

Terms of Reference

Consultation events and communication materials for the updating and finalisation of the Regional Coastal Plan for the Tangier-Tetouan-Al Hoceima Region (SRL TTA) and the integration of its action plan with the WEF Nexus process in the region.

***In the framework of the
GEF / UNEP-MAP MedProgramme Child Project 2.1 “Mediterranean Coastal Zones: Water Security, Climate Resilience and Habitat Protection”***

implemented by Global Water Partnership-Mediterranean (GWP-Med)

1 April 2026

1. Introduction – Background

The **MedProgramme** represents the first GEF multi-focal area initiative in the Mediterranean Sea aiming to carry out priority actions to reduce major transboundary environmental stresses in its coastal areas while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations. The MedProgramme is led by UN Environment and implemented by various Executing Partners¹ in nine beneficiary countries sharing the Mediterranean basin: Albania, Algeria, Bosnia and Herzegovina, Egypt, Lebanon, Libya, Montenegro, Morocco, and Tunisia. It consists of 8 Child Projects that cut across four different Focal Areas of GEF, namely International Waters, Biodiversity, Chemicals and Waste and Climate Change.

Child Project 2.1 (CP 2.1) is titled “Mediterranean Coastal Zones: Water Security, Climate Resilience and Habitat Protection” and activities are led by the Global Water Partnership-Mediterranean (GWP-Med), Priority Actions Programme Regional Activity Centre (PAP/RAC), Plan Bleu Regional Activity Centre (Plan Bleu RAC), and UNESCO International Hydrological Programme (UNESCO IHP); as the executing partners (EP) of the project. Among other activities, under CP 2.1 GWP-Med supports PAP/RAC towards the development of an ICZM Plan for the Tangiers-Tetouan-Al Hoceima Region (TTA Region) in Morocco.

Such support is provided, on the one side, through a Water-Energy-Food-Ecosystems Nexus (WEFE Nexus) Assessment carried out by GWP-Med for the TTA Region (under a different **Child Project, CP 2.2**), aimed at identifying the systemic root causes of pressures on the coastal area due to upstream dynamics and mitigating the risk of problem-shifting between sectors by making their trade-offs and synergies visible across the landscape, from source to sea.

On the other side, GWP-Med also assists the process for the preparation of the Regional Coastal Plan for TTA Region (Schéma Régional du Littoral – SRL TTA) through the organization of needed consultation events involving the relevant regional and National authorities, in order to:

- Strengthen territorial governance and institutional ownership throughout the process for updating the Regional Coastal Plan SRL TTA.
- Analyse, compare and update existing data on the state of the coastline and recent developments.
- Discuss and validate alternative action plans with the institutions concerned in order to integrate the proposals into regional and sectoral strategies.
- Ensure consistency between public policies (environment, development, tourism, fisheries, agriculture, urban planning, water, energy).
- Promote the integration of youth and the development of green and blue jobs with a view to Vision 2045.

2. Description of the Assignment

Overall objective

The overall objective is to strengthen territorial governance and institutional coordination in support of the Regional Coastal Plan, by analysing, comparing and updating existing data on the state of the coastline and recent developments, and by discussing and validating alternative action plans with the relevant institutions in order to ensure their integration into regional and sectoral strategies. The process aims to promote coherence and consistency among public policies related to the environment,

¹ GEF Lead Implementing Agency: UN Environment. Other GEF Implementing Agency: European Bank for Reconstruction and Development (EBRD). Leading Executing Agency: UN Environment/MAP. Executing partners: UNESCO International Hydrological Programme (IHP), European Investment Bank (EIB), Global Water Partnership – Mediterranean (GWP-Med), WWF Mediterranean Programme Office (WWF MedPO), IUCN, Priority Actions Programme Regional Activity Centre (PAP/RAC), Plan Bleu Regional Activity Centre (Plan Bleu), Specially Protected Areas Regional Activity Centre (SPA/RAC) and the Sustainable Consumption and Production Regional Activity Centre (SCP/RAC).

development, tourism, fisheries, agriculture, urban planning, water and energy, while also fostering the inclusion of young people and supporting the development of green and blue jobs in line with the long-term Vision 2045. Consultation events are needed for the updating and finalisation of the Regional Coastal Plan for the Tangier-Tetouan-Al Hoceima Region (SRL TTA) and the integration of its action plan with the WEFE Nexus process in the region.

Scope of the Assignment

General – description

The Assignment includes:

- 1- The logistical organisation of consultation events within the region TTA, aimed at finalising the Regional Coastal Plan for the Tangier-Tetouan-Al Hoceima Region (SRL TTA) and the integration of its Action Plan with the WEFE Nexus process in the region.
- 2- The preparation of communication materials (design and printing) to accompany the consultation activities.

