

## Adapted public procurement procedure for intellectual services

Regional Activity Center for the wildlife protocol

Specially Protected Areas of the Greater Caribbean Region

### Cahier des clauses particulières

Contracting authority: DEAL Guadeloupe

Subject of the contract:

Assistance to SPAW-RAC for the development of GCRMN data collection and analysis, Status and trends of Caribbean coral reefs

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# 1 PREAMBLE

## 1.1 Context

The Global Coral Reef Monitoring Network (GCRMN) was created to support the International Coral Reef Initiative (ICRI) Call to Action and Framework for Action in 1994. The GCRMN operates through regional networks, comprising various institutions, to strengthen the provision of scientific information and communication on the status and trends of coral reef ecosystems for conservation and management purposes. The Caribbean has participated in the GCRMN since its inception, through regional and sub-regional nodes, coordinated by UNEP's Caribbean Environment Programme (UNEP-CEP), ICRI's regional focal points.

GCRMN-Caribbean, which represents the Caribbean node of GCRMN, is an open network of over 250 members: scientists, managers and government representatives specialized in coral reefs. GCRMN-Caribbean is managed by a Steering Committee (SC) with the support of UNEP-CEP and the Specially Protected Areas and Wildlife Protocol Regional Activity Centre for the Caribbean (SPAW-RAC) as regional coordinator. Following the report "Status and Trends of Caribbean Coral Reefs: 1970-2012" in 2014 (Jackson et al, 2014), UNEP-CEP, in 2014, initiated efforts to revitalize and strengthen coral reef monitoring. GCRMN-Caribbean has adopted regional technical guidelines for biophysical coral reef monitoring and emphasizes an integrated approach to monitoring, including social science indicators.

Recognizing the urgent need to better understand and address the various sources of coral reef loss in the Caribbean (coral bleaching, epidemics, invasions, etc.), GCRMN-Caribbean is focusing its efforts on producing a detailed and comprehensive report on the status and trends of coral reef ecosystems in the Caribbean, ten (10) years on from Jackson et al. (2014). This Caribbean regional report is needed to describe coral reef trends (decline, stability, recovery), based on pre-identified indicators and stressors, and to propose management measures and solutions (conservation, mitigation, MPA implementation, restoration, etc).

Such a report is essential for informed decision-making, effective conservation planning and sustainable, adaptive management of coral reefs. It will serve as a basis for policy development, resource mobilization and the promotion of collaboration between the various stakeholders dedicated to the preservation of this invaluable marine ecosystem. The report must be based on a sound and recognized scientific approach. The data collected must reflect the state of corals in the Caribbean, and be analyzed using reliable and recognized statistical methods. The report's message should primarily target political decision-makers, MPA and coastal zone managers, local communities, the general public and donors. The final format will be based on the technical and scientific report and tailored to this audience by providing a general analysis, following a report card format with infographics and condensed information relayed by sound scientific analysis and interpretation.

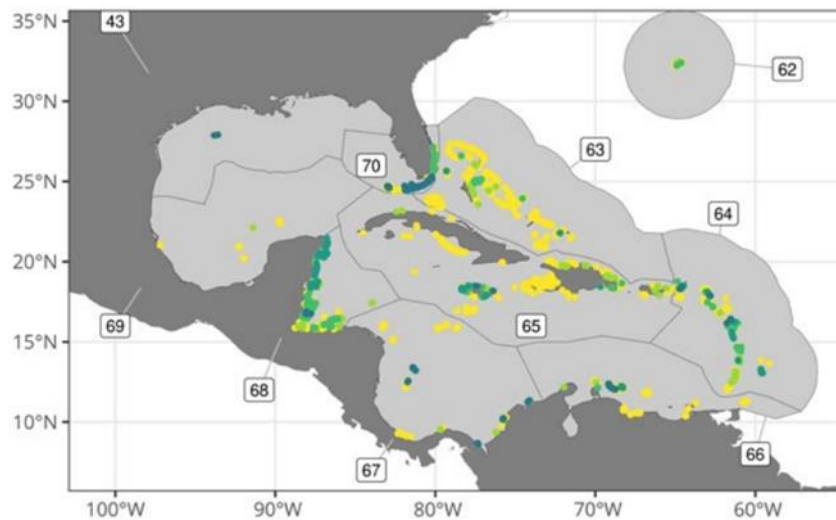
Ultimately, this regional report for the Caribbean will contribute to the development of a scientific document (peer-reviewed article) to demonstrate the credibility of the available data, the soundness of the analysis and the recognition of the scientific community involved in data collection and analysis.

