

Section 3: Terms of Reference (TOR) for Consultancy services for the wetlands protection and conservation

1. Project Background

Mauritius forms part of the Western Indian Ocean Islands, one of the 25 internationally recognized biodiversity ‘hotspots’. The tropical climate, topography and history of isolation, has resulted in the evolution of a diverse biota with a high degree of endemism. Terrestrial biodiversity is forest-dependent. However, much of the extant forest has been lost: land clearance and forest degradation has already impacted more than 90% of Mauritius Island’s land surface. Marine biodiversity is in a better condition, but is also threatened. Extensive reef systems surround all the islands of the archipelago. Rodrigues harbours a large reef expanse, three times the size of the island.

Most of the useable land on the island of Mauritius has been put to production use. Despite the extensive degradation and transformation that has occurred in many areas, coastal ecosystems and adjacent landscapes still maintain their basic ecological functions. The coastal strip provides prime land for habitation, recreation and tourism, while seascapes provide the basis of food provision through fisheries and the country’s main touristic attraction—beaches, nautical sports and related activities. Lagoon habitats are especially important in this regard. They contribute to the overall productivity of coastal waters by supporting a variety of habitats, including salt marshes, seagrasses, and mangroves.

The objective of the project is to mainstream the conservation and sustainable use of biodiversity and ecosystem services into coastal zone management and into the operations and policies of the tourism and physical development sectors in the Republic of Mauritius through a ‘land- and seascape wide’ integrated management approach based on the Environmental Sensitive Areas’ (ESAs) inventory and assessment. More specifically, the project will achieve this through a three-pronged approach: (1) support the incorporation of ESA recommendations into policies and enforceable regulations pertaining to integrated coastal zone management (ICZM), thereby mitigating threats to biodiversity and ecosystem functions and resilience with a special focus on tourism and physical development in the coastal zone; (2) support the effective management of marine protected areas (MPAs) across the RM, given that they contain an important proportion of critically sensitive ESAs; and (3) demonstrate mechanisms to arrest land degradation in sensitive locations, focusing on reducing coastal erosion and sedimentation and helping to restore ecosystem functions in key wetland areas.

The TOR comprises:

- Development of Management and Action Plan for Pointe D’Esny Ramsar site and the Operational Plan for the Rivulet Terre Rouge Estuary Bird Sanctuary Ramsar site
- 2. Development of Management and Action Plan for Pointe D’Esny Ramsar site and the Operational Plan for the Rivulet Terre Rouge Estuary Bird Sanctuary Ramsar site**

2.1 Objectives

The main beneficiary of this project is the Ministry of Agro Industry and Food Security and the co-beneficiaries will be the National Parks and Conservation Service and the Forestry Services.

The main objectives are as follows:

- To develop a fully costed Management and Action Plan for Pointe D'Esny Ramsar Site
- To develop a fully costed yearly operational plan for a five years period for Pointe D'Esny Ramsar site.
- To develop a fully costed yearly operational plan for a five years period for the Management of the River Terre Rouge Estuary Bird Sanctuary Ramsar site.

2.2 Scope of works

The scope of services of the Consultant shall be as follows:

More specifically, the consultants are required through desk review and field visits complemented with all stakeholder's consultations to:

1. Clearly identify the purpose and management objectives of the Pointe D'Esny Ramsar site and to ensure that they are understood by all stakeholders involved.
2. Identify the steps to be followed in applying the planning process, their sequence and methods used
3. Determine who are the audiences and key stakeholders of the plan
4. Ensure that the Ramsar site will be considered as a whole i.e adopt a system approach
5. Use an inter disciplinary approach by bringing experts and interested parties together to discuss the future management of the reserves
6. To gather background information on the Ramsar site and these should include among others maps, historical, biological, physical and socio-economic information
7. Identify key or exceptional values of the area
8. Identify Strength, Weakness, opportunities and threats on the management of the area
9. Develop management vision and its objectives. These objectives should be formulated to cover among others habitat and species management, research, survey and monitoring, education and training, social and cultural features if any, income generation, protected area service and administration
10. Identify and evaluate option including zoning if any including buffer zone. This step will describe how objectives will be met
11. Integrating all the above planning elements into a draft management plan
12. Revise the draft and produce the final plan after taking into consideration the views and comments of the general public and relevant stakeholders.
13. Develop the Pointe D'Esny fully costed yearly Operational plan for five year period.

The same approach should be considered so as to develop a fully costed practical 5 years operational plan for Rivulet Terre Rouge Bird Sanctuary Ramsar site based on the Management plan commissioned by Biotope for the Mauritius Port Authority. However, this management plan will have to be reviewed and updated by the Technical Committee of the Ministry of Agro Industry so that it will be applicable and implemented according to criteria set by Ramsar Convention.

2.3 Workshops

For the purposes of the assignment, the following workshops shall be conducted by the Consultant:

- One-day Inception Workshop.
- One-day Workshop for validation of the management and operational plans.

