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COPERNICUS MARINE ENVIRONMENT MONITORING SERVICE (CMEMS)

## **CMEMS TRAINING SCHEME**

Request for proposal

**Contract n°182-MC-TWS-AFRICA-ASIA-CMEMS**

Deadline for the receipt of bids:

**8th January 2021 at 12:00 (Paris time)**

**SCIENCE / DESIGN OF THE CMEMS TRAINING WORKSHOPS  
FOR THE AFRICAN AND ASIAN REGIONS**

## 1. INTRODUCTION

Launched in May 2015, the Copernicus Marine Environment Monitoring Service (CMEMS) is part of COPENICUS, the EU Earth Observation Programme implemented by the European Commission, jointly with the European Space Agency (ESA) and the European Environment Agency (EEA). The CMEMS core service is accessible on a full, open and free basis for users via a single point of entry, the web portal ([marine.copernicus.eu](http://marine.copernicus.eu)). This provides access to a catalogue of more than a hundred oceanography products (satellite and in-situ observation derived products and models) and Information products (Ocean State Report and Ocean Monitoring Indicators) that are regularly updated. It provides a sustainable response to major EU policies (such as MSFD, MSP, and Blue Growth), to Environmental agencies and international organizations (e.g. IPCC, United Nations Sustainable Development Goal 14). User needs are also addressed, namely in terms of the public, scientific and commercial sectors in four main areas of benefit: 1) maritime safety, 2) marine resources, 3) coastal and marine environment, and 4) weather, seasonal forecast and climate. The implementation of CMEMS was delegated by the European Commission to Mercator Ocean, located near Toulouse (France), an internationally recognized company leading in the field ocean analysis and forecasting of the oceans worldwide.

MERCATOR OCEAN is a private, company owned by nine major players in operational oceanography worldwide, that are privileged users and key scientific partners of the Copernicus Marine Service: CMCC (Centro Euro-Mediterraneo sui Cambiamenti Climatici), CNRS (French National Centre of Scientific Research), Ifremer (French Research Institute for Exploitation of the Sea), IRD (Institute of Research for Development), Météo-France and the UK Met-Office, NERSC (Nansen Environmental and Remote Sensing Center), SHOM (Hydrographic and Oceanographic Service of the French Navy), and Puertos Del Estado. Mercator Ocean designs, develops and runs forecasting systems based on ocean numerical modelling fed by ocean observations, to describe the physical and biogeochemical states of the ocean at any time, above and beneath the surface, at global and regional scales. This enables Mercator Ocean to deliver a highly qualified and customized oceanographic service, adapted to any user in need of regular or one-off ocean information in a specific area or at a specific time, delivering tailor-made products, maps, and expertise.

The European Union has delegated to Mercator Ocean the role and responsibility of implementing the EU budget programme which consists in delivering the Copernicus Marine Service on its current multi-annual financial framework 2014-2020. MERCATOR OCEAN organizes the design, the development and the service operation with its own skills and the support of contractors duly selected through open competition. Mercator Ocean reports to the EU Commission and to EU Members States. The CMEMS contract awards process of MERCATOR OCEAN is the object of particular scrutiny to ensure all statutory requirements of the EC and to commit to the highest standards of corporate responsibility.

As part of his mandate, MERCATOR OCEAN organizes CMEMS Regional Training Workshops which aim to enhance the visibility of CMEMS in the EU member states, meet users and reach out to potential future users of the services.

During the first semester of 2021, and before the end of its Delegation Agreement, MERCATOR OCEAN plans to organize Global CMEMS Training Workshops dedicated to 2 continental regions: Africa & Asia.

## 2. SCOPE AND MEANING OF THE TRAINING WORKSHOPS

The characteristics of the present workshops are:

Zone	ASIAN	AFRICAN
<b>Expected date</b>	APRIL/MAY – <b>To be defined</b>	JUNE – <b>To be defined</b>
<b>Duration</b>	3x0,5 day of Webinars	4x0.5 day of Webinars
<b>Covered Thematic</b>	To be defined	To be defined
<b>Targeted audience</b>	Prospect users, beginners from universities, private companies, national institute from all the regional basin countries. Designed to people who don't use yet CMEMS products.	

- ☒ The planning of the training workshops is built taking into account the CMEMS training team availability, big maritime events calendar, the time needed to organize properly the next session and the EU presidency of member states.

## 3. PURPOSE OF TRAINING SESSIONS

The purpose of the training session is to provide information and expertise to users or prospects of the Copernicus Marine Service. It's a full web-based online session with webinars, live meeting, online material (videos, documents..).

After attending each CMEMS Training Workshop, the participants should:

- know how to register for the Copernicus Marine Service;
- be able to browse the catalogue, view and extract data, and use these data in their own applications (at least on a basic level) in connection with the relevant Workshop theme;
- know how to contact the Service Desk if they encounter problems so that feedback can be collected about the Service;
- know how to submit an on-line CMEMS use-case;
- have a good opinion of the Copernicus Marine Service;
- be aware that they are part of the Copernicus Marine Service Blue Community;
- be willing to recommend the Copernicus Marine Service in and outside their entity.
- be able to follow and improve the Training workshop check list proposed with three stages: before, during and after the workshop event.

