

TERMS OF REFERENCE

Technical Assistance for Offshore Wind Feasibility Study

(Kingdom of Morocco)

AA-010864-002

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1. BACKGROUND INFORMATION

1.1 Partner country and promoter

The partner country is the Kingdom of Morocco. The promoter is the Moroccan Agency for Sustainable Energy (MASEN) (the “**Promoter**”).

MASEN

N°50 Rocade Sud, Rabat – Casablanca,
A-B-C-D Buildings, Zenith Rabat Souissi,
Rabat, Morocco

1.2 Contracting Authority and mandate/facility/programme

The contracting authority

European Investment Bank
98-100, Boulevard Konrad Adenauer
L-2950, Luxembourg
Grand Duchy of Luxembourg

The EIB is the financing institution of the European Union (EU). Created by the Treaty of Rome, its shareholders are the Member States of the EU, and its Board of Governors is composed of the Finance Ministers of these States. The EIB enjoys its own legal personality and financial autonomy within the Community system.

The mission of the EIB is to contribute, by financing sound investment, to the policy objectives of the EU, as laid down in its statutes and in decisions of the European Council.

The Bank contributes towards the integration, balanced development, and economic and social cohesion of the Members of the EU. To this end, it raises on the markets substantial volumes of funds that are directed on the most favourable terms towards financing capital projects in accordance with the objectives of the EU. Outside the EU the EIB implements the financial components of agreements concluded under European development aid and cooperation policies

The mandate:

The provision of services is financed by the Facility for Euro-Mediterranean Investment and Partnership (FEMIP) Trust Fund. Established in 2004, the FEMIP Trust Fund (the “FFF”) aims to facilitate investment and bridge financing gaps in the European Union's (EU) southern neighbourhood. The FFF targets four priority areas: access to finance for small businesses, infrastructure, environment, and research, innovation and education. Operations under the FFF are funded by the European Commission (EC), the UK and 17 EU Member States. The FFF supports technical assistance (TA) throughout the project cycle, risk capital and capacity building.

1.3 Relevant country background

The Kingdom of Morocco is a lower middle-income country with a GDP per capita of USD 9547 parity per capita and a population of 37 million. Real gross domestic product growth rate reached 2.9% in 2023, mainly due to a significant 6.7% rise in the value-added of the primary sector, particularly in maritime activities, following a 12.7% decline in 2022.

After a significant slowdown in 2022 due to the impact of inflation and the occurrence of Al Haouz earthquake, anticipated growth is set to strengthen over the medium term. With a 2.9% increase recorded in 2023, real gross domestic product growth is projected to rise to 3.1% in 2024, and eventually to 3.5% in 2026. This trajectory mirrors a gradual rebound in domestic demand.

The most stable country in the region, Morocco also has the best business environment for North African countries but remains vulnerable to external shocks. Current and future challenges require strengthening the capacity for reform and modernisation to achieve more resilient and job-rich growth, while continuing to reduce regional and social inequalities.

Services, mining, industry, manufacturing, building and public works, tourism and agriculture account for most of the Moroccan economy. The recovery of the national economy in 2023 was driven by the relative improvement in agricultural activity and the consolidation of the tertiary sector. The agricultural value added is estimated to have increased by 3.3% in 2023, while the value added of the non-agricultural sector is reported to have grown by 2.3%, driven notably by the dynamism of the non-market sector.

1.4 Current situation in the relevant sector

Diversification of sources and reduction of the carbon footprint are the two essential components of the Kingdom of Morocco's energy policy. The country is heavily dependent on imports of fossil resources and demand for electricity continues to grow strongly. Global demand reached 42.3 TWh in 2022 (+4.5% compared to 2021).

Morocco's objective is to increase the share of current renewable energy capacity by 52% by 2030 and to 80% by 2050.

MASEN is the group responsible for managing renewable energy in Morocco.

MASEN led integrated project development programmes to create an additional 6 000 MW of clean electricity generation capacity by 2030. The target is to secure 52% of the country's renewable energy mix by 2030. In absolute terms, this required the installation of around 7-10 GW of wind, solar and hydropower by 2030. At the end of 2023, the installed capacity of renewable energy amounted to more than 4600 MW, and a capacity of over 4500 MW is in the phases of planning, development, and construction by MASEN.

