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1. BACKGROUND INFORMATION

1.1. Partner country

Montenegro

1.2. Contracting Authority

The University of Montenegro, The Institute of Marine Biology

1.3. Country background

In 2006 Montenegro's parliament declared independence from the State Union of Serbia and Montenegro. In 2008, the new country applied for EU membership. In 2010, the Commission issued a favourable opinion on Montenegro's application, identifying 7 key priorities that would need to be addressed for negotiations to begin, and the Council granted it candidate status. In December 2011, the Council launched the accession process with a view to opening negotiations in June 2012. The accession negotiations with Montenegro started on 29 June 2012.

As of 11 December 2017, 30 negotiating Chapters, including the rule of law Chapters, 23 – Judiciary and fundamental rights and 24 – Justice, freedom and security, have been opened, out of which three Chapters (25 – Science and research, 26 – Education and culture, 30 – External relations) have been provisionally closed. Five chapters have not been opened yet, among them chapter 27 Environment and Climate Change. The Opening Benchmark Meeting for Chapter 27 was held in May 2014. It is expected that Chapter 27 will be opened during 2018.

Chapter 27 addresses EU environment policy which aims to promote sustainable development and protect the environment for present and future generations. It is based on preventive action, the polluter pays principle, fighting environmental damage at source, shared responsibility and the integration of environmental protection into other EU policies. The acquis comprises over 200 major legal acts covering horizontal legislation, water and air quality, waste management, nature protection, industrial pollution control and risk management, chemicals and genetically modified organisms (GMOs), noise and forestry. Compliance with the acquis requires significant investment. A strong and well-equipped administration at national and local level is imperative for the application and enforcement of the environment acquis.

1.4. Current situation in the sector

Following the Opening Benchmark Meeting for Chapter 27 which was held in May 2014, Montenegro has adopted in July 2016 “National Strategy with Action Plan for Transposition Implementation and Enforcement of the EU Acquis on Environment and Climate Change”. The Strategy with AP will serve as a basis for transposition, implementation and enforcement of the EU acquis on environment and climate change, including plans for the development of the relevant administrative capacities and an estimation of the financial resources required. The Strategy with AP puts particular attention on: alignment with water and waste sectors acquis, integrating waste minimisation measures and management of waste that cannot be treated other than landfilled, and to the policy planning and administrative capacity considerations for climate action.

The progress made in the process of alignment of the Environment and Climate Change sectors within the scope identified by the Strategy with AP creates opportunities for adequate development and necessary adjustment of administrative and technical capacities of Montenegro for environmental management which is in line with the EU standards.

The Institute of Marine Biology of the University of Montenegro is granted by the Norwegian Ministry of Foreign Affairs to implement a project “Marine Biodiversity Conservation Center “Boka Aquarium” (MonteAqua)”. Project will be implemented between December 4, 2017 and June 4, 2019 in cooperation with the Center for Fisheries and Biodiversity Conservation of Inland Waters, Institute of Biology and Ecology, Faculty of Science, University of Kragujevac.

The planned **effect on society** of MonteAqua project is enhanced Montenegrin EU integration process in the area of nature protection relevant to water ecosystems and sustainable management of protected water ecosystems.

The project has 5 main **outcomes**:

1. Closer regional cooperation
2. Increased capacity in the field of environment
3. Increased public awareness on importance of water ecosystems and EU integration process in Chapter 27: Environment
4. Strengthened institutional capacities for adoption of appropriate law provisions and implementing acts for achieving full transposition of EU legislation in the field of Nature Protection (relevant to water ecosystems)
5. Montenegrin contribution to SDG 14 “Conserve and sustainably use the oceans, seas and marine resources for sustainable development”

For generating planned outcomes, several **activities** were planned.

