CALL FOR TENDERS
Terms of reference

Provision of external service: Technical assistance for Regina-MSP project activities

Technical assistance to the elaboration and coordination of Regina-MSP project Work Package 2 (WP2), by supporting the creation of a survey on national and regional implementation of MSP and gap analysis and providing expertise feedback on the analysis of the survey, compendium, and symposium in the production of the policy recommendations.

1. Brief description of Regina-MSP

The project REGINA-MSP aims at improving the participation of regions, local authorities and stakeholders in the development and implementation of National maritime spatial planning. Regions benefit from the European cohesion policy and are acting at an adequate scale for combining European and National policies with local specificities. They represent a node for mainstreaming policies towards the objectives of the Green Deal, favoring actions at ecosystem level, improving cooperation at sea basin level and collecting or producing relevant data for local issues. Innovations brought by their participation in MSP preparation and implementation are expected to improve MSP processes and to benefit efficiency and coordination of public policies.

2. Background information on the REGINA-MSP Work Package 2

The aim of the second Work Package is to provide baseline information on how MSP is being implemented at national, regional and sub-national levels to provide one input into the further analysis to be undertaken during the case studies in Work Package 3. In addition to those regional case studies from five countries (Ireland, France, Spain, Italy and Greece) already planned in WP3, the WP2 will include:
1. A survey on regional and national implementation of MSP and a needs and gap analysis.
2. A compendium of regional experiences and experiential exchange across region
3. The organization of a symposium by the CPMR with the release of a set of policy papers.

Specifically, the work carried out in this WP will determine where national and regional authorities are now, where they would like to be and what the gaps are in between. The gaps identified can then be taken forward in the WP3 case study work package. Following completion of the case studies a ‘wrap-up’ of case study experiences, comparisons and recommendations will be made and communicated to the Regions and other interested parties. This will complement and supplement work underway at the European Commission level in terms of Article 14 Monitoring and Reporting of the Maritime Spatial Planning Directive (MSPD) by adding the regional dimension. The impact of this work package will be better alignment of MSP at a variety of scales and regional learning and transferability. Specificities and stakeholders’ vision for the future will be highlighted and taken into consideration to help inform future MSP development and amendment.

3. The scope of these Terms of Reference

The Conference of Peripheral Maritime Regions of Europe (CPMR – www.crpm.org) as a full partner of Regina-MSP project and mainly involved in the WP2 activities is looking for an experienced entity or
expert specialised in Maritime Spatial Planning to assist the Regina-MSP project with the elaboration of the activities including the creation and analysis of the survey but also in the compendium and symposium.

The profile of the applicants must comply with the following criteria:

- Expertise in and thorough experience related to Maritime Spatial Planning
- Specific knowledge in regions’ executive powers and role linked to the marine and coastal environment
- Knowledge of the characteristics of Maritime Spatial Planning and the role of stakeholders including regional authorities
- Understanding of the latest research and EU policy developments related to Maritime spatial planning and environmental related policies (MSP and MSFD, Nature Restoration Law proposal etc.)
- Experience in drafting similar documents, conducting surveys, desk research and interviews.

The main tasks to be performed are:

- Support to the task 2.1 including the preparation, dissemination, collection of replies and analysis of the “Survey on national and regional implementation of MSP and gap analysis among CPMR six geographical commissions” - Production of the Survey Report by October 2023. This task is co-organized with the UCC (University College Cork).
- Support to task 2.2. Compendium of regional experiences, and support in the drafting, production, and revision of the Compendium Report to be delivered by September 2024. This task is co-organized with UCC (University College of Cork).
- Support to the task 2.3. Experiential exchange across regions, with the production and animation of a Symposium between CPMR Member Regions in July 2024, production of the background /preparatory documents and post-event conclusive documents, including drafting, production and revision of a set of Policy Papers by October 2024 to be presented at the project final conference.
- General follow-up of the other Work packages (WP3, WP4 and WP5) based on the inter-linked activities of WP2, in cooperation with the CPMR team involved in the project.