1.5 Related programmes and other donor activities

Thanks to the improvement of the business climate and the development of its infrastructure, Morocco has attracted significant levels of foreign direct investment (FDI). More specifically, the renewable energy sector has attracted significant FDI supported by funding and advice from international financial institutions such as the African Development Bank, the EIB and EU funds, the World Bank and the IFC, as well as national agencies such as KfW and GIZ, and Agence Française de Développement. Among the main projects carried out by MASEN and financed by the EIB are:

- NOOR Ourazazate I (150 MW);
- NOOR Ouarzazate II (200 MW);
- NOOR Ouarzazate III (150 MW);
- NOOR Atlas (230 MW PV)
- NOOR Midelt I (800 MW).

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

Recent studies have shown that Morocco has a high potential to exploit offshore wind, particularly along its Atlantic coast where wind speed is high, and the waters are shallow (and therefore suitable for fixed-bottom offshore wind). Further to this, MASEN has committed to pushing forward the development of an offshore wind industry and to building upon the competencies gained industry-wide in other geographies.

A pre-feasibility study has already been performed by MASEN at a national level conducted by an external service provider, with a high-level screening of the potential of the Moroccan coast, including the pre-identified site off the coast of Essaouira. MASEN intend to develop a first pilot Offshore Wind Farm (OWF) (the “**Project**”). A key first step when approaching a greenfield OWF development is assessing the project’s feasibility.

2.2 Purpose/Specific objectives

The specific objective of the TA operation is for a consultant (hereafter, the “**Consultant**”) to support the Promoter (MASEN) in carrying out various studies, further detailed in Section 4.2 below aiming at assessing the feasibility of the Project (the “**TA Assignment**”).

Specifically, the main objectives of the TA are:

- Assessment of the potential of offshore wind energy in the selected region.
- Identification of the potential offshore locations for the selected region.
- Development of a viable business model for the Project.
- Preparation of the Project as a bankable project.

2.3 Results to be achieved by the Consultant

The TA Assignment will deliver the following results through the activities described in Section 4.2:

- Result 1: Assessment of existing documents and studies related to offshore wind in the country.
- Result 2: Selection of the site to be developed in coordination with MASEN.
- Result 3: Feasibility study of the selected site.
- Result 4: Project impacts assessment (Environmental, social, economic, etc).
- Result 5: Risks identification and mitigants.
- Result 6: Strategy to develop the first offshore wind farm.

3. ASSUMPTIONS & RISKS

3.1 Assumptions underlying the Project

This TA Assignment is based on the following assumptions:

- The Consultant has access to the Project sites via MASEN.
- The Consultant has access to existing documentation within MASEN.
- The Consultant has access to the various Project stakeholders (ONEE, Ministries, local authorities...) in coordination with MASEN representative.

3.2 Risks

Several risks are associated with the implementation of this mission, such as:

- Delays for site survey (due to weather conditions);
- Delays for site survey permits.
- Subcontractors’ performance.
- Availability of MASEN counterparts and stakeholders.
- Delays in the start of the studies: related to institutional factors, tender delays in particular.
- Maturity of the technology: the TA mission will strengthen the knowledge on the feasibility of the implementation of offshore wind technology in Morocco. However, the current level of knowledge on this technology is still moderate, especially regarding floating foundations.

The Consultant must identify any risks likely to affect the proper implementation of the Project and propose mitigating measures in his technical offer.

4. SCOPE OF THE WORK

4.1 General

4.1.1 Project description

The TA Assignment will help determine if the pre-identified location is suitable in terms of wind resource, seabed conditions and environmental impact for a Pilot Offshore Wind Farm (OWF, the Project) of 750 – 1000 MW. The TA Assignment will assess the viability and potential risks associated with the first offshore project in Morocco. The TA Assignment will end upon confirmation of the finalisation of the Environmental Acceptability of the Project (as defined below).

Financial and technical feasibility will also be evaluated to ensure if the Project is economically viable and feasible. Furthermore, the TA Assignment will help secure funding, permits, and gain stakeholder support by providing a comprehensive analysis of the Project's potential challenges, but also its benefits. The overall objective of the TA Assignment is to ultimately to guide decision-making and map out mitigants to potential issues before more advanced studies are performed, and the construction begins.

