



Invitation to Tender

Procurement of an External Service Contract for the provision of Communication Services

Interreg Euro-MED MPA4Change

Enhancing Marine Protected Areas as Nature Based
Solutions for adaptation to climate change: from local
actions to Mediterranean basin strategy

(Euro-MED0200736)

Issued by: EUROPARC Federation

Prepared by: Fernando Pinillos

Date: 27/08/2025

fernando.pinillos@europarc.org

Interreg
Euro-MED



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MPA4Change





Invitation to Tender - Tender specification

TITLE: Interreg Euro-MED MPA4Change" (Ref: Euro-MED0200736) – Communication services.

TENDER ISSUED ON: 27/08/2025

CLOSING TIME & DATE: 23:59h CEST on 05/09/2025

TYPE OF CONTRACT: Freelance consultancy

DURATION: September to December 2025

ESTIMATED WORKLOAD: ~110 hours

LOCATION: Remote

MAXIMUM ELIGIBLE FEE: EUR 3.300,00 VAT inclusive.

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Summary

This call for tenders is issued within the scope of the Interreg Euro-MED project (Euro-MED0200736) “MPA4Change - Enhancing Marine Protected Areas as Nature Based Solutions for adaptation to climate change: from local actions to Mediterranean basin strategy”.

For the purposes of this tender, acting on behalf of the project partners, the contracting authority for this Invitation to Tender is EUROPARC Federation, with address: Consorci Parc de Collserola, Carretera de l' Església 92, 08017-Barcelona, Spain.

The call for tenders is launched on 27 August 2025. Bids must be submitted in the required format and received by 23:59h CEST on 05 September 2025. All bids received will be opened and assessed on 08 September 2025 and it is planned to award a contract to the successful bidder by 10 September 2025.

The contracting authority is looking to engage with an **experienced consultant in communications**, from now on referred as the Contractor in this document, that has:

- Experience working in an international context.
- Proven experience in assisting communications within EU-funded projects.
- Strong writing and editing skills in English.
- Familiarity with WordPress (DIVI experience a plus) web content management system and social media management (Instagram, X and LinkedIn).
- Experience in document edition, design and videomaking (Adobe package – Photoshop, Premiere, InDesign – and/or Canva...)
- Experience with GetResponse® newsletter tool.
- Ability to manage multiple tasks and meet deadlines.
- Knowledge of marine conservation or environmental topics is an asset.

The contract for which this invitation to tender is launched has a maximum duration of approximately four months, with the implementation of activities starting on 11 September and the contract finalising on 31 December 2025.

Indicatively, the maximum value of this contract is EUR 3.300,00 gross, inclusive of VAT. The VAT amount and rate must be stated separately on bids submitted.

Above all, the project requires a Contractor who is innovative, solution-oriented and able to think with partners to implement the actions described in this invitation to tender.



Previous experience of delivering similar work as an external service Contractor within the scope of an EU funded project would be an advantage: those bidding for this contract should be able to demonstrate familiarity with EU funded project terms and conditions especially in relation to publicity.

Background information - About MPA4Change

Climate change is negatively affecting the marine ecosystems. In the case of the Mediterranean Sea, which is warming three to five times faster than the world's average rate, these alterations are even more accentuated and amplify the effects of existing threats on marine life. However, Marine Protected Areas (MPAs) can be the solution to help mitigate this change.

To contribute to reversing this severe degradation trend, the Interreg Euro-MED MPA4Change project aims to enhance the effectiveness of MPAs and restoration as key Nature-based Solution for climate change adaptation by deploying a multi-level approach, from local MPA actions to Mediterranean strategies, in view to ensure its long-term sustainability and capacity.

MPA4Change works on 3 main axes:

- **Axis 1:** Promote and fine-tune consolidated tools for risk assessment, monitoring, data sharing, restoration, citizen science, participatory approaches and defining adaptation action plans, communication.
- **Axis 2:** Support the Policy dialogue and coordinate with EU, Mediterranean and Global ICZM/MSP Strategies (e.g., FAO/GFCM, UNEP/MPA, RAC/SPA, UfM), and.
- **Axis 3:** Develop a Roster of experts to fully operationalise the implementation of policies and tools ensuring the long-term sustainability and capacity for adaptation and mitigation to climate change.

The project consortium is composed by the following partners organisations:

- [Spanish Research Council \(CSIC\)](#), Spain;
- [Consortium of management of Portofino Marine Protected Area](#), Italy;
- [Public Institution Brijuni National Park](#), Croatia;
- [University of Vigo](#), Spain;
- [DAN Europe Foundation](#), Malta;
- [National Research Council \(CNR\)](#), Italy;
- [EUROPARC Federation](#), Spain;
- [University of Algarve](#), Portugal;
- [AP Marine Environmental Consultancy Ltd](#), Cyprus.