4. Output of the assignment

- Report on national and regional implementation of MSP – needs and gaps analysis. (Final version by October 2023)
- Compendium report (final version by September 2024)
- Symposium between CPMR member regions (July 2024)
- Set of policy papers (final version by October 2024)

All deliverables will be produced in English.

5. Expected schedule

The specialist/consultant is expected to start working on the assignment as soon as the signature of the contract, from February 2023. A tentative schedule, which can be refined in the applicants’ offers is the following:

Task 2.1 - From February 2023 to October 2023
The Consultant will support the WP2 partners (CPMR and UCC) to provide a methodology to define the process, scope, topics and targets of the survey. The methodology, as an internal WP2 project strategic document, should be linked with the WP3 process too, it will define the survey and will be provided by end February 2023. The survey will be set-up based on the methodology in an online format/tool. Results shall be gathered, and the analysis shall be performed, until the delivery of the needs and gaps analysis report by October 2023.

**Task 2.2 – From October 2023 to September 2024**
The consultant shall support task 2.2 in the collection of case studies for the drafting, production and revision of a compendium on regional experiences. The report shall be delivered by September 2024, prior to the final event of the project.

**Task 2.3 – From May 2024 to October 2024**
The consultant shall support task 2.3 in the preparation and organization of the symposium with CPMR members regions (planned in June 2024 – back to-back with CPMR Political bureau statutory event). The task includes the preparation of background documents and agenda, liaising with speakers and animation of the event. The consultant shall support the production of post event documents, including minutes of the meeting. The outcomes of the event will enable the consultant to produce the drafting of the set of policy papers, providing recommendations to be presented at the project final event in October 2024.

6. **Pre-selection of the specialist**

The pre-selection of the specialist will be based on the evaluation of the technical and financial offer.
- Evaluation of methodological approach, maximum **30 points**.
- Evaluation of the experience of the organisation and/or CV of the candidate. Especial emphasis on the understanding of the role of regions in Maritime Spatial planning. Maximum **40 points**.
- Evaluation of the economic offer, maximum **10 points**.
- The offer that gathers the maximum score will be selected.

7. **Final selection**

Short-listed specialists will be interviewed between 24th and 30th January 2022 to discuss in detail their offer and evaluate the correspondence with the proposed project tasks. The CPMR REGINA MSP project managing team and the CPMR Director for Maritime affairs will determine, based on the selection criteria and the interview outcomes, the final selected offer.

8. **Contractual and financial terms**

Administrative details of the Contracting Authority:
CPMR
6, rue Saint Martin
35700 Rennes – France
VAT: FR315305 483 61

The maximum amount available for this service is **€8000 excluding VAT** (VAT will be directly paid by the CPMR to the French authorities)

The offer must be sent in one file on PDF format to the following e-mail addresses: lise.guennal@crpm.org and Justine.brossard@crpm.org with the following subject: “Consultancy offer

The contract shall enter into force once it has been signed and will last until 31st October 2024.

ANNEX – REGINA-MSP WP2 strategy

REGINA-MSP

Work Package 2: Baseline assessment of MSP implementation at national and regional levels and Compendium of regional and subregional experience

Lead Beneficiary: CPMR

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1. Introduction

1.1 REGINA MSP

The project “Regions to boost National Maritime Spatial Planning” (REGINA-MSP) aims at improving the participation of Regions (level 2 units in the NUTS classification) as well as local authorities
and stakeholders in the development and implementation of National maritime spatial planning. Regions benefit from the European cohesion policy and are acting at an adequate scale for combining European and National policies with local specificities. They represent anode for mainstreaming policies towards the objectives of the Green Deal, favouring actions at ecosystem level, improving cooperation at sea basin level and collecting relevant data for local issues. Then innovations in terms of their participation in MSP preparation and implementation are expected to improve MSP processes and to benefit efficiency and coordination of public policies. REGINA-MSP combines a general analysis and discussion at European level under the auspices of the Conference of Peripheral Maritime Regions (CPMR), with an in-depth analysis at the level of 8 regional case studies chosen in 5 countries (Ireland, France, Spain, Italy, and Greece) pertaining to 2 sea basins (Atlantic and Mediterranean). The methodology combines analysis of existing documents and literature, interviews with actors and participatory work with stakeholders. Specificities and stakeholders’ vision for the future will be highlighted and taken into consideration to help inform future MSP development and amendment. Policy briefs will summarise the background information collected, and policy papers will issue recommendations at the 3 levels of case study Regions, countries and the European Union. The expected impacts include enhanced mobilisation at regional level in favour of MSP and its contribution to the Green Deal, as well as possible evolutions in the legal and policy frameworks. A better interaction between MSP and the European cohesion policy is also expected.