4.1.2 Geographical area to be covered

The geographical area of this mission is Morocco. The Project will be developed in the coastal region between Essaouira and Agadir cities. The Consultant is expected to be available online or onsite – mainly in Rabat (MASEN's headquarters) and Essaouira (the “Field”).

Regardless of the experts' locations, the Consultant is expected to liaise effectively with MASEN. Frequent missions to the Field by the Consultant will be required. The tenderer shall propose in its methodology an estimate of the number of field missions. Those should be duly justified and detailed (specifying for each one, the objective and the number of days, and persons).

4.1.3 Target groups

- MASEN.
- National authorities including Utilities (ONEE) and institutions responsible for project permitting.
- Private sector companies and organisations who may enter into public private partnerships in the framework of the projects to be implemented.
- Municipal and local authorities in those locations where the infrastructure investments will be implemented.
- Local population in those locations where the infrastructure investments will be implemented, and communities who may be directly affected by the Project

4.2 Specific work

4.2.1 Specific activities

The TA Assignment is composed of the following activities:

Component 1: Feasibility study

The feasibility study assessment (the “Feasibility Study”) must cover the following tasks, which are further detailed in Annex 1.

- Energy Market Review
- Constraints Gap Analysis & Site Selection
- Wind Resource Assessment
- Site Condition Assessment
- Conceptual Design
- Ports, Logistics and Supply Chain Assessment

- High-Level Project Scheduling Assessment
- Economic and Financial Analysis
- Regulatory Framework Review
- Technical Risk Analysis
- Initial Ground Model Study
- UXO Desktop Study

Upon completion of this activity, the Consultant will issue a feasibility report (the “**Feasibility Report**”), which will also include a summary of the Feasibility Study, copies of site visits reports and of the Inception report.

As part of Component 1, a draft version of the Feasibility Report (the “**Draft Feasibility Report**”) shall be submitted for review and approval by the Promoter and EIB before moving to the next Components. The Draft Feasibility Report will be updated after completion of the complementary studies and an Environmental and social impact assessment (ESIA) study, as detailed below, to confirm the Project feasibility, costs, risks, and timeline and will lead to the preparation of a final Feasibility Report.

The estimated budget for the Feasibility Study is EUR 800 000 (or 40% of the Maximum contract value) (the “**Estimated Budget for the Feasibility Study**”). Tenderers are encouraged to take into account this estimate within their Financial Offer (breakdown), as shown in Annex V of the Contract.

Component 2: Complementary studies

Following completion of the Feasibility Study of the Project, the Consultant will perform the following complementary studies:

- Detailed Regulatory Framework Studies
- Detailed Supply Chain Studies
- Detailed Port Studies
- Detailed Grid Impact Studies
- Detailed Grid Reinforcement Studies

For each study, a report will be issued by the Consultant. A detailed description of the complementary studies is presented in Annex 2.

Component 3: Environmental and social impact assessment

The objective of the **Environmental and social impact assessment (ESIA)** is to provide a comprehensive assessment of the Project’s environmental and social (E&S) impacts and to describe the proposed measures to minimise, mitigate or offset/ compensate the negative impacts and to enhance and raise the value of the positive ones in a manner relevant and appropriate to the nature and scale of the Project.

The ESIA shall be developed in accordance with the EIB E&S Standards (2022) and Moroccan standards. It shall also enable the EIB to determine the Project’s alignment with the EU Taxonomy, in particular for (i) electricity generation from wind power and (ii) transmission and distribution of electricity (for transmission component). The ESIA shall therefore be informed by the EU Taxonomy Regulation (2018), the Commission Delegated Regulation of 4.6.2021, and the Annex I to the Commission Delegated Regulation of 4.6.2021 establishing the technical screening criteria for climate change mitigation.

The ESIA report (the “**ESIA Report**”) which will be prepared by the Consultant upon completion of this Component, shall facilitate the environmental consenting process (Environmental Acceptability “Acceptabilité Environnementale”) of the Government of Morocco (the “Commission Régionale Unifiée d’Investissement”, CRUI) – which shall be performed by MASEN. Upon completion and validation by the Promoter and the EIB of the previous Components, the Consultant shall remain

available and provide additional support to the Promoter, as required, until completion of the Environmental Acceptability process.