Timeline

The duration of this Assignment is expected to last maximum until 30 June 2026.

Participants

The maximum number of participants in each event is specified in the below Table.

Location of events

Tangier, Morocco

Language

Simultaneous Interpretation Arabic-French will be organized for two workshops as specified in the below Table

3. Tasks – Requested services

The Contracted Travel and Events Agency, in coordination with the Project Manager will organize the following consultation activities for the finalization process of the SRL-TTA:

- **2 Workshops to present the project assessment/deliverables for the Tangier-Tetouan-Hoceima Coastal Regional Plan (SRL-TTA) (SRL-TTA Workshop 1 and 2)**
- **2 CRGIL Meeting to validate the project assessment for the SRL-TTA (CRGIL Meeting 1 and 2)**
- **2 thematic meetings (Thematic Workshop 1 and 2)**

The Table below includes more details about the events that will be organised as part of the assignment:

Order	Targeted location - Tangier	Length – 1 day	Number of Participants	Logistics needed
1	SRL TTA - Workshop 1	1 day	100	Workshop Venue for 100 people 2 coffee breaks and 1 lunch for 100 people Simultaneous Interpretation Arabic-French (1 day).

				35 overnight accommodations in minimum 4-star hotel for 1 night with dinner and breakfast (the evening/night before the event)
2	Thematic meeting 1	1 day	15	1 coffee break for 15 people
3	CRGIL - Meeting 1	1 day	100	Workshop Venue for 100 people 2 coffee breaks and 1 lunch for 100 people 35 overnight accommodations in minimum 4-star hotel for 1 night with dinner and breakfast (the evening/night before the event)
4	SRL TTA Workshop 2	1 day	100	Workshop Venue for 100 people 2 coffee breaks and 1 lunch for 100 people Simultaneous Interpretation Arabic-French (1 day). 35 overnight accommodations in minimum 4-star hotel for 1 night with dinner and breakfast (the evening/night before the event)
5	Thematic meeting 2	1 day	15	1 coffee break for 15 people
6	CRGIL - Meeting 2	1 day	100	Workshop Venue for 100 people 2 coffee breaks and 1 lunch for 100 people 35 overnight accommodations in minimum 4-star hotel for 1 night with dinner and breakfast (the evening/night before the event)

In addition, development, design and printing of communication materials is needed for the final workshop of the CRGIL TTA Committee:

- **1 Video on the SRL-TTA in French, with translated subtitles in Arabic and English (maximum 4')**
- **2 Roll-up banners in Arabic and French,**
- **50 brochures per language (French, Arabic, English), in total 150. (folded A4)**
- **50 flyers per language (Arabic and French), in total 100. (1 page front and back)**
- **50 approved SRL reports per language (Arabic and French), in total 100 (maximum number of pages 80)**
- **50 Summary du SRL (Arabic and French), in total 100 (maximum 12 pages)**

4. Reporting, Deliverables and Milestones

The Successful Contracted Travel and Events Agency is expected to provide the following deliverables, which are directly related to the tasks outlined in detail under Section 3, based on the below timeline (expressed in months after the contract is signed). The deliverables are the meetings and workshops successfully organized, as confirmed with the signed participants lists, and the communication materials

designed, developed and printed. The schedule for submission may be adjusted as necessary during the contract preparation period. All deliverables should be submitted in French, unless otherwise specified.

Deliverables: meetings, workshops and field visits (and signed participants lists)		Deadline / months after contract signature
1.	Successful implementation of SRL TTA Workshop 1, Thematic Meeting 1 and CRGIL Meeting 1 demonstrated by: - Signed participants list for each event -List of participants receiving overnight accommodation (when applicable)	31 st of May 2026
2.	Successful implementation of SRL TTA Workshop 2, Thematic Meeting 2 and CRGIL Meeting 2 demonstrated by: - Signed participants list for each event -List of participants receiving overnight accommodation (when applicable)	30 th of June 2026
3.	1 Video on the SRL-TTA in French and English, 2 Roll-up banners in Arabic and French, 50 brochures per language (French, Arabic, English), in total 150. 50 flyers per language (Arabic and French), in total 100. 50 approved SRL reports per language (Arabic and French), in total 100 50 Résumé du SRL (Arabic and Franch), in total 100	30 th of June 2026

Reporting Line

The successful consultant will work under the direct supervision of / and communicate directly with the Regional Directorate for Environment of the region (DRE TTA) and the appointed PAP/RAC Officers.

