

### Description of Requirements

<p>Context of the Requirement</p>	<p>The primary goal of this assignment is to support both national and local governments in enhancing their planning practices related to the management and utilization of forests and forest resources. The specific focus lies in piloting modern planning approaches while simultaneously improving the transparency and inclusivity of decision-making processes.</p> <p>The methodology for achieving this objective will involve a "learning by doing" approach, wherein the process will be tested and implemented. As a result, the following outcomes are anticipated:</p> <ul style="list-style-type: none"> <li>- Developed Forest Development Plan: Creation of a comprehensive Forest Development Plan tailored for the selected target municipality/municipalities.</li> <li>- Private Forest Management Plans: Formulation of private forest management plans specifically for the target municipality/municipalities, covering a minimum of 600 hectares.</li> </ul> <p>The selected service provider will undertake an in-depth analysis of existing practices within the context of Montenegro's forest management and planning. This includes an examination of the legislative framework, associated risks, and negative experiences tied to these processes. Simultaneously, the service provider will scrutinize relevant international regulatory frameworks, identifying good practices and recommendations applicable to the Montenegro context and the purpose of this assignment.</p> <p>Addressing identified gaps and shortcomings, the service provider will deliver two expected results in a professional, inclusive, and cooperative manner, employing a "learning by doing" approach. In practice, this involves timely and transparent identification of all relevant stakeholders at both the national and local levels. These stakeholders may include national institutions, municipalities, local communities, private forest owners, NGOs, and other pertinent entities. The service provider will develop and implement an appropriate engagement and capacity-building plan concurrently with the development of plans.</p> <p>Throughout the development process, the service provider will leverage available data and information sources, such as statistical offices, line ministries, cadastre, scientific works and research, existing legislative and policy documents, published peer-reviewed and grey literature, and national statistical and other databases (including the forest inventory). Relevant outputs from ongoing projects in forestry and nature protection sectors, such as the Natura 2000 mapping, will also be considered.</p> <p>The expected outcomes for the beneficiaries include:</p>
-----------------------------------	--

	<ul style="list-style-type: none"> <li>- Developed and Delivered Plans: Successful creation and delivery of the Forest Development Plan and Private Forest Management Plans.</li> <li>- Structured Methodology: Documentation of a structured methodology accompanied by lessons learned, recommendations, and conclusions for potential replication in other locations. This methodology will encompass necessary legal and good practices within the Montenegro context and highlight any missing elements, such as safeguards for biodiversity conservation, understanding the impact of interventions on the livelihood of the local population, and social and economic impacts and risks.</li> <li>- Guidelines for Stakeholder Engagement: Development and documentation of structured guidelines for engaging relevant stakeholders in the planning process.</li> </ul>
<p>Brief Description of the Required Services</p>	<p>Required services are following:</p> <ul style="list-style-type: none"> <li>- Performing an in-depth analysis of the existing forestry policies and practices (national, municipal, private level), identifying opportunities to integrate biodiversity-friendly policies and practices into the Municipal Forestry Development Plan;</li> <li>- Performing an analysis of innovative methodologies and standards for sustainable forestry planning and management;</li> <li>- Analysing how forestry policies and practices, including the proposed biodiversity friendly ones, may have differential impacts on different genders and marginalized groups. Identify gender-specific challenges and opportunities and develop strategies and actions that promote gender equality and social inclusion in forestry planning and management, ensuring that the Municipal Forestry Development Plan addresses gender issues and empowers women and marginalized groups in forestry activities.</li> <li>- Analysing capacity gaps within municipal forestry departments and among stakeholders;</li> <li>- Drafting a comprehensive Municipal Forestry Development Plan;</li> <li>- Private forest management plans in the target municipality, covering at least 600ha;</li> <li>- Engaging with various relevant stakeholders;</li> <li>- Formulating narrative reports describing the methodology, data sources and findings and</li> <li>- Formulating briefs and inputs for the Project implementation unit.</li> </ul>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>Based on the enclosed Terms of Reference (Annex 4), the Selected Bidder shall be responsible for the following deliverables: Municipal Forest Development Plan document that incorporates all the elements outlined above (contemporary sustainable forestry practices, nature protection and biodiversity concerns, gender issues) and is prepared on the basis of legal requirements, the Methodology for policy development, drafting and monitoring of strategic planning documents, as well as</p>