During the Environmental Acceptability process the Consultant will be required support MASEN in matters that will be exclusively related to the deliverables outlined in Chapter 20.9 of the Annexes, until the closure date of the TA Assignment.

The Environmental Acceptability process is completed when the CRUI issues the “decision d’acceptabilité environnementale” (the Final Environmental Acceptability Certificate). On average, the Environmental Acceptability process takes 98 days¹.

The main outcome of the ESIA is an E&S Management Plan (ESMP) that clearly identifies the management measures (mitigation and monitoring) that need to be put in place in the construction, operation and decommissioning phases of the Project. Other specific plans will be developed hereinafter.

The ESIA shall comprise the construction, operation, and decommissioning phases of the following project activities:

- Offshore windfarm including subsea cables.
- Onshore landing and associated structures, e.g., substation.
- Overhead transmission line.
- Point of connection to the grid.
- Transportation of materials and equipment.

Detailed description of ESIA requirements is presented in Annex 3.

Component 4: Feasibility study update

Component 5: Finalisation of the Environmental Acceptability of the Project

4.2.2 Deliverables

The following table presents a timetable for the accomplishment of the Assignments foreseen in these Terms of reference. Based on this recommendation and his experience, the Consultant should develop its own proposal:

¹ <https://www.cri-invest.ma/procedures/18>

Assignment	Name	Months	Milestones
1	Feasibility study	1 – 12	<ul style="list-style-type: none"> - Kick-off meeting and site visit - Inception report - Draft of feasibility report
2	Complementary studies	12 – 22	<ul style="list-style-type: none"> - Detailed Regulatory Framework Studies - Detailed Supply Chain Studies - Detailed Port Studies - Detailed Grid Impact Studies - Detailed Grid Reinforcement Studies
3	ESIA	1-20	<ul style="list-style-type: none"> - ESIA (EIB standards) - EIA (Moroccan standards) - Public consultations (including public consultation meeting)
4	Feasibility study update	23-24	<ul style="list-style-type: none"> - Feasibility Study Final Report (final updated report of feasibility study)
5	Finalisation of the Environmental Acceptability of the Project	24-29	<ul style="list-style-type: none"> - Issuance of the Final Environmental Acceptability Certificate² by the relevant authorities (CRUI).
	Reporting requirements	As foreseen in Annexes 1,2 and 3 and in Section 7 – Reporting requirements of these ToR's	

4.3 Project management

4.3.1 Responsible body

The European Investment Bank, through the Consultant Procurement and Contract Management (CPCM) Unit, will act as Contracting Authority and will be responsible for managing this TA operation.

4.3.2 Management structure

Contracting Authority

At the European Investment Bank, the Projects Directorate (PJ) and the EIB Global Directorate (GLO) are responsible for the management and technical follow up of the contract. The CPCM Unit is responsible for contractual and administrative matters.

Promoter

The Promoter is MASEN.

Consultant

The Consultant should nominate a TA operation director (the “**TA Operation Director**”) from its head office with sufficient authority to sign the contract, commit the necessary resources, and to take

² As defined in Annex 3, Section 20.11.b

overall responsibility for the performance of the consultancy team. The operation director should have a minimum of 5 years of professional experience at a level of senior responsibility and be fully fluent in English (CV to be submitted).

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

Contracting Authority

The Contracting Authority will provide the Consultant, upon request, with all information relevant to the TA operation which is available to it and not covered by any confidentiality agreements and will fully cooperate with the Consultant in order to achieve the best results.

Promoter

The Promoter undertakes to ensure that its employees co-operate at all times with the Bank and the Consultant in relation to the provision of the Technical Assistance. The Promoter shall promptly provide the Consultant with such information and documents at its disposal which may be relevant and necessary to the provision of the Technical Assistance. Such documents shall be returned to the Promoter on completion of the Technical Assistance.

The Consultant may request the assistance of the Promoter in obtaining copies of local laws, regulations and information which may affect the Consultant in the performance of its obligations under the Service Contract in the country where the services are to be provided.