Data from the Caribbean Coral Reef Conservation Status report will contribute to the next GCRMN State of the World's Coral Reefs report (2025/2026), which will include a regional chapter dedicated to the Caribbean.

## 1.2 Study area

Regional cooperation is essential and decisive for the success of actions to preserve Caribbean coral reefs. Indeed, it is essential to work at the Caribbean regional level to take into account the unique ecological characteristics of Caribbean reefs (a biodiversity hotspot), promote ecosystem connectivity, combat environmental stressors, preserve shared resources, build resilience to climate change and facilitate effective governance and management.

The study area will therefore encompass all Caribbean countries and territories with coral reefs in their exclusive economic zone (EEZ). This area represents the scale at which the GCRMN-Caribbean network collects data on coral reefs.



Distribution and duration of monitoring at sites in the Caribbean region (Souter et al, 2021)

## 2 TECHNICAL CLAUSES

### 2.1 Subject of consultation

CAR-SPAW is looking for a consultant to assist with **data** collection and **processing (datamining, sharing, integration, analysis), in coordination with the steering committee and members of GCRMN-Caribbean.**

DEAL Guadeloupe (SPAW-RAC) will have exclusive use of the deliverables produced under this contract but may share its rights with third parties for non-commercial purposes on request, including with the contract holder.

### 2.2 Methodology

#### 2.2.1 Information provided by the project owner

General information on GCRMN-Caribbean, GCRMN, UNEP-CEP and the SPAW protocol will be made available to the consultant, as well as the list of meeting reports on the production of the Caribbean regional report, including the list of pre-identified indicators and the list of potential contributors of data held by SPAW-RAC. SPAW-RAC will also be responsible for putting the contractor in contact with the members of the GCRMN (COPIL).

- Status and Trends of Caribbean Coral Reefs: 1970-2012, <https://gcrmn.net/wp-content/uploads/2022/09/Status-and-Trends-of-Caribbean-Coral-Reefs-1970-2012.pdf>
- Status of Coral Reefs of the World: 2020, <https://gcrmn.net/2020-report/>
- GCRMN-Caribbean Guidelines for Coral Reef Biophysical monitoring: <https://icriforum.org/wp-content/uploads/2019/12/GCRMN%20caribbean%20guidelines%20for%20biophysical%20coral%20reef%20monitoring.pdf>
- GCRMN-Caribbean Guidelines for Integrated Coral Reef Monitoring: <https://icriforum.org/socmon-resource/gcrmn-caribbean-guidelines-for-integrated-coral-reef-monitoring/>
- Socioeconomic Monitoring Guidelines for Coastal Managers in the Caribbean: SocMon Caribbean: <https://gcrmn.net/wp-content/uploads/2022/09/Socioeconomic-monitoring-guidelines-for-coastal-managers-in-the-Caribbean-Socmon-Caribbean-2003.pdf>
- Status of Caribbean Coral Reefs after Bleaching and Hurricanes in 2005, <https://gcrmn.net/wp-content/uploads/2022/09/Status-of-Caribbean-Coral-Reefs-after-Bleaching-and-Hurricanes-2005.pdf>

#### 2.2.2 Skills required

A. Minimum qualifications and experience :

- Degree in environmental data science, marine biodiversity or other equivalent and relevant degree
- 5 years' experience

- Strong project management skills
- Fluent in English, Spanish a plus

B. Technical skills :

- Solid knowledge of marine conservation (particularly coral reefs)
- Proven oral and written communication skills Knowledge and skills in data analysis (proficiency in R)
- Virtual project coordination
- Knowledge of problem-solving methods
  - Event facilitation

C. Other skills :

- Leadership
- Collaborative work ethics
- Interpersonal and communication skills
- A proactive approach is essential
- An innovative spirit will be appreciated
- Efficiency and integrity are essential, as are ethics, gender sensitivity and harassment awareness.

### 2.2.3 Control

The SPAW RAC is located in Guadeloupe. If the assistant to the project owner is not in Guadeloupe, communications will be in writing, by telephone and by electronic means (videoconferencing).