1.2 Consortium

Lead partner: CEREMA (Centre for Studies and Expertise on Risks, the Environment, Mobility and Urban Planning), France
SHOM (French Hydrographic Offices), France
CORILA (Consortium for Coordination of Research Activities), Italy
CPMR (Conference of Peripheral Maritime Regions), France
IEO(CSIC)(National Centre Spanish Institute of Oceanography of the Spanish National Research Council), Spain
CETMAR (Centro Tecnológico del Mar), Spain
UCC (University College Cork), Ireland
DHLGH (Department of Housing, Local Government and Heritage), Ireland
AUTH (Aristotle University of Thessaloniki), Greece
PUNIV (Panteion University of Social and Political Sciences), Greece

1.3 WP objectives and deliverables

WP1: Project management and coordination
Upcoming: Opening Conference (end of February 2023, Brest, France)
Final Project Conference (October 2024)

CPMR coordinating WP2: Baseline assessment of MSP implementation at national and regional levels and Compendium of regional and subregional experiences
2.1. Survey on national and regional implementation of MSP and gap analysis among CPMR members - > Survey Report (Oct. 2023)
2.2. Compendium of regional experiences - > Compendium Report (Sept. 2024)
2.3. Experiential exchange across regions - > Symposium between CPMR Member Regions (July 2024)
+ set of Policy Papers (Oct. 2024)

WP3: Deepening analysis in case study Regions from 2 sea basins, Atlantic and Mediterranean
3.1. Regional and local plans and strategies - > Regional Analysis Report (Jan. 2024)
2. WP2

2.1 WP2 overview

This document aims at building the strategy of the WP2 “Baseline assessment of MSP implementation at national and regional levels and Compendium of regional and subregional experience” of the REGINA-MSP project. It provides an overview of the objectives, methodologies, and activities of the REGINA-MSP project second work package. It includes key information on the planned activities and the main expected outputs. This information is essential to build the basis of the approach to be used in this WP throughout the project lifetime and it will be used as a basis for building a project strategy through its harmonisation with the strategies of the other Work packages. The final aim of such harmonisation among work packages will support building the project overall strategy for the 24 months.

2.2 Description

The aim of the second Work Package is to provide baseline information on how MSP is being implemented at national, regional and sub-national levels to provide one input into the further analysis to be undertaken during the case studies in Work Package 3. Eight regional case studies from five countries (Ireland, France, Spain, Italy and Greece) will be highlighted and taken into consideration...
through several activities within the WP2 including a survey on regional and national implementation of MSP and gap, a compendium of regional experiences and experiential exchange across region through the organization of a symposium by the CPMR. Specifically, the work carried out in this WP will determine where national and regional authorities are now, where they would like to be and what the gaps are in between. The gaps identified can then be taken forward in the case study work package. Following completion of the case studies a ‘wrap-up’ of case study experiences, comparisons and recommendations will be made and communicated to the Regions and other interested parties. This will complement and supplement work underway at the European Commission level in terms of Article 14 Monitoring and Reporting of the Maritime Spatial Planning Directive (MSPD) by adding the regional dimension. The impact of this work package will be better alignment of MSP at a variety of scales and regional learning and transferability. Specificities and stakeholders’ vision for the future will be highlighted and taken into consideration to help inform future MSP development and amendment.