EIB benefits from VAT exemption on its purchases in Member States of the European Union, which means that the Consultant's activities performed in the EU (e.g. home office) can be exempt of VAT.

Subject to the laws and regulations on foreign labour in relevant country, the Promoter shall use its best endeavours to ensure that the Consultant's employees and their dependants obtain the required visas and permits, including work and residence permits.

5. LOGISTICS AND TIMING

5.1 Location

The main location of the TA Assignment shall be the Kingdom of Morocco (Rabat and Essaouira Region).

The Consultant's team will meet on a regular basis with the Promoter's teams on site or at its office (Rabat) to organise and/or participate in meetings.

Travel and mission expenses within Morocco, as well as all the means necessary for the full and complete performance of this TA mission, shall be included in the price proposed by the Consultant in its financial offer.

The costs and expenses (production plans, publishing, telephone, Internet) of the offices shall be included in the price proposed by the Consultant in its financial offer.

5.2 Start date & period of implementation

The intended start date is Q1 2025 and the period of implementation of the contract will be 29 months from this date. All the deliverables will be prepared and finalised in the first 24 months. Subsequently, a 5-month period will commence, when the Consultant will support the Promoter to obtain the Environmental Acceptability of the Project. During this 5-month period, the Consultant will need to remain available to support the Promoter in answering all technical questions that could be raised by the Moroccan "Commission Régionale Unifiée d'Investissement" (CRUI)

Please see Articles 3 and 4 of the Special Conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1 Staff

The Consultant shall provide the adequate staff (in terms of expertise and time allocation) in order to complete efficiently all the activities required under the scope of the TA operation and to finally achieve the specific and the overall objectives of his contract in terms of time, costs and quality.

The Consultant is free to propose whatever team he may consider appropriate for the provision of the required services, in addition to the “key” positions presented below.

Note that civil servants and other staff of the public administration of the partner country or of international/ regional organisation based in the country cannot be recruited as experts, unless prior written approval has been obtained from the Contracting Authority, on a case-by-case basis. 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.

6.1.1 Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. These terms of reference contain the required key experts' profiles. Only key-experts are approved before the contract signature. The profiles of the key experts for this contract are as follows:

Key Expert 1 (KE1): Wind Energy Expert (Team Leader/ Project manager)

Qualification and skills

- Bachelor's degree in engineering or master's degree in Renewable Energy.
- Proficiency in oral and written English or French languages.

Professional experience

- 15 years of experience in energy sector.
- Experience as a team leader/ project manager for energy sector studies.
- Minimum 5 years of experience in the field of large-scale Wind based power projects.
- Proven experience of carrying out feasibility study of minimum of 150 MW offshore/onshore Wind farm is preferable.
- Having been involved for at least 3 years as a project manager in the development of Wind plants.
- Participation in at least one project with power systems planning component.
- Proven knowledge on government policies and tariff system for power sector (participation in at least one (1) project).

Key Expert 2 (KE2): Offshore Wind Expert (Deputy Team Leader)

Qualification and skills

- Bachelor's degree in engineering or master's degree in Renewable Energy.
- Proficiency in oral and written English or French languages

Professional experience

- 15 years of experience in energy sector.
- Experience as a deputy/project manager for energy sector studies.
- Minimum 5 years of experience in the field of large-scale wind projects (with a minimum of 2 studies as key expert in the offshore wind sector min. 150 MW);
- Proven experience in wind resources assessment and wind power plants development (clear indication in the areas covered by the expert for the reference projects carried out).
- Proven knowledge on government policies and tariff system for power sector (participation in at least one project).

Key Expert 3 (KE3): Transmission Expert

Qualification and skills

- Bachelor's degree in electrical or mechanical engineering.
- Proficiency in oral and written English or French languages.

Professional experience

- 15 years of experience in the energy sector.
- Experience as a deputy/project manager for energy sector studies or transmission infrastructure management.
- 15 years of experience in power generation, transmission/distribution network analysis and grid integration of renewable energy-based generation.
- Minimum 5 years of experience in the field of high and medium voltage transmission system.
- Proven knowledge of integration of wind energy with the national grid (participation in at least one (1) project offshore).