	<p>international standards, guidelines and best practices in relation to forestry, nature protection and gender</p> <ul style="list-style-type: none"> <li>• Guidelines on the newly developed methodologies and standards for forestry planning and management that incorporates biodiversity and gender issues. This should serve as a reference document for forestry sector personnel and private forest owners.</li> <li>• Private forest management plans in the target municipality, covering at least 600ha.</li> <li>• Reports documenting the engagement with various stakeholders, including government and municipal agencies, private forest owners, local communities, NGOs, and other relevant parties through formal consultations. This report should outline the insights gained and contributions made by stakeholders to the policy development process, including on biodiversity protection and gender issues.</li> <li>• Inputs provided to the Project implementation unit, offering guidance and insights based on the experts' analysis and recommendations to facilitate the implementation of the new forestry plan, as well as upscaling of the methodologies and standards.</li> <li>• Progress reports to the Project Implementation Unit.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	All deliverables must be quality reviewed and approved/accepted by the aChief Technical Specialist, Project Manager and Project Director.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location and as defined in the ToR
Expected duration of work	<b>During 8 months in period from 1st February to 30<sup>th</sup> September 2024</b>
Target start date	<b>1st February 2024</b>
Latest completion date	<b>30<sup>th</sup> September 2024</b>
Travels Expected	Yes
Pre-bid conference	N/A
Special Security Requirements	N/A.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services and proposed team's structure with	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required  <p>Important Remark: In case a sub-contracting is envisaged, the majority of the required/proposed team members (key personnel) must be the Bidder's (legal entity's) employees, including the Team Leader. Bids containing the majority of the proposed team members that are a sub-contractor's personnel shall be rejected.</p>

indicated names and functions (i.e. Team Leader, etc.)	
Proposal Submission Address	e-mail: <a href="mailto:irena.krivokapic@mepg.gov.me">irena.krivokapic@mepg.gov.me</a> and <a href="mailto:irenakrivokapic@gmail.com">irenakrivokapic@gmail.com</a>
Deadline for Submission of Proposal	<b>12 January 2024 at 14:00h</b> All e-mail correspondence to be clearly marked with the <b>tender number</b> (see the “REFERENCE” field from the 1 <sup>st</sup> page above).  Offers received by Ministry after the above-mentioned date and time will be rejected and returned to sender unopened.
No. of copies of Proposal that must be submitted via e-mail	Original: <b>1 electronic copy of technical proposal and 1 electronic copy of financial proposal</b> in separate files, duly marked as Technical Proposal and Financial Proposal, with indicated tender “REFERENCE” number of tender (please see the 1 <sup>st</sup> page above).  Remark: Technical proposals and financial proposals must be submitted in separate emails. The technical proposal should not be password protected. In the eventuality, files containing the technical proposals exceed the 15MB permitted file size for attachments, should be broken down to several files and sent sequentially. Each file should be named as follows: <proposer name–technical proposal file no. N> (N=1, 2, 3, etc). The <b>financial proposals</b> should be sent in PDF format and <b>password protected</b> so that they cannot be opened otherwise. Password for the financial proposal must not be provided to the Ministry until it is formally requested by the Ministry procurement focal point.
All documentations submitted in this proposal, including catalogs, instructions and operating manuals, shall be in english or local language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> local language Remark: the original documents and copies of original documents submitted by local companies, such as Company Registration Certificate, Tax Payment Certificate, etc. can be in local language.
Documents to be submitted (Technical Proposal envelope)	<b>X Duly Accomplished, Signed and Stamped Form as provided in the Annex 2</b> , and in accordance with the list of requirements in Annex 1: - one copy <u>without populating proposed pricing information in the Technical Proposal file</u> , and - other copy <u>with the proposed pricing information in the <b>Financial Proposal file (password protected)</b></u> ;  <b>X Documents Establishing Offeror’s Eligibility &amp; Qualifications:</b> <ul style="list-style-type: none"> <li>• <b>Company Profile</b>, which should include a <u>short description of the company and other relevant information concerning the requirements indicated in this document - it should not exceed three (3) pages</u>.</li> <li>• <b>Certificate of Registration (potvrda o registraciji)</b> of the business in Montenegro, including Articles of Incorporation (akt o osnivanju), or equivalent document if the Bidder is not a corporation.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Income Statement and Balance Sheet (bilans uspjeha i bilans stanja) for 2021 and 2022;</b> Required minimum turnover for a bidder is 50,000 EUR per each of the above-mentioned years.</li> <li>• <b>Latest Internal Revenue Certificate / Tax Clearance (potvrda poreske uprave o nepostojanju dugovanja),</b> not older than 6 months, confirming that all taxes by the bidder have been paid. Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and Ministry reserves the right to request submission of this Certificate during the bids evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request;</li> <li>• <b>Relevant experience in providing similar services – minimum two projects in the last five years of a similar nature, value and complexity.</b> The reference list must be submitted using the table provided herein:</li> </ul> <table border="1" data-bbox="391 688 1503 877"> <thead> <tr> <th data-bbox="391 688 667 764">Client*</th> <th data-bbox="667 688 1049 764">Assignment description</th> <th data-bbox="1049 688 1313 764">Duration (from-to; Month-Year)</th> <th data-bbox="1313 688 1503 764">Value in EUR</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 764 667 800">1.</td> <td data-bbox="667 764 1049 800"></td> <td data-bbox="1049 764 1313 800"></td> <td data-bbox="1313 764 1503 800"></td> </tr> <tr> <td data-bbox="391 800 667 835">2.</td> <td data-bbox="667 800 1049 835"></td> <td data-bbox="1049 800 1313 835"></td> <td data-bbox="1313 800 1503 835"></td> </tr> <tr> <td colspan="4" data-bbox="391 835 1503 877"><i>Please insert more rows, if applicable</i></td> </tr> </tbody> </table> <p data-bbox="391 877 1503 947"><b>*Reference details must contain: name of client, name of client’s responsible person and his/her phone no. and e-mail address.</b></p> <ul style="list-style-type: none"> <li>• <b>Documents establishing Qualifications of proposed team members: Copies of Diplomas and CVs for each proposed team member,</b> specifying the exact number of years and nature of experience working in the relevant fields. CVs to be submitted in the consistent format that enables evaluation as per the criteria indicated in the attached ToR (no specific format is required). The team must have proven experience in similar projects.</li> <li>• And all other as required by ToR (Annex 4).</li> </ul> <p data-bbox="391 1310 1503 1625">In the case of a joint venture/consortium, provide <b>consortium agreement</b> that shall clearly state the leading partner/institution which will be responsible for signing and implementing the contract with the Ministry. In this case, bidders shall also provide <b>a brief presentation of each member</b> together with the list of their relevant references/experience. The documentation required in this section must be submitted <b>for all consortium partners</b>. The <b>majority of the required/proposed team members (key personnel) and majority of percentage of the total assignment must be the Lead Partner’s responsibility</b>. Under the Creative concept/Methodology, a brief <b>description of each partner’s responsibilities and related percentages of envisaged work must be stated</b>.</p>	Client*	Assignment description	Duration (from-to; Month-Year)	Value in EUR	1.				2.				<i>Please insert more rows, if applicable</i>			
Client*	Assignment description	Duration (from-to; Month-Year)	Value in EUR														
1.																	
2.																	
<i>Please insert more rows, if applicable</i>																	
Currency of Proposal	Euro																
Value Added Tax on Price Proposal	Must be inclusive of VAT and other applicable indirect taxes																
Validity Period of Proposals (Counting for the	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days																