The environment of the computer-based practical session is Jupyter Notebook.

The Online Workshop format consists in a mix of general presentation and practical session.

Example of the possible format for the Asian workshop:

- 1<sup>st</sup> meeting with the experts and the CMEMS team to introduce the service and the portfolio (ROUND1)
- 2<sup>nd</sup> meeting: the mid-point meeting during the round 2 to exchange with the participants
- 3<sup>rd</sup> meeting: debriefing session with the experts. (ROUND3)

ROUND 1 - WEBINAR	DURATION	REQUIREMENTS
<p>A webinar in 2 parts will be proposed to cover these topics :</p> <ul style="list-style-type: none"> <li>• Presenting the Copernicus programme, the Copernicus Marine Service, the Service objectives and main players</li> <li>• Presenting the Copernicus Marine Service Desk + Overview of the Copernicus Marine Service Portfolio</li> <li>• Overview of the Copernicus Marine Service products for the relevant ocean basin and workshop theme(s)</li> <li>• Presenting at least 2 regional testimonies on the relevant ocean basin and workshop theme(s)</li> </ul>	<p><i>Max 3h planned on one half-day</i></p>	<p>Participants will need to understand that this Workshop is organised by the Copernicus Marine Service and not by any of the contracting organisations</p>
ROUND 2 – PRACTICAL HOMEWORK	DURATION	REQUIREMENTS
<p>At the end of the Round 1, the participants will have access to material to practice on their own (Jupyter Notebook, tutorial videos recorded by trainers related to each practical exercise); a chat platform will be available to share technical/scientific issues they could encountered.</p> <p>A mid-point meeting can be organized during the round 2 session.</p> <p>This material should help participants into practical situations that they can reproduce in the context of their own work:</p> <ul style="list-style-type: none"> <li>• Registering for the service, browsing through the catalogue</li> <li>• Data selection and download (manual and automatic using scripts)</li> <li>• <b>Practical scenarios and handling of Copernicus Marine Service data on the relevant ocean basin and Workshop theme(s)</b></li> </ul>	<p><i>3 weeks</i></p>	<p>Participants have to be registered on the Copernicus Marine Service to access the material platform</p>
ROUND 3 - DEBRIEFING SESSIONS	DURATION	REQUIREMENTS
<p>During these live sessions, participants will be able to ask questions related to the practical sessions. The trainers will take the opportunity to answer to the frequently asked questions from the chat platform; to demonstrate how to solve problems due to blocking points.</p>	<p><i>Max 3h planned on one or 2 half-days</i></p>	<p>Participants will need to understand that the experts represent the Copernicus Marine Service and not their organisations</p>

Since training participants may work on ocean basins outside the EU, a trainer from MERCATOR OCEAN may join the workshops for the parts dealing with the global ocean.

## 4. DESCRIPTION OF THE SERVICES REQUIRED

The aim of the service is to design, prepare and facilitate CMEMS Training Workshops organized **for the 2 targeted regions (Africa + Asia)**:

**Main objective 1: Design the agenda and working on the content**

**Main objective 2: Manage the participation and organizing the presence of the speakers/trainers from among the CMEMS experts (excluding MERCATOR OCEAN experts)**

The expert, expected to be available at short notice, shall:

- **Collaborate** with MERCATOR OCEAN's Training Liaison and the regional marketing experts throughout the preparation and execution and the reporting on the CMEMS Training Workshop.
- **Design the agenda** for the CMEMS Training Workshop (content and speakers), considering:
  - the target audience (e.g. scientists, engineers, civil servants, private sector, experienced or novice users);
  - the Workshop theme (e.g. Directive establishing a framework for community action in the field of marine environmental policy, Aquaculture, Maritime Transport, Sea-Based Renewable Energy, or Coastal Applications);
  - the format prescribed above (one half-day plenary session and 2 half-day practical sessions); (Modifications can be applied).
  - **The request from MERCATOR OCEAN's Training Liaison to include a MERCATOR OCEAN trainer for the global ocean.**
- **Ensure that** the speakers and scientists responsible for the practical sessions are knowledgeable and skilled. Make several proposals to ensure a possible choice whilst finding the best balance of skills in agreement with MERCATOR OCEAN's Training Liaison.
- **Ensure that** training session material used are the most homogeneous to have fluidity during the session. Trainers have to record a short tutorial video related to their training session material (See the annexe "Jupyter Notebooks Guidelines")
- **Ensure that** practical sessions are sent at least 4 weeks before the session to the MERCATOR OCEAN training team to allow the integration of the material on the Copernicus Marine Service training platform. (See the annexe "Jupyter Notebooks Guidelines")
- **Manage** the plenary speakers' and practical session leaders' invitations and the reimbursement of their expenses in terms of preparation, delivery, if they belong to third-party entities.
- **Monitor participant satisfaction** by means of a survey. **Encourage and record** any feedback from participants about the Copernicus Marine Service with regard to desired product and service improvements.
- **Ensure the smooth running** of the CMEMS Training Workshop by mobilising human and material resources effectively in order to
  - Moderate and animate the Round 1 and 3 + the mid-point meeting,
  - Provide support to the participants and the trainers,
  - Collect questions for the trainers on the chat during Round 2.
- **Prepare** a report in English addressed to MERCATOR OCEAN's Training Liaison no later than 10 days after the Workshop providing feedback on expected improvements by speakers, trainers for future CMEMS training workshops.