Key Expert 4 (KE4): Environmental Expert

Qualification and skills

- Master's degree in Environment or related fields.
- Proficiency in oral and written English and French languages

Professional experience

- 15 years of experience in environment impact assessment, biodiversity baseline studies, impacts on fauna and flora, mitigation and compensation measures, environmental monitoring, etc.
- Minimum 10 years' experience as a project manager for ESIA (environmental) studies.

- 10 years of experience of offshore/marine/coastal environmental surveys.
- Experience with IFIs environmental and social standards (IFC, EIB, etc).

Key Expert 5 (KE5): Social Expert

Qualification and skills

- Master's degree in Sociology or related fields.
- Proficiency in oral and written English and French languages.

Professional experience

- 15 years of experience in social impact assessment, stakeholders' engagement, public consultations, resettlement, livelihood restoration, labour, etc.
- Minimum 10 years' experience as a project manager for ESIA (social) studies.
- 10 years of experience in social assessment of offshore/marine/coastal projects.
- Experience with IFIs environmental and social standards (IFC, EIB, etc).

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.2 Non-key experts, support staff & backstopping

CVs for non-key experts should not be submitted in the tender but the tenderer will have to demonstrate, providing explanations on how these non-key experts can be selected and mobilised, in their offer that they have access to experts with the required profiles. The Consultant shall select and hire other experts as required according to the needs.

The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The Consultant should provide (for information purposes) the total number of working days and specify the number of experts having national or international experience. The selected experts must be subject to approval by the Contracting Authority before the start of their implementation of Assignments.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The Consultant is free to compose its own list of non-key experts. However, it must ensure that the complementary of expertise will maximise the strength of the offer. The indicative profiles of the Non key Experts are the following:

- **Marine Engineer:** The Maritime Expert must have a minimum bachelor's degree in oceanography or any related subject. The expert must have at least 5 years of experience in the field of marine related activities. The expert's experience on offshore wind power plant development will be considered as an added qualification.
- **Civil Engineer:** The Civil Engineer should have at least a bachelor's degree in civil engineering and 15 years of experience in the relevant field. S/he should have minimum 5 years of experience in civil works including drawing, design, different surveys on offshore wind farms. The consultant will be able to provide orientations for civil and structural design of WTG foundation, control room and all other civil works require for the Project. S/he should be able

to manage resources, schedules, and estimate cost required for all civil works of the offshore wind power plant. Additionally, a solid understanding of regulatory requirements and permitting processes is essential.

- **Financial/ Economic Analyst:** The Financial/Economic Analyst must have a minimum master's in economics/ finance/ business administration or any relevant subject with a minimum of 5 years of experience in financial/economic analysis. The specialist shall be able to provide the cost benefit analysis of the Project including possible tariff model for transmission of Renewable Energy based power through grid.
- **Legal and Institutional Expert:** The Legal and Institutional Expert must have a minimum master's degree in law or related fields. The expert should have knowledge on national and international laws, rules, and regulations of Morocco especially for marine areas. S/he should also have knowledge on electricity related policy, rules and regulation of Morocco relevant to power generation, transmission, distribution and renewable energy related issues.
- **Social Expert:** The Social Expert must have a minimum master's degree in sociology or related fields. The expert should have knowledge on national and international social standards (stakeholders' engagement, resettlement, livelihood restoration, labour, etc.) especially for marine areas, ports, dredging, etc. The expert should have at least 10 years professional experience in social matters. **The expert must have proficiency in oral and written English, French, and Arabic (mandatory) languages. Experience in the Maghreb or Mashreq regions would be an advantage.**

The Consultant must include in his technical offer details of the proposed team's expertise in the energy sector in general and in the wind projects sub-sector including crosscutting aspects (logistics, offshore installation, transmission networks, geotechnical, geophysical, bathymetry, E&S, legal...).

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

Note that the support/backstopping staff cannot be assigned as short or long-term experts while still maintaining their original assignment. The two responsibilities must be kept separate and double budgeting under the TA Assignment should be avoided.

6.2 Travel and associated costs

International (mobilisation and demobilisation) and local transport and associated costs (vehicles incl. drivers if considered necessary, per diem, etc.) of Key and Non-Keys experts posted on site should be included in the financial offer of the tenderer.

The TA Assignment will require regular visits to the site(s) located between Agadir and Essaouira cities.