The work will be managed as follows:

Public authority responsible for the contract :	DEAL Guadeloupe
Monitoring progress and validating contract performance :	Project manager for SPAW-RAC
Operational technical monitoring of contract execution :	Project leader for SPAW RAC, with advice from the GCRMN-Caribbean Steering Committee, general membership and the GCRMN Data Working Group as appropriate.

## **2.2.4 Work meetings**

Throughout the project, working meetings will be organized with the project owner.

The consultant, if based in Guadeloupe, will be physically present at these meetings and otherwise by videoconference. The consultant shall indicate in his bid the identity of the person(s) likely to be present physically or by videoconference.

The consultant's bid must include at least 4 meetings with DEAL representatives (SPAW-RAC) and 4 online meetings/workshops with the group of experts validated by SPAW-RAC and the GCRMN-Caribbean Steering Committee.

The consultant will be responsible for organizing the meetings, preparing the supporting documents, facilitating and taking the minutes of each session.

In addition to meetings, the consultant must be available for regular electronic and telephone exchanges with the customer.

Supporting documents are sent no later than 5 working days before the meeting. Minutes are sent no later than 10 working days after the meeting.

## 2.3 Expected results and deliverables

### Duties and responsibilities

- Extract and collate data for the Caribbean Coral Conservation Status Report for experts and scientists in the Greater Caribbean Region,
- Coordination of data integration to produce indicators for the Caribbean Coral Conservation Status Report,
- Data analysis for the Caribbean Coral Conservation Status Report,
- Draw up data sharing and management agreements with data suppliers,
- Coordination with the GCRMN-Caribbean steering committee and members, as well as with the GCRMN data working group,
- Information collection management,
- In collaboration with SPAW-RAC, facilitation of a regional data workshop to agree on specific indicators and analysis methodology.

The consultancy schedule is structured around the following key stages and services. The consultant undertakes to respect the deadlines indicated below:

#### 2.3.1.1 Task 1: Coordination of data and scope with GCRMN experts and work on global report

- **Description:** In coordination with the GCRMN-Caribbean steering committee and CAR-SPAW, the structure of the report and the various scales of analysis have been validated. Data availability for the targeted indicators has been verified. The consultant has coordinated well with the ICRI team that will collect global data for the GCRMN 2026 global report. The data sharing agreement has been finalized and approved by all contributors.
- **Deliverables:** Updated data sharing agreement, data contribution agreement, list of contributors. An initial meeting to present and validate these deliverables with SPAW-RAC will be organized by the consultant.

#### Task 2: Indicators and data collection

- **Description:** In coordination with the GCRMN-Caribbean steering committee and SPAW-RAC, the consultant issues a call for data contributions based on a predefined list of indicators (including benthos, fish, etc.) and with a clearly defined format. The consultant contacts a list of data contributors provided by the GCRMN-Caribbean steering committee and the small group of experts, but also identified by the consultant from members of the GCRMN network and the Global Fund for Coral Reefs (GFCR). Individual data sets are collected and secured in a single location. Participation in and support for a Data Workshop with 15 GCRMN and GFCR data experts from the Caribbean region. The aim of the workshop is to aggregate GCRMN and GFCR coral reef data for the regional report.



- **Deliverables:** List of measures, individual datasets, standardization process, data workshop report on facilitated sessions.

### 2.3.1.2 Task 3: Data collection and quality control

- **Description:** The consultant carries out the data integration process in coordination with the small group of experts, the GCRMN-Caribbean and the GCRMN Global Data Task Force. Individual datasets are shared with GCRMN Caribbean and GCRMN Global Data Task Force for integration (standardization, clustering, taxonomic recategorization, spatial allocation, quality checks) according to Wicquart et al, 2022.
- **Deliverables:** Complete datasets, analysis methodology, data quality control.

### 2.3.1.3 Task 4: Analyzed data set

- **Description:** At least one meeting with SPAW-RAC will be organized by the consultant to present and discuss the work done since step 1 and agree on the next steps based on the roadmap. The synthetic dataset is then analyzed by the consultant with the support of GCRMN-Caribbean data experts and the GCRMN Data Task Force, as appropriate. The consultant organizes a meeting/workshop (preferably in person) to bring together the small group of experts to present and discuss the data analysis methods used and the preliminary results for the Caribbean regional report.
- **Deliverables:** Synthetic dataset, analysis of dataset results in the form of a report.

