article 14 – Arbitrage, dispute settlement

Every dispute arising from or in connection with this contract execution shall be solved by way of amicable negotiations by the parties. The contract is deemed to have been made in Tunisia and to be subject to Tunisian law. In case of dispute, the Court of Tunis is competent.

Article 15 – Liability and insurance

SPA/RAC does not accept any liability for acts of third parties, accidents, sickness, losses of any kind, however caused arising during the implementation of the specific actions and the production of the relative outputs expected. The bidder confirms that themselves or any involved staff will be covered by appropriate insurance.

Article 16 – Force majeure

Force majeure means any event outside the control of a party so that it is impossible for one party to carry out his obligations or the implementation of these obligations becomes so difficult that it is considered to be impossible to carry them out under such circumstances.

The party which invokes force majeure must inform its co-contractor within seven (7) days of its occurrence so that the contractual deadline will be suspended with a joint agreement between the parties for the period which is covered by the case of force majeure.

SPA/RAC has a right to assess the circumstances of the impediments invoked by the holder as a case of force majeure to see if they are convincing, and if this should not be the case, then the days of discontinued work will be accounted for as days of delay.

Failure by either party to fulfil any of its contractual obligations does not entail a contract termination or failure to fulfil its contractual obligations if such a failure is due to a case of force majeure, if the party that finds itself in such a situation has done the following:

- a. has taken all the reasonable precautions and measures to allow it to comply with the terms and conditions of the contract; and
- b. has informed the other party of the event, as soon as possible. Any timeline given to a party for the execution of its contractual obligation will be prolonged by a period which is equal to the period during which that party was prevented from fulfilling its obligations.

Any timeline given to a party for the execution of its contractual obligations will be prolonged by a period which is equal to the period during which that party was unable to fulfil its obligations due to the case of force majeure.

Article 17 – Cancellation conditions

SPA/RAC could cancel this contract through a notification in writing addressed to the tenderer after one of the events indicated in the following paragraphs:

- a. no respect of the deadline of the execution in application of Article 11 (Deadline for the execution of the mission);

- b. in the case described in the Article 12 (Penalty) when the amount is capped at 10% of the total amount of the contract;
- c. non-conformity to the content of the service listed in the technical specification of the present tender documents;
- d. If the tenderer goes bankrupt or into receivership;
- e. If, after a case of force majeure, the holder is unable to execute a substantial part of the Services for a period equal to at least sixty (60) days;
- f. If the tenderer was involved in corruption or fraudulent manipulations in order to obtain the contract or during the execution of the contract. For the purpose of the clause: a person is guilty of "corruption" if he/she offers, gives, solicits or accepts any kind of advantage in order to influence the action of a public official during the selection or the execution of the contract; and undertakes "fraudulent manipulations" which distort or denature the facts so as to influence the selection or the execution of the contract to the detriment of the borrower; by "fraudulent manipulations" is meant any agreement or collusive manipulation of the tenderers (before or after submitting the proposals) so as to artificially maintain the prices of the tenders at levels which do not correspond to prices which would have resulted from free and open competition and which deprive the borrower of the advantages of free and open competition; or
- g. If SPA/RAC, on its own initiative and for any reason whatsoever, decides to terminate the contract.

Article 18 – Conflict of interests

18.1. Prohibition of incompatible activities

The contract tenderer, the personnel and agents must not engage, directly or indirectly, during the contract implementation period, in professional or commercial activities which could be incompatible with the activities with which they have been entrusted due to the present contract.

18.2. Non-participation of the holder and his associates in certain activities

The tenderer and his associates are prohibited, during the contract duration and at the end of the contract period, to provide good, works or services means for any project stemming from the Services or closely connected with the present contract services (except for the implementation of the present contract services and their continuation).

Article 19 – Provisional and final acceptance

The provisional acceptance is pronounced after complete completion of the services covered by this consultancy i.e., after the completion of the service described in sections III and IV of the technical specifications, and Article 11 (Deadline for the execution of the mission). The provisional acceptance will be pronounced only in the case of complete conformity deemed conclusive by SPA/RAC and a provisional acceptance report issued by the SPA/RAC no later than 30 days from receipt of the deliverables and at the written request of the service provider and the signing of a report of completion of the work/services jointly by the service provider and SPA/RAC. The Service Provider shall, however, correct any deficiencies identified by the SPA/RAC upon completion of the various phases.

Final acceptance will be given one (1) month after the date of provisional acceptance without reservation of the contract. The final acceptance certificate will only be delivered once the service provider has fulfilled all his obligations resulting from sections III and IV of the Technical Specifications and after corrections of all deficiencies signalled by SPA/RAC.

ANNEX 1

SUBMISSION LETTER

I, the undersigned (Director) of
..... recorded in the commercial register on under the number
..... Domiciled at After having taken
due note of the dossier documents of the call for tenders N° launched by
....., pertaining to a mission of

I hereby pledge to execute the requested services in conformity with the provisions defined in the documents referred to, for the prices as established by myself without taking into account the taxes and knowing that the stamp duties and registration are to be covered by the insurer.

The total price of my bid is (.....) USD Dollars.

I take due note of the fact that you are not obliged to proceed with the tendering procedure and that I cannot claim a compensation.

I pledge that the conditions in my tender will remain valid for a period of one hundred and twenty days (120 days) starting from the day after the date for the deadline for the receipt of tenders.

SPA/RAC pledges to pay the amount after the signing of a convention into the bank current account of the Bank In the name of Under the number of
..... RIB (BIC – IBAN)
.....

In, on

(Name, first name and function)

Right for submission

(Signature and official stamp)

ANNEX 2

DETAILS OF GLOBAL PRICE

The bidder, in support of its bid, should provide a breakdown of each unit price according to the following template:

Designation	Unit price	Step 1		Step 2		Step 3		Total Steps (1+2+3)	
		Duration	Sub-total	Duration	Sub-total	Duration	Sub-total	Duration	Sub-total
Fees									
Expert 1									
Expert 2 (if any)									
Other costs necessary for the proper execution of the present consultancy									
Sub-total/Step									

Amount of bid, is fixed at the sum of

In, on
 (Signature and official stamp of bidder)