The mission will start with a two-day kick-off meeting at MASEN's in Rabat and a first site visit. The team of key experts as well as the project coordinator/director must attend this kick-off meeting. A final workshop is required and will be held at MASEN's to present and discuss the final deliverable.

The Consultant is responsible for organising the kick-off meeting and the final workshop.

The Consultant must make all the necessary arrangements for his journeys to Morocco themselves. The meetings will take place as far as possible in Rabat on the premises of MASEN.

Field missions are to be explained by the Consultant in the methodology. Site visits and in person meeting with MASEN will be discussed and agreed in the kick-off meeting.

6.3 Office accommodation

Office accommodation of a reasonable standard and of approximately 10 square meters for each expert working on the contract and reasonably accessible by phone, fax and e-mail over the duration of the assignment is to be provided by the Consultant.

The costs of the office accommodation are to be covered by the financial offer submitted by the tenderer.

The Consultant must make its own arrangements regarding journeys to and within Morocco by the experts (including for the field missions).

Meetings will take place as far as possible in Rabat on the premises of MASEN.

The accommodation of the Consultant's staff shall be the responsibility of the Consultant. The associated costs of its staff must be included in the financial offer of the tenderer.

6.4 Facilities to be provided by the Consultant

The costs of the facilities should be included in the tenderer's experts fee rates. The Consultant must 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 / promoter at the end of this contract. Any equipment related to this contract that is to be acquired by the promoter must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1 Reporting requirements

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above (cf Section 4.2), the Consultant shall provide the following reports:

Name of report	Content	Time of submission	Recipient Entity
Inception Report	Methodology updating, Analysis of existing situation and work plan for the project.	No later than 1 month after the start of implementation	EIB/MASEN
Quarterly Progress Reports	Short description of progress (technical) including problems encountered; planned work for the next 3 months.	No later than 1 month after the end of each quarter	EIB/MASEN

Feasibility studies Assignment deliverables	Feasibility studies related to project documentation, identifying any obstacles and concerns, and ways to tackle these.	As described in the table in 4.2.1 of the ToRs	EIB/MASEN
Draft Final Report	Short description of achievements including problems encountered and recommendations.	No later than 1 month before the end of the implementation period.	EIB/MASEN
Final Report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within 1 month of receiving comments on the draft final report from the Project Manager identified in the contract.	EIB/MASEN

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The reports mentioned are described in more details as follow:

- **Inception Report** to be produced after one month from the start of implementation. In the report the Consultant shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme and staff travel. It shall confirm the aims of this technical assistance contract. If there are any proposed modifications to the original Terms of Reference due to changed circumstances after arrival on site, these are to be discussed and agreed in principle with the Contracting Authority and the Promoter before the submission of the Report.

This Report will describe the Consultant's proposed establishment, personnel, and where they will be based, as well as the Consultant's proposed approach to the project, taking into consideration the situation at the starting date of the assignment. It will also set out a detailed work plan for completion of the activities in the remaining TA operation period of execution, together with a detailed work plan for interrelated, sequential and complex activities with an agreed project log-frame matrix. The expected achievement of the outputs listed in the Terms of Reference should be clearly identified, with any milestones, and the confirmation of the counterpart staff and other commitments to be made by the recipient counterparts. The inputs to support key activities in each beneficiary should be based on a thorough needs assessment taking account of individual circumstances.

- **Quarterly Progress Reports** shall be narrative and shall briefly describe the current status of the project, in relation to technical progress; forecast the expected technical progress of the activities for the next period; itemise any outstanding issues that may result in extension of time or unforeseen costs; describe the Consultant's staff levels and their deployment during the report period.

The Consultant should note that, according to the provisions of the General Conditions to the contract, the Interim Progress Reports represent the basis for the interim payment, and that payment is to be made, in principle within a period of 45 days after the receipt of the invoice. Please refer to article 7 of the Special Conditions for any derogation arising from this timeline. The invoice should only be submitted to the TA officer and to glo-cpcm-disbursements@eib.org, after the approval of the corresponding Interim report.