Summary of deliverables in the required format :

<b>Task</b>	<b>Deliverable</b>	<b>Format</b>
T1	Data sharing agreement update	<i>Word document</i>
T1	Data contribution agreement	<i>Word document</i>
T1	List of contributors	<i>Excel table</i>
T2	List of indicators/metrics	<i>Word document</i>
T2	Individual data sets	<i>Excel table</i>
T2	Standardization process	<i>Word document</i>
T2	Data workshop report	<i>Word document</i>
T3	Quality control	<i>Excel table</i>
T3	Analysis methodology	<i>Word document</i>
T3	Complete data sets	<i>Excel spreadsheet or GIS</i>
T4	Synthetic data set	<i>As requested by the GCRM data working group</i>
T4	Analysis of all data results	<i>Word document</i>

## 2.4 Turnaround times

**All actions must be completed between the contract start date and December 15, 2024.**

However, service providers will be able to start working on the data as soon as the contract is notified on May 31.

## 3 ADMINISTRATIVE CLAUSES

### 3.1 Market response documents

The contract consists of the contractual elements listed below:

- Commitment form: the contract form, duly completed and signed, with price details appended and a BIC-IBAN less than 3 months old;
- Cahier des Clauses Particulières : this document, dated and signed ;
- Technical proposal: as detailed below.

The technical file must include the following elements:

- A list of the applicant's personnel, with details of those directly involved in the study. A CV is required to assess the competence of the personnel assigned to this study. SPAW-RAC reserves the right to refuse any personnel other than those presented in this supporting document.
- List of works directly related to the subject of the contract (bibliography)
- A detailed methodology,
- Available software and tools used,
- An estimate of the duration of the assignment, with a provisional timetable for completion.
- The most detailed budget estimate possible, by tranche and in correlation with the schedule proposed by the applicant.

Bids must be written in French and amounts must be expressed in euros.

### 3.2 Offer validity period

Tenders are valid for 120 days from the deadline for receipt indicated below.

### 3.3 Procedure

The contract is awarded using an adapted procedure (MAPA) for intellectual services. (articles R2122-1 to R2122-11 and R2123-1 to R2123-8 of the French Public Procurement Code.

### **3.4 Terms of payment**

Payment is to be made by bank transfer by administrative order on presentation of invoices in accordance with current public accounting rules. The sums due will be paid within 30 days from the date of receipt of the invoices or equivalent requests for payment.

### **3.5 Tender selection criteria**

For the award of the contract, the bid selection criteria were defined and weighted as follows:

- Criteria 1 - Technical value of the offer and references: 60% (assessed on the basis of the content of the technical brief).
- Criteria 2 - Price: 40

DEAL Guadeloupe (SPAW-RAC), the contracting authority, will award the contract to the candidate who obtains the best overall score with regard to the criteria set out above.

### **3.6 Negotiations**

After an initial analysis of the bids, the public authority reserves the right to negotiate with one or more candidates.

The financial proposal, deadlines, responsiveness, organization of human and material resources, as well as the methods of intervention, may be the subject of negotiation. Once the negotiation round(s) has/have been completed, the contracting authority will proceed with the final grading of the candidates with regard to the criteria indicated in the previous paragraph.

### **3.7 How to submit bids and deadline for receipt of bids**

Bids must be submitted no later than June 03, 2024 at 12:00 noon (Guadeloupe time - GMT-4). Any e-mail received after the deadline will not be opened: it will be returned to its sender.

Once submitted, the offer cannot be withdrawn or modified. A candidate wishing to make a bid different from the initial bid must submit this new bid according to the same administrative procedures.

Candidates' attention is drawn to the fact that a second submission by the same signatory replaces the first: it is therefore a complete new offer that must be sent, and not an addendum.

Transmission by e-mail to [auriane.petit@developpement-durable.gouv.fr](mailto:auriane.petit@developpement-durable.gouv.fr) and [geraldine.conruyt@developpement-durable.gouv.fr](mailto:geraldine.conruyt@developpement-durable.gouv.fr) (the offer must be received before the deadline for receipt of offers).