1. In order to secure closer regional cooperation (outcome 1) following activities will be implemented:
 - 1.1. Setting up network of authorities responsible for management of protected water ecosystems. Network will be based on electronic cooperation platform.
 - 1.2. Organization of International (regional) conference “Adriatic Biodiversity Protection”. Conference will be organized in close cooperation with local government(s) for expected 100 participants
2. In order to secure increased capacity in the field of environment (outcome 2) following activities will be implemented:
 - 2.1. Setting up Marine Biodiversity Conservation Center “Boka Aquarium”
 - 2.2. Setting up freshwater “Skadar Aquarium”
 - 2.3. Setting up Rescue Centre for Water Wild Flora and Fauna
3. In order to secure increased public awareness on importance of water ecosystems and EU integration process in Chapter 27: Environment (outcome 3) following activities will be implemented:
 - 3.1. Development of communication platform for stakeholders’ participation in water biodiversity conservation
 - 3.2. Development of WEB portal “Aquariums of Montenegro”
 - 3.3. Securing gender equality
 - 3.4. Evaluating status of the blue shark (*Prionace glauca*) in the Adriatic Sea [marine flagship species]
 - 3.5. Evaluating status of European eel (*Anguilla anguilla*) in Skadar Lake [freshwater flagship species]
4. In order to secure strengthened institutional capacities for adoption of appropriate law provisions and implementing acts for achieving full transposition of EU legislation in the field of Nature Protection (relevant to water ecosystems) (outcome 4) following activities will be implemented:
 - 4.1. Organizing Workshop “Council Directive 92/43/EEC (Habitats)”
 - 4.2. Organizing Workshop “Council Directive 1999/22/EC (Zoo)”

- 4.3. Organizing Workshop “Council Regulation (EC) No 338/97 (CITES)”, “Commission Regulation (EC) No 865/2006 (CITES)”, “Commission Regulation (EU) No 791/2012 (CITES)”
- 4.4. Organizing Workshop «Regulation (EU) 1143/2014 (Invasive alien species)”
5. In order to secure Montenegrin contribution to SDG 14 “Conserve and sustainably use the oceans, seas and marine resources for sustainable development” (outcome 5) following activities will be implemented:
 - 5.1. Discussion conservation of Montenegrin coastal and marine areas based on the best available scientific information
 - 5.2. Promoting sustainable harvesting and negative effects of overfishing, illegal, unreported and unregulated fishing and destructive fishing practices
 - 5.3. Preventing marine pollution

1.5. Related programmes and other donor activities

MonteAqua project will be implemented in close cooperation with relevant Montenegrin institution in order to create synergy with other related activities stipulated in the “National Strategy with Action Plan for Transposition Implementation and Enforcement of the EU Acquis on Environment and Climate Change”.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

- Enhance Montenegrin EU integration process in Chapter 27: Environment and contribute to socio-economic development at country level and in the region through:
 - closer regional cooperation,
 - increased capacity in the field of environment - setting up Marine Biodiversity Conservation Center,
 - increased public awareness,
 - strengthened institutional capacities, and
 - Montenegrin contribution to SDGs 5, 8 and 14.

2.2. Purpose

The purposes of this contract are as follows:

- Purpose 1: Support activity 2.1. Setting up Marine Biodiversity Conservation Center “Boka Aquarium”, sub-activity 2.1.3. Adaptation/reconstruction of ground floor of Institute for Marine Biology (reconstruction and restoring the Aquarium) in line with Montenegrin Law on Spatial Planning and Construction (LSPC)¹.

2.3. Results to be achieved by the Contractor

The Contractor should achieve following results:

- Result 1: Developed Concept design for adaptation/reconstruction of ground floor of Institute for Marine Biology, in line with Art. 76 of LSPC.
- Result 2: Developed Concept project for adaptation/reconstruction of ground floor of Institute for Marine Biology, in line with Art. 77 of LSPC.
- Result 3: Developed Main project for adaptation/reconstruction of ground floor of Institute for Marine Biology, in line with Art. 78 of LSPC.
- Result 4: Developed Project of adapted object, if needed, in line with Art. 79 of LSPC.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

For all expected results, Contractor should follow Montenegrin Law on Spatial Planning and Construction (LSPC). For expected results 1-3, Contractor should follow Concept design of Boka Aquarium² and closely cooperate with MonteAqua project team in order to facilitate smooth installation of planned aquarium units.