## 5. GRAPHIC CHARTS AND EVENT WEB SUPPORT PROVIDED

Event web page and the registration list are managed through CMEMS tools/MERCATOR OCEAN communication and training teams.

## 6. CONTRACT FORM

This contract is a simple contract entered into according to the adapted procedure set out in articles L. 2123-1, R. 2123-1, R. 2123-4 et R. 2123-5 of the Public Order Code.

MERCATOR OCEAN reserves the right not to respond, in part or in full, to the consultation.

This contract is not allotted, it is a single contract because the object does not allow the identification of distinct services.

This is a simple contract.

The CCAG-PI is applicable to this consultation.

MERCATOR OCEAN will sign a contract listing all the requirements and obligations linked to the goals and execution of the contract.

## 7. CONTROL AND CONTACTS

The responsible person at MERCATOR OCEAN is Fabrice MESSAL.

The candidates will designate a contact person to monitor the planned work.

## 8. PLACE OF PERFORMANCE OF THE CONTRACT

The work will be carried out on the premises of the selected company. However, coordination meetings with the teams of MERCATOR OCEAN are to be planned in the form of physical meetings or teleconferences.

## 9. DURATION

The maximum duration for the contract is 5 months.

The contract will take effect as from its notification.

The end of the performance of the contract must not exceed June 30, 2021.

## 10. TERMS AND CONDITIONS FOR MONITORING AND DELIVERY - General principles

### a. Monitoring the quality and suitability of the services to be provided

The contractors shall comply with applicable regulations and guiding principles with regard to:

- computer security, including data protection,
- ergonomics and graphics standards developed and updated by and on behalf of Mercator Ocean,
- consideration for the technical environment and especially the constraints of databases and information systems,
- attendance at meetings and discussions to monitor the project,

#### b. Communication way during the project (from start to the end)

- Coordination meeting with Zoom (videoconference session)
- Email and Office pack

## 11. DELIVERABLES

The expert must deliver a report according to the list and schedule as shown below:

Ref.	Delivery date	Deliverables
« Science/ Design »	4 weeks <b>before</b> the start of the Training Workshop	<ul style="list-style-type: none"> <li>○ Digital learning material (ex: Jupyter Notebooks) developed for the practical sessions (see Jupyter Notebook guidelines document) and the related tutorial videos.</li> </ul>
« Science/ Design »	10 days after the end of the Training Workshop	<ul style="list-style-type: none"> <li>○ Report with feedback on the running of the event and expected improvements by speakers, trainers</li> <li>○ Report with all the Q&amp;A collected during the different sessions.</li> </ul>

## 12. ANSWER

### 10.1 Financial proposal

The maximum lump-sum budget will not exceed 40 000€ HT.

The financial proposal should

- list the daily rate for each personnel category
- estimate the number of days required
- give a global rate: all-inclusive costs

The overall price will be paid in 4 instalments:

- 50% - 3 months before the first event,
- 20% - 2 months before the first event,
- 20% - 1 month before the second event.

The remaining 10% on the delivery of the report (as described in paragraph 11).

### 10.2 Technical proposal

- Description of the solutions proposed
- Information on the human resources involved (profiles CV) and the contact person information

### 10.3 Administrative proposal

- Description of the company (place, financial information, ...)
- Declaration on honor attesting not to be in a case of prohibition to tender to the public contracts (articles L. 2141-1 to L. 2141-10 of the Code of the public order)

## 13. CRITERIA OF EVALUATION

The relevance of your proposal is evaluated through the tasks you commit to achieve but also through criteria:

- The demonstration of your involvement or a sufficient knowledge of the Copernicus Marine Service and its environment (producers, other services...) to propose a relevant panel of speakers & trainers (50 %);

- Proofs of your experience in the animation and organization of training workshops or online events (40 %);
- The price of your proposal (10 %).

## 14. NEGOCIATION

MERCATOR OCEAN will be able to negotiate technically and financially with the 3 best ranked candidates. However, MERCATOR OCEAN reserves the right to award the contract on the basis of the initial offers without negotiation.

## 15. Annexes

- Example of the participant document pack from a previous online event.
- Speaker & trainers presentation guidelines
- Jupyter Notebook guidelines

## 16. SUBMISSION PROCEDURE

Proposals must be sent to the following email address: [fabrice.messal@mercator-ocean.fr](mailto:fabrice.messal@mercator-ocean.fr)

Proposals must be submitted before: **8th January 2021 at 12:00 (Paris time)**

**Proposals received after will not be studied.**