<i>last day of submission of quotes)</i>	In exceptional circumstances, Ministry may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	Not permitted
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> <b>Will be imposed under the following conditions:</b> Percentage of contract price per day of delay: <b>1%</b> Max. no. of days of delay: <b>10 days</b> Next course of action: <b>Ministry may cancel the Contract.</b>
Payment Terms	The latest within thirty (30) days from the date of meeting the following conditions: a) Ministry's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The outputs are to be approved by the Chief Technical Specialist, Project manager, and Project Director who will issue clearances for payments.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers (threshold 70% points obtained in the technical evaluation) <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
Criteria for the Assessment of Proposal	<b><u>Technical Proposal</u></b> <input checked="" type="checkbox"/> Expertise and experience of the Bidder (30%) <input checked="" type="checkbox"/> Proposed Methodology/Creative concept for the Completion of Services (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%)
Ministry will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed ToR (Annex 3) <input checked="" type="checkbox"/> Requested expertise (Annex 4) <input checked="" type="checkbox"/> Technical Evaluation Criteria (Annex 5)

<p>Contact Person for Inquiries (Written inquiries only):</p>	<p><a href="mailto:irena.krivokapic@mepg.gov.me">irena.krivokapic@mepg.gov.me</a> and <a href="mailto:irenakrivokapic@gmail.com">irenakrivokapic@gmail.com</a></p> <p><b>(indicate clearly the tender “REFERENCE” number from the 1<sup>st</sup> page above on all correspondence/Subject of an e-mail query)</b></p> <p><b>IMPORTANT REMARK: Bidders are requested to visit daily the Ministry website at <a href="https://www.gov.me/mert">https://www.gov.me/mert</a> order to check for potential tender updates and/or questions and answers documents.</b></p> <p>Any delay in Ministry’s response shall be not used as a reason for extending the deadline for submission, unless Ministry determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Right to accept any proposal and to reject any or all proposals</p>	<p>Ministry reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for Ministry’s action. Ministry shall not be obliged to award the contract to the lowest priced offer.</p>
<p>Deadline for Inquiries:</p>	<p>Two (2) days before the submission date.</p>