2.4 Responsibility of experts

2.4.1 Expert in Natural Resources Management with specialisation in Wetlands biodiversity (Team Leader)

Lead the consultation process at national and sectoral level to develop the Management and Operational Plan for the Pointe D'Esny Ramsar site. He/She will also be responsible to develop the operational plan for the Rivulet Terre Rouge Estuary Bird Sanctuary Ramsar site.

He/She will be the team leader and will therefore be responsible for organization, coordination of all expert's work, compilation and timely submission of deliverables. The team leader will also be the liaison person between the client and the firm.

2.4.2 Environmental Public Finance Specialist

He/She will assist the team leader to develop management plan and operational plan for the Pointe D'Esny Ramsar site and the operational plan for the Rivulet Terre Rouge Estuary Bird Sanctuary Ramsar site with emphasis on the costing of the actions.

2.4.3 Biodiversity Expert

He/She will assist the team leader to develop management plan and operational plan for the Pointe D'Esny Ramsar site and the operational plan for the Rivulet Terre Rouge Estuary Bird Sanctuary Ramsar site.

2.5 Duration of the assignment / Time Frame

The consultancy services shall be completed within 80 person-days in accordance with the schedule for the submission of the deliverables including a minimum of three missions both in Mauritius.

The expected duration of main tasks is expected depicted in table 6.:

TABLE 6. EXPECTED DURATION

| | Experts | Required Person-days in total |
|--------------|---|--------------------------------------|
| 1 | Expert in Natural Resources Management with specialisation in Wetlands biodiversity (Team Leader) | 40 |
| 2 | Environmental Public Finance Specialist | 20 |
| 3 | Biodiversity Expert | 20 |
| Total | | 80 |

The assignment should be completed within 12 months from the starting date of the assignment.

3.4. Reporting, Presentations, and Language

For the purposes of the assignment, a Technical Committee has been set up under the aegis of the Ministry of Agro Industry and Food Security to oversee all assignment related to mainland Mauritius. Members of the TC are senior technicians of different Ministries/organisations.

This TC will be responsible:

1. to provide support on proposed works;
2. to provide inputs/views on technical reports; and
3. to facilitate consultative meetings.

The Technical Committee will review all outputs/deliverables. Their comments shall be communicated to the consultants within 21 days of submission of the output/deliverable. The consultants will then have to consider and incorporate the comments within a period of 2 weeks from the date of receipt of comments. The consultants will have to provide for justifications when comments are not incorporated in the output/deliverable.

3.5. Reporting line and collaboration with stakeholders will be as follows:

- The consultants will be required to report to the Technical Committee's and Steering Committee and work in collaboration with the National Project Director, Chief Technical Adviser and the Project Management Unit.
- The consultants will have to work closely with the National Parks and Conservation Service/Forestry Service and their officers will accompany consultants on field surveys as and when required.
- Throughout the duration of the contract, the Consultants shall maintain a constant liaison with the Client to discuss alternatives, options and any other matters pertaining to the progress of works. They shall submit regular interim progress reports as required by the client.
- The Ministry of Agro Industry and Food Security will be responsible for administrative issues pertaining to the assignment.
- The UNDP will be responsible for contractual and payment issues for this assignment.

All reports and maps shall be submitted in hard copies (20 copies) in a scale to be agreed with the Ministry of Housing and Lands and in soft copy. The soft copy should not be secured with password(s) to allow printing or copy and paste of extract from the reports.

The language of the assignment shall be in English. All the outputs and deliverables shall be written in English language and should be presented in a format acceptable by the Technical Committee under the aegis of the Ministry of Social Security, National Solidarity, Environment and Sustainable Development as well as the Rodrigues Regional Assembly. All documents/maps shall become the property of the Government of Mauritius.

The Consultant will report to the Technical Committee and, when so required, report to the National Steering Committee at the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping.

The reports and documentation should be submitted in electronic format, in both editable Microsoft Office Word version and in pdf version. All the final versions of the reports and documentation should also be dispatched to the Project Manager in 3 original CDs. There shall be no security restrictions on printing/editing in the deliverables.

The Consultant will have to submit all reports and documentation in draft form (in soft format - MS Word) in the first instance, and should thereafter incorporate any comments the Client may submit, prior to their finalization. Draft reports and documentation would have to be submitted at least 2 weeks before the final reports/documentation are due so that the Client will have ample time to circulate the drafts for any feedback from the Steering Committee. Payment will be made only on the final deliverables, and these final deliverables ***should be to the satisfaction of*** the National Project Director, the Project Manager, the Steering Committee, the Technical Committees and the UNDP Country Office.

3.6. Logistical arrangements

The Ministry of Agro Industry and Food Security shall provide for office space with fax, telephone and internet facilities.

The Project Manager will provide logistical support for the organization of workshops and other events/meetings (as required), and for the mobilization of stakeholders for such events/meetings.

The venues for the workshops and events/meetings will be arranged by the Project Manager and the costs thereof shall be met under the project funds.

The consultants may be required to act as resource person for at least one national workshop with all major stakeholders (Government agencies and NGOs) to discuss findings and proposals.