Funded by the Interreg Euro-MED programme, MPA4Change project's total duration is 27 months. It started in January 2024, and the implementation of its actions will finish on 31 December 2025. There will be three additional months to finalise the administrative and reporting tasks that will lead to the project closure on 31 March 2026.

More information is available at MPA4Change project website:
<https://mpa4change.interreg-euro-med.eu/>

Contract purpose and requirements

The purpose of this contract is to implement specific actions described in *Activity A2.4 – Communication and Outreach* of the MPA4Change project, which require the completion of the following tasks and deliverables:

- **News Articles and social media:** publication of regular news articles and social media posts to portray the work of the partners and project updates. This includes direct liaison with the partnership to get regular news articles and updates, publication on the project website (CMS is WordPress built with DIVI) and publication and management of the project's social media accounts (X, Instagram, LinkedIn) to secure appropriate promotion of news and engagement.
- **Newsletters:** production and publication of, at least, one dedicated newsletter to communicate project updates. Coordination with the partnership is required to get relevant articles and updates.
- **Communication materials:** including the production of a printed exhibition to highlight the project main outputs and solutions, brochures or flyers in printed and digital formats. The production includes the procurement of external providers following the Interreg Euro-MED and EUROPARC Federation's rules.
- **Translation of documents:** procurement of external translation companies for the translation of two policy briefs into at least two languages (languages to be decided), coordination of the translation and, if needed, support in final document edition.
- **Video production:** support in the recording and edition of a video presentation using online conference tools (ZOOM or Teams), including direct liaison with the presenters.
- **E-learning course for MPA managers:** creation of a dedicated page in the European Nature Academy online learning environment, including the design of the landing page, course structure, revision, potential modification of format (in case of incompatibilities) and upload of existing training materials. The



learning environment and support with its management will be provided by EUROPARC Federation.

- **Online conferences and events:** Support in the organisation, promotion and hosting of online conferences and events to be held in the framework of the project, including contact databases management, event promotion through regular project communication channels and technical support during the events. The events will be held either through ZOOM or Teams online conference services.

At the end of the contract, the Contractor should provide to EUROPARC Federation a **summary report** with the tasks performed during the contract.

In the case that the Contractor is required to engage in further activities, additional expenses and fees would require to be agreed in advance with the EUROPARC Federation's MPA4Change Project Manager.

Contract period

The successful Contractor will be required to provide all services in relation to this external assistance contract between the start of the contract on 11 September 2025 and the finalisation of the contract on 31 December 2025. No activity will be implemented after that date.

MILESTONE	DEADLINE
Call for tender issued	27/08/2025
Tender submission deadline	05/09/2025
Contract awarded	10/09/2025
Start of contract	11/09/2025
End of contract	31/12/2025
End of provision of information/ clarifications	31/03/2026

At the agreed end-date, the Contractor will provide full and permanent access rights to the deliverables produced to the contracting authority.

Additionally, the Contractor should and **remain available until 31 March 2026** to provide any information needed to support the reporting of the work performed and related expenses to the Interreg Euro-MED programme.



a) Deliverable timeline

This external service contract requires the Contractor to progressively fulfil the different tasks stated in the Contract purpose throughout the duration of the contract. The preliminary timeline to produce the deliverables is outlined below.

TASK	DEADLINE (approximated)
News Articles publication & social media	Continuous task
Newsletters	November – December 2025
Communication materials	September – November 2025
Translation of documents	September 2025 - November 2025.
Project website updates	On demand
Video production	October 2025.
E-learning course for MPA managers	December 2025
Online conferences and events	November - December

Tender submission and return process

Bids must be submitted in English via email to the following addresses (both in copy):

Fernando Pinillos: fernando.pinillos@europarc.org

EUROPARC Federation Office: europarc@europarc.org

Bids must set out how they will deliver the contract effectively and efficiently and demonstrate relevant technical knowledge, skills and experience – bids must include:

- A clear reference to the Interreg Euro-MED MPA4Change project - the short title & reference as stated on the cover page to this invitation to tender must be included.
- Evidence of candidate's suitability for the work - in two-pages maximum:
 - A short narrative introduction to your profile and experience, stating the main competencies and knowledge required for the work (CV).
 - Evidence of previous work of a similar scope and scale, including examples of similar work should be provided.
- Your understanding of the external services to be delivered - in two-pages maximum:
 - A detailed description of your proposed approach to meet the requirements of the contract.