Coordination meetings between the consultant and the Project Team shall be scheduled on a biweekly basis to effectively monitor the progress pertaining to the workplan. The rendering of services shall be executed, and completion thereof shall be determined, upon the satisfaction and approval of the deliverables by the DRE TTA and PAP/RAC team.

Confidentiality

All information supplied by GWP-Med in connection with this tender to date, and any further information supplied during the tender process shall be regarded as confidential and must not be shared with any other organization without written permission of GWP-Med.

5. Payment modalities

Payment Schedule:

Down payment: 15% of total contract amount

Completion and delivery of deliverable 1: 25% of total contract amount

Completion and delivery of deliverables 2-3: 60% of total contract amount

Each payment will be issued after the quality assessment and approval of each deliverable by PAP/RAC and the Contracting Authority. Then, the awarded consultant will issue the respective invoices.

In the event that there are delays in the execution of the contract the awarded consultant is liable to a deduction of €100 per day, for every day of delay, including Sundays and public holidays, up to a maximum of 10% of the contracted amount in case there are delays in the execution.

6. Contract price and duration.

The maximum fee for this assignment is **45,000 USD**. This amount includes all other costs, including travels, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT.

The contract will be valid until **30th of June 2026**. Payments will be made upon acceptance and verification of the related deliverables, as laid out in section 4 “Reporting, deliverables, and Milestones”.

7. Disqualification criteria ON/OFF

For details on the ON/OFF disqualification please refer to the Call for Offers

8. Selection Criteria (pass / fail)

Successful participant (Natural or Legal Person or Entity) must:

- Have average annual turnover for the last three financial years, at least equivalent to the maximum amount of this call. As supporting documentation, the applicant must provide their official Financial Statements, stamped, and signed by the legal representative of the company.
- Be enrolled in one of the official professional or trade registries at the country of registration.
- Present a minimum duration of operation of five (5) years. Proof to be provided by the related chamber (date of registration).
- Have solid experience in Minimum five large-scale events (conference, symposium) organized in the region TTA in the past 7 years – out of which at least one organized in a regional TTA city other than Tangier.

Failure to comply with the above ON/OFF requirements or to provide relevant proof with the application is considered ground for exclusion.

Evaluation Process and Awarding Criterion

AWARD CRITERION: The Most Economically Advantageous offer with criterion the lowest price for the offers satisfying the selection criteria.

9 Monitoring and Progress Controls

PAP/RAC will be providing oversight and guidance from the side of the Project Team.

Coordination meetings between the consultant and the Project Team shall be scheduled on a bi-weekly basis in order to effectively monitor the progress pertaining to the workplan that was submitted with the Inception Report. The rendering of services shall be executed, and completion thereof shall be

determined, upon the satisfaction and approval of the deliverables by the Project Manager and GWP-Med Executive Secretary.

10. Place of Performance

The tasks will be carried out from a place of the Consultant's preference, in agreement with the coordinator of this activity Regional Directorate for Environment of the region (DRE TTA), and within the region TTA.

11. Terms and Conditions

• Language

The language of the key deliverables/outputs is French, unless otherwise specified.

• Data and information

The Consultant(s) is responsible to collect all information and data necessary for the completion of this assignment. Missing information (from any side) would not be considered as eligible reason for not completing the tasks. Regional Directorate for Environment of the region (DRE TTA) can assist in communicating with relevant institutions and stakeholders to verify the availability of needed data or information.

• Submission of data, reports and other material produced

All primary data, reports, and other documentation produced during this assignment shall be made available to PAP/RAC and GWP-Med and to the relevant institutions in electronic format. All data acquired, and products developed during the assignment will be in the ownership of the Project and cannot be used by the Consultant and its team without prior written permission.

• Cooperation requirements

The Consultant is expected to work closely with Regional Directorate for Environment of the region (DRE TTA), PAP/RAC and GWP-Med and the beneficiaries.

• Review and quality assurance

A thorough evaluation of the Consultant's work conducted during the course of the assignment implementation, as well as a comprehensive review of the deliverables, may be conducted by an independent external expert or team of experts. The Consultant is expected to thoroughly consider and incorporate any relevant observations or recommendations provided by the reviewer(s) into the final versions of the deliverables.

• Public consultations / meetings

The responsibility for organizing any required workshops or working meetings will be shared between the Consultant(s) and the Project Team. The Consultant(s) shall be responsible for: preparation of working material, technical specifications etc. ensuring participation of the key team members as required, preparation of minutes etc. The Project Team will be responsible for: preparation of agenda, invitations, distributing the invitations and enabling participation.