3.2. Risks

| Risk | Probability | Impact | Overall risk | Risk-reducing measures | Responsibility | Deadline |
|---|-------------|--------|--------------|---|----------------|-----------------|
| Lack of Urbanism-technical conditions for the production of technical documentation | Medium | High | Medium | Timely procedure and proper communication with responsible body | PD, PMT | Project month 2 |
| Improper Concept design | Low | High | Medium | Proper project management and communication | PD, PM, PMT | Project month 2 |

¹ Zakon o planiranju prostora i izgradnji objekata ("Službeni list Crne Gore", br. 064/17 od 06.10.2017)

² Idejni koncept Boka akvarijuma. Dokument projekta MonteAqua. Simić, V., Mirović, I., Laušević, R. 2018. Univerzitet Crne Gore – Institut za biologiju mora.

| | | | | | | |
|---|-----|-----|-----|---------------------------|-------------|-----------------|
| Cross-cutting issues: Negative impact on environment | Low | Low | Low | Proper project management | PD, PM, PMT | Project month 2 |
|---|-----|-----|-----|---------------------------|-------------|-----------------|

PD = Project Director

PM = Project manager

PMT = Project management team

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

This assignment has three main objectives.

For purpose 1 and results 1-4, the overall objectives are as follows:

- Develop project which enables feasible adaptation/reconstruction of ground floor of IMB in line with requirements for installation of all planned aquarium units.

The specific objectives are as follows:

- Result 1: Develop Concept design for adaptation/reconstruction of ground floor of Institute for Marine Biology, in line with Art. 76 of LSPC.
- Result 2: Develop Concept project for adaptation/reconstruction of ground floor of Institute for Marine Biology, in line with Art. 77 of LSPC.
- Result 3: Develop Main project for adaptation/reconstruction of ground floor of Institute for Marine Biology, in line with Art. 78 of LSPC.
- Result 4: Develop Project of adapted object, if needed, in line with Art. 79 of LSPC.

4.1.2. Geographical area to be covered

Montenegro, Kotor, IMB.

4.2. Specific work

4.2.1. Result 1: Developed Concept design for adaptation/reconstruction of ground floor of Institute for Marine Biology

Contractor should follow Montenegrin Law on Spatial Planning and Construction (LSPC) and Concept design of Boka Aquarium.

4.2.1.1. Tasks timeline³

Developed Concept design for adaptation/reconstruction of ground floor of Institute for Marine Biology, month 1.

³ Months counting starts from signing the contract

4.2.2. Result 2: Developed Concept project for adaptation/reconstruction of ground floor of Institute for Marine Biology

Contractor should follow Montenegrin Law on Spatial Planning and Construction (LSPC) and Concept design of Boka Aquarium.

4.2.2.1. Tasks timeline⁴

Developed Concept project for adaptation/reconstruction of ground floor of Institute for Marine Biology, month 1.

4.2.3. Result 3: Developed Main project for adaptation/reconstruction of ground floor of Institute for Marine Biology

Contractor should follow Montenegrin Law on Spatial Planning and Construction (LSPC), Concept design of Boka Aquarium and closely cooperate with MonteAqua project team in order to facilitate smooth installation of planned aquarium units. Contractor also should closely cooperate with construction auditor, which will be appointed by contracting authority during implementation of this contract.

4.2.3.1. Tasks timeline⁵

Developed Main project for adaptation/reconstruction of ground floor of Institute for Marine Biology, month 2.

4.2.4. Result 4: Developed Project of adapted object

If needed, in line with Art. 79 of LSPC, Contractor should develop Project of adapted object. If not needed, Contractor will proceed with final reporting.

4.2.4.1. Tasks timeline⁶

Developed Project of adapted object (ground floor of Institute for Marine Biology), month 10.