2.3 Timeline
Most of the Work Package 2 activities will take place during the whole project but are due for the ending months. The symposium about findings and recommendations (MS2) must be organized by the CPMR during the 21st month and following, the policy papers (D2.3), the 23rd month of the project. The University College Cork will be the lead beneficiary of the initial survey report (D2.1) due for the 12th month, on national and regional implementation of MSP and gap analysis, as well as the compendium of regional experiences (D2.2) due for the 23rd month, as the policy papers.
2.4. Objectives
The objective of the Work Package 2 is to give an analysis in order to have a in-depth overview of the regional point of view on MSP implementation in two different European sea basins. The WP2 survey’s replies will be the opportunity to influence the Work Package 4 “Stakeholders engagement” training tools for MSP across scales. At the European scale, the WP2 objective is to trigger innovations in MSP governance.

2.5 Methodology
The general approach of REGINA-MSP is to combine a general analysis and discussion at European level with an in-depth analysis at the level of several regional case studies chosen in 2 sea basins (Atlantic and Mediterranean). At the project level and for a European perspective, the adopted position is to rely on a bottom-up approach, questioning the coastal peripheral maritime Regions of Europe and co-elaborating with them the cross-cutting analysis between regional case studies and the final recommendations from the project.
In parallel, at the case study region level, the methodology will combine analysis of existing documents and literature, interviews of actors and participative work with stakeholders through workshops (WP4). The specificities of each case study will be highlighted and taken into consideration, including the vision for the future provided by local stakeholders.
The targeted audience is principally the Regions themselves, the MSP national authorities and the European Commission. The participation of CPMR in the project guarantees a high level of interest from the regional authorities.

2.6 Activities
a. Survey on national and regional implementation of MSP and gap analysis among CPMR members

The CPMR will be in charge of designing and circulating an online survey to their national and regional/sub-national authorities members. This survey will determine the current status of MSP in various areas within the six geographical CPMR commissions.
In this survey, Regions be able to develop their visions of MSP, what they are currently doing, what they are expecting from it, and the possible improvements in alignment with the National and local levels (NGOs, economic sectors etc.).
Accordingly, to the survey replies, a gap analysis will be carried out to determine the current status of national and regional planning and highlight where there are opportunities for strengthening links between all these systems and limiting the gaps. It is the first step to acquire the knowledge and be aware of the state-of-play before a deeper analysis in WP3.

Expected deliverable:
D2.1 Initial survey report: Report of the initial survey on national and regional implementation of MSP and gap analysis

b. Compendium of regional experiences

The WP2 aims at capturing Regions real experiences and visions on MSP and know concretely how MSP is being implemented at national, regional, and sub-national levels. Therefore, a compendium of regional experiences will be made through a template capturing several regional experiences/ case-
studies, notably to demonstrate how gaps have been addressed or could be. This compendium will be informative and transferable to other regions and countries facing similar challenges. The compendium will cover a range of themes on gaps, but also on how (and which) regional approaches deliver on other policy (plans, strategies, data, stakeholders’ engagement, planning scenario...)  

**Expected deliverable:**  
D2.2 Compendium: Compendium of regional experiences, electronic document in English  

**c. Experiential exchange across regions**  

To transfer and discuss the survey and compendium’s results, a symposium will be organized under the auspices of CPMR. Internal and external regional participants will be invited to ensure that the project has maximum impact for regional actors. It will facilitate discussion and input from regional representatives and organisation’s that may not have been directly involved within the project, bringing a wider perspective to the conversation. The symposium will aim at allowing fruitful discussions on the integration of regional needs and perspectives in MSP implementation. This symposium will take the form of a statutory CPMR event.  

**Expected deliverable:**  
D2.3 Policy papers (Lead Beneficiary: CPMR): Set of policy papers, electronic document in English, derived from the conclusions of the symposium and presented during the Final Event. Policy briefs will summarize the background information collected and policy papers will issue recommendations at the 3 levels of case study Regions, countries and the European Union. The expected impacts include enhanced mobilisation at regional level in favor of MSP and its contribution to the Green Deal, as well as possible evolutions in the legal and policy frameworks. A better interaction between MSP and the European cohesion policy is also expected.  

**3. Subcontract**  

Regarding the Work Package 2, the subcontract will provide support and expertise feedback on the analysis of the survey, compendium, and symposium and in the production of the set of policy recommendations papers. The consultant work will be carried out under the coordination of the CPMR Director for Maritime Affairs and the CPMR REGINA-MSP managing team.