3.7. Delivery and Payment Schedules

- Deliverables will be the basis for the payment schedule. All reports will be submitted in draft (for comments) and then final.
- The Deliverables shall be submitted in electronic format (MS Word, and Pdf versions) and by courier to the Project Manager, Mr P. Ragen. The address for delivery is:

Mr. Parmananda Ragen, Project Manager
Mainstreaming Biodiversity into the management of the Coastal Zone in the Republic of Mauritius project

Address: Project Management Unit,
Ministry of Ocean Economy, Marine Resources and Shipping,
Ground Floor, LIC Building,
President John Kennedy Street,
Port Louis.

Email : parmananda.ragen@undp.org

Tel: +230 214 2508

Fax: +230 214 1235

- Payment of fees will be subject to the following schedule in table 7.

TABLE 7: SCHEDULE FOR PAYMENT OF FEES

| Item | Project | Activity/deliverable | Time Schedule | Payment Schedule |
|--------------|---|----------------------|---------------|------------------|
| 1. | Agreed Workplan | | Jul - 18 | 10% |
| 2. | Inception Report | | Aug - 18 | 10% |
| 3. | Draft Vision Statement for Pointe D'Esny Ramsar site | | Sep - 18 | 10% |
| 4. | Final Vision Statement for Pointe D'Esny Ramsar Site | | Oct - 18 | 5% |
| 5. | Draft Operational Plan for Rivulet Terre Rouge Estuary Bird Sanctuary Ramsar site | | Nov - 18 | 10% |
| 6. | Final Operational Plan for Rivulet Terre Rouge Estuary Bird Sanctuary Ramsar site | | Dec - 18 | 5% |
| 7. | Draft Management plan for Pointe D'Esny Ramsar site | | Mar - 19 | 15% |
| 8. | Final Management plan for Pointe D'Esny Ramsar site | | Apr - 19 | 10% |
| 9. | Draft Operational Plan for Pointe D'Esny Ramsar Site | | May - 19 | 10% |
| 10. | Final Operational Plan for Pointe D'Esny Ramsar Site | | Jun - 19 | 5% |
| 11. | Submit final Project Completion Report and workshop validation report | | Jun -19 | 10% |
| TOTAL | | | | 100% |

3.8 Qualification of the Consultancy Team

The core personnel shall have the expertise in the fields required for the implementation of the project. Details like academic qualifications, field of competency and technical/practical experience of the previous assignments of similar nature and/or related consultancy services should be submitted with signed CVs.

The selection of the Consultant for the Project shall be based on a Quality and Cost method and eventually appointed on a **lump sum fee basis**.

The consultant shall undertake at least three missions both to Mauritius and Rodrigues during the assignment.

The core personnel should consist of the following:

1. Expert in Natural Resources Management with specialisation in Wetlands biodiversity (Team Leader)
2. Environmental Public Finance Specialist
3. Biodiversity Expert

3.8.1 **Key Expert 1 – Expert in Natural Resources Management with specialisation in Wetlands biodiversity (Team Leader)**

The expert should hold a postgraduate degree in one of the following fields: Wetlands biodiversity Conservation, Natural Resource Management, Ecology, Environmental Planning and Management or equivalent acceptable field of study. Experience in leading teams of interdisciplinary experts will be an

added advantage.

The Expert should also have at least a postgraduate degree or working knowledge in Marine, Coastal and Wetlands biodiversity or equivalent acceptable field of study.

He/She should have a minimum of 10 years' experience in his/her field of expertise and having worked on at least 1 similar projects. Experience in tropical small island countries including Mauritius is preferable. Knowledge in GIS and Remote sensing will be an asset. He/She will also be responsible for the technical coordination of the project.

He/She shall provide 40 person-days services.

3.8.2 Local Expert 1 – Environment Public Finance Specialist - National Expert

The Environmental Public Finance Specialist should have at least a postgraduate degree in Public Administration and Finance or related field. He/She should have at least 10 years of experience of which at least 5 years should be in Public Financing. In addition, he/she should have been involved in at least 1 projects of similar nature. Experience with socio economic aspects in managing wetlands or protected area will be also an advantage. **He/She shall provide 20 person days services.**

3.8.3 Biodiversity specialist- National Expert

He/She should have at least a post graduate degree in biodiversity or ecology or any related field. He/She should have at least 5 years' experience in biodiversity conservation. Any experience in wetlands conservation will be an asset. In addition, he/she should have been involved in at least 1 projects of similar nature. He/She shall provide **20 person days service.**

Support bodies/staff

The Consultant may include the services of any other support staff for the purposes of the assignment. The costs thereof shall be deemed to be included in the bid price.

Important Note:

- (i) In case of an international consultancy team, it is mandatory for the consulting team to associate with one or more local experts so as to have a better appreciation of the local context.
- (ii) A local consultant may associate with one or more international teams to participate in this tender exercise.
- (iii) However, the total expected input for the assignment shall not exceed 80 person-days.