- Assurances about your availability over the full period of the contract milestones.
 - How any risks associated with delivering the contract would be managed.
- Your quote - in one-page maximum:
 - All costs quoted will be fixed for the period of the contract, in EURO & inclusive of VAT, which must be shown separately - bids must not exceed a maximum of EUR 3.300,00 including VAT.

All bids must:

- Be sufficiently detailed with clear descriptions and costs for services to be provided - the costs of your bid must be broken down by:
 - Each service element.
 - If multiple persons are involved, time allocations for all people directly involved in the delivery of the services.
 - Day rates per person – note that one person-day is equal to 8.0 hours.
 - Additionally, any other fees for travels or other requirements could be proposed to be agreed with EUROPARC Federation's MPA4Change Project Manager in order to cover them separately.

The contract will be awarded to the most advantageous tender as assessed by the contracting authority, which demonstrates the necessary knowledge, competence, value for money, added value and the quality of services being proposed.

Note here that 'added value' means the capacity of the tenderer as an external assistance provider to complement the expertise and experience already available within the project with specialist professional knowledge and technical skills required for the project.

All bids received will be assessed in terms of their completeness: any bid which does not comply with the tender submission and return process (as specified above) will be automatically excluded.

Additionally, to assess the overall quality of the bids submitted, other important decision-making criteria for the assessment process include the extent to which the bid:

- Meets the requirements of this Invitation to Tender.
- Demonstrates clear understanding of the external services to be provided through the contract.
- Demonstrates the bidder's ability and capacity to provide all the services required.



- Flexibility in approach.

Taking such criteria into account, the scoring criteria are weighted as follows:

- Price: 45%
- Quality: 55%

The outcome of the decisions reached following the conclusions of the tendering process will be communicated individually to the proposer of each bid received. The decisions reached will be final: at no point, will the contracting authority enter into further discussion about the outcome.

b) Contract terms and conditions

Subject to satisfactory performance and delivery of external assistance services and products required, all payments will be done based on invoices submitted by the tenderer to the contracting authority, as follows:

- 30% of the total contract value will be paid upon approval by the contracting authority of a draft detailed work plan to be provided by the tenderer and agreed with the contracting authority.
- The remaining 70% of the contract value will be paid by 31 December 2025.

c) Additional notes

At no point following the submission of the bids will potential Contractors be allowed to make changes to the substance of their proposals. Post-submission, any attempt to contact the contracting authority with the aim of influencing the outcome will result in the immediate disqualification of that bid from consideration in the tendering process.

All bids received will be treated as being submitted as 'commercial in confidence'.

The contracting authority reserves the right not to award a contract should the quality and price of the bids received not meet tender requirements.

GDPR compliance & data archiving requirements

All data management must comply with GDPR requirements.

The Contractor must treat all contract data in strictest confidence. At no time will the Contractor be able to use any of the deliverables produced for any other purpose outside the scope of the external service contract.

All deliverables produced via the contract must be handed over to the contracting authority on request and certainly by the end of the contract.



Deliverables will be shared with the project partners only by the contracting authority.

Key relationships – contract management & lines of communication

Once awarded, the external service contract will be managed on behalf of the project partners by the contracting authority. All communication under this external services contract will be between EUROPARC and the Contractor and be conducted online - the Contractor must have the necessary means to manage and conduct online meetings.

The main work between EUROPARC Federation and the Contractor will be English.

Any potential travel and subsistence expenses that have not been indicated in this invitation to tender and that may be incurred to implement the contract must be agreed and approved in advance with the contracting authority: once agreed and approved, these costs must be detailed separately on invoices so that the costs can be reimbursed. Evidence of travel and spend – tickets, receipts, boarding passes etc. – must be provided with the invoices to substantiate the costs claimed for reimbursement.

Requests for further information or clarification about the invitation to tender should be addressed in writing to Fernando Pinillos, EUROPARC Federation's MPA4Change Project Manager (fernando.pinillos@europarc.org).

Intellectual property rights & confidentiality of data for products & services to be provided

At the end of the contract, the Contractor must provide a full and complete handover of all materials related to the services provided. All products of this external service contract and intellectual property rights arising will belong to the project.

The contracting authority, as a project beneficiary, retains sole responsibility for the implementation and delivery of any external service contract which may be awarded arising from the invitation to tender: it is expressly stipulated that any external service provider, which may be awarded a contract within the scope of this Interreg Euro-MED project, have no rights vis-à-vis the European Commission.