⁴ Months counting starts from signing the contract

⁵ Months counting starts from signing the contract

⁶ Months counting starts from signing the contract

4.3. Project management

4.3.1. Responsible body

This contract will be managed by MonteAqua project management team (PMT) which is appointed by University of Montenegro – the Institute of Marine Biology (IMB). In particular, **Project director** will be responsible for overall quality control while **Project manager** will be responsible for daily coordination of the implementation, gathering an indicator data, self-evaluation and coordination of reporting.

4.3.2. Management structure

Contracting Authority responsible person is Rector. Rector delegates responsibility for MonteAqua project implementation to the Director of Institute of Marine Biology as implementing unit. Project management responsibility lies within Project Management Team (PMT). PMT is consisted of Project director, Deputy project director, Project manager, and two Project team members: Local coordinator Kotor and Local coordinator Kragujevac.

Project director is responsible for overall quality control and functions of the project team. **Project manager** is responsible for project implementation, coordination of the project team and external experts, gathering an indicator data, self-evaluation and reporting. **Project team members** will gather indicator data in line with implementation plan.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

The contractor will work from her/his own space.

5. LOGISTICS AND TIMING

5.1. Location

Operational base of MonteAqua project is Kotor, Montenegro.

5.2. Start date & Period of implementation of tasks

The intended start date is 1st February 2018 and the period of implementation of the contract will be 10 months from this date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.2. Competencies, qualifications and expertise

6.2.1. Education and Work Experience

- Certified architects.

6.2.2. Core Competencies

- **Professionalism** - Strong knowledge of the field of expertise with good analytical skills, ability to understand complex problems and to deliver appropriate solutions.
- **Communication** – Good spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style.
- **Teamwork** – Good interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Planning and Organizing** – Ability to plan projects and activities, work to tight deadlines, and manage conflicting priorities.
- **User Orientation** – Ability to understand users' needs and to customize services and products accordingly, in order to provide user-friendly and ergonomic solutions that meet user requirements.
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field of expertise.

6.2.3. Specific Expertise

- Experience in planning scientific and research facilities (e.g. laboratories)
- Experience in planning in protected areas (e.g. Directorate for the Protection of Cultural Property and/or UNESCO)
- Experience in planning stone buildings in protected areas (e.g. Directorate for the Protection of Cultural Property and/or UNESCO)
- Experience in planning for reconstruction projects of buildings of particular importance for Montenegro.

6.2.4. Languages

- Fluency in Montenegrin and English is essential.
- Working knowledge of other UN languages is an asset.

6.3. Office accommodation

Office accommodation for all experts working on the contract is to be provided by the Contractor.

6.4. Facilities to be provided by the Contractor

The Contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.5. Equipment

No equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1. Reporting requirements

The Contractor will submit the following reports in English in only one original for environmental reasons and electronic copy:

- **Inception Report** of maximum 12 pages (main text, excluding annexes) to be produced after one week from the start of implementation. In the report the Contractor shall describe e.g. initial findings, progress in collecting data, any difficulties. The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the inception report.
- **Interim report** of maximum 20 pages (main text, excluding annexes) in the format given in Annex 1 after one week from delivery of Concept project. The interim report must be provided along with the corresponding invoice for interim payment.
- **Draft final report** of maximum 30 pages (main text, excluding annexes) in the format given in Annex 2. This report shall be submitted no later two weeks after delivery of Main project.
- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is two weeks from delivery of Project of adapted object (if needed). The final report must be provided along with the corresponding invoice for final payment.

7.2. Submission and approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

Following set of performance indicators is chosen because they provide valid, useful, practical and comparable measures of progress towards achieving expected results:

| Result | Indicator | Target |
|--|-----------------|---------|
| Developed Concept design for adaptation /reconstruction of ground floor of Institute for Marine Biology | Concept design | Month 1 |
| Developed Concept project for adaptation/ reconstruction of ground floor of Institute for Marine Biology | Concept project | Month 1 |
| Developed Main project for adaptation/ reconstruction | Main project | Month 2 |

| Result | Indicator | Target |
|---|---------------------------|----------|
| of ground floor of Institute for Marine Biology | | |
| Developed Project of adapted object | Project of adapted object | Month 10 |