Furthermore, all invoices (except the request for the pre-financing payment) must be accompanied by the following:

- a financial progress report, attached to the Interim Progress Report covering the six-monthly interim period and containing details of the time inputs of the experts and of the incidental expenditure.
- an expenditure verification report (including the auditor's invoice which needs to indicate the services invoiced and the corresponding period of time) as defined in Article 28 of the General Conditions and in accordance with the template in Annex VII of the contract.
- the written EIB approval received from the TA officer for the above-mentioned reports.
- **Draft final report.** This report shall be submitted no later than one month before the end of the period of implementation of Components. It shall consist of a narrative section. It shall, *inter alia*:
 - ✓ Describe the overall status of the project, including a critical study of any major problems which may have arisen during the performance of the project.
 - ✓ Describe the status and results for the assistance given to each project beneficiary.
 - ✓ Incorporate as an annex the overall Training Report (if any);
 - ✓ Present any recommendations the Consultant wishes to make in view of improving the design and implementation of any future similar activities.

The report shall contain a sufficiently detailed description of the different options to permit an informed decision on any recommendations made. The detailed analyses (regulatory framework, supply chain, ESIA, etc.) underpinning these recommendations will be presented in annexes to the main report.

- **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 30 days after receipt of approval on the draft final report.

All reports will be written in concise, clear and well-edited Standard English. All reports shall be produced in A4 size and printed on both sides of the paper. Spreadsheets and schedules shall be produced in a maximum of A3 size for reporting purposes and may be printed single-sided. File origins shall be clearly identifiable in a header or footer. A list of essential contact persons is to be included. The reports should have a title page, which should include project name, project code or reference, report title, date issued and period covered, and the name and address of the Consultant. **The Contracting Authority shall provide the Consultant, after the starting date of the assignment, with a recommended structure of the Reports.** The Consultant may propose changes to this structure, which must be agreed with the Contracting Authority in advance.

7.2 Submission and approval of reports / deliverables

Electronic copies of the reports and deliverables referred to above must be submitted to the Contracting Authority. Maps, graphic documents and simulation files included in the reports must be very clear and include all the elements that allow easy reading and delivered to the Contracting Authority in an executable form (such as AutoCAD, ArcGIS, ArcMap ...).

The Contracting Authority is responsible for approving the reports **after consultations with the Promoter** and shall be kept informed by the Consultant of the dates of submission of the reports to the other recipients indicated below. It should be noted that the Promoter will provide comments on each report submitted within 2 weeks after submission. The Promoter may request an extension, if needed. After this period, the EIB will consider that the Promoter has no comments on the reports.

Please also refer to Article 27.2 of the General conditions for the procedures and deadlines for the approval of reports.

The contact details of EIB's staff members to which the reports shall be submitted will be communicated to the Consultant during the kick off meeting. The draft of the reports must be sent in e-copy to these staff members. Following the comments received, the Consultant will send a revised version, with the operated changes highlighted, via the same contact, before formally submitting the final version.

Once this report is agreed to by the EIB, a final version shall be submitted as follows:

- ✓ in e-copy to the EIB's staff members mentioned above, and
- ✓ in e-copy to the Promoter (MASEN)

7.3 Visibility requirements

The Consultant shall endeavour to publicise any work undertaken and to highlight the participation of the European Union in the programme. The Contractor shall follow the Visual Identity Guidelines, which apply to all information and publicity products to be employed in the course of the contract. The Guidelines are available in electronic format at the following website address: https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en. The identity standards contained in this brochure/CD-ROM may only be used in connection with the implementation of this contract. This TA operation is financed under the Facility for Euro-Mediterranean Investment and Partnership (FEMIP) Trust Fund. To ensure the visibility of the FEMIP Trust Fund, the following text should be included in the reports: "The TA operation is financed under the FEMIP Trust Fund. This Fund, which was established in 2004 and has been financed – to date – by 15 EU Member States and the European Commission, is intended to support the development of the private sector via the financing of studies and TA operation measures and the provision of private equity.

Furthermore, the following disclaimer should also be included: "The authors take full responsibility for the contents of this report. The opinions expressed do not necessarily reflect the view of the European Investment Bank"

8. ANNEXES

The Annex includes:

- Annex 1: Feasibility study
- Annex 2: Complementary studies
- Annex 3: Environmental and Social Impact Assessment (ESIA)

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