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Resilient nations.*

REQUEST FOR PROPOSAL

For strengthening MPA management in the Republic of Mauritius

- Lot 1 - Consultancy services to carry out economic evaluations of coastal and marine ecosystems for Rodrigues and one District (Black River) in Mauritius, two MPAs (SEMPA and Blue Bay) and the northern coastal wetlands
- Lot 2 - Development of an investment framework and financing strategy to realise the values and benefits of MPAs, and increase the financing flows to MPAs
- Lot 3 - Develop operational and business plans for SEMPA, Rodrigues and introduce regular assessments of management effectiveness, using recognised methodologies and guidelines

RFP No.: RFPMAR2018/012

Project: Mainstreaming biodiversity into the management of coastal zone in the Republic of Mauritius

Project ID: 00096201

Country: Mauritius

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

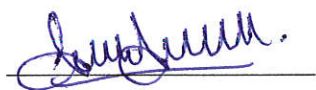
This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - o Form A: Technical Proposal Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Proposal
 - o Form F: Financial Proposal Submission Form
 - o Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

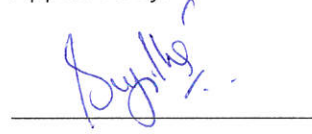
UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:



Name: Nishi Sewurn
Title: Procurement Assistant
Date: **October 9, 2018**

Approved by:



Name: Sujitha Sekharan
Title: International Operation Manager
Date: **October 9, 2018**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS

1. Introduction
 - 1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>
 - 1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
 - 1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality
 - 2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti
 - 2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
 - 2.3 In pursuance of this policy, UNDP
 - (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;
 - (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
 - 2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility
 - 3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
 - 3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.

4. Conflict of Interests
- 4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
- a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.
- 4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.
- 4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:
- a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
 - b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.
- Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.
- 4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.

B. PREPARATION OF PROPOSALS

5. General Considerations
- 5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP
6. Cost of Preparation of Proposal
- 6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language
- 7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents
- 8.1 The Proposal shall comprise of the following documents:

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

- i. to sign the Contract after UNDP has issued an award; or
- 12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.

13. Currencies

- 13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:
 - a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
 - b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

14. Joint Venture, Consortium or Association

- 14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
- 14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.
- 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.
- 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.
- 14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
 - a) Those that were undertaken together by the JV, Consortium or Association; and
 - b) Those that were undertaken by the individual entities of the JV, Consortium or Association.
- 14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

15. Only One Proposal	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. Proposal Validity Period	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Proposal Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. Clarification of Proposal	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20. Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21. Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.

C. SUBMISSION AND OPENING OF PROPOSALS

22. Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

- iii. Bear a warning that states "*Not to be opened before the time and date for proposal opening*" as specified in the BDS.

If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

Email Submission

22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:

- a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
- b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.
- c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.

eTendering submission

22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:

- a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;
- b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.
- d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.
- c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.
- d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:
<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

23. Deadline for Submission of Proposals and Late Proposals

- 23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP
- 23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.

24. Withdrawal, Substitution, and Modification of Proposals

- 24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.
- 24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of

Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"

- 24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.
- 24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened

25. Proposal Opening 25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.

D. EVALUATION OF PROPOSALS

26. Confidentiality 26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
- 26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Proposals 27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
- 27.2 Evaluation of proposals is made of the following steps:
- Preliminary Examination
 - Minimum Eligibility and Qualification (if pre-qualification is not done)
 - Evaluation of Technical Proposals
 - Evaluation of Financial Proposals
28. Preliminary Examination 28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
29. Evaluation of Eligibility and Qualification 29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
- 29.2 In general terms, vendors that meet the following criteria may be considered qualified:
- They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;
 - They have a good financial standing and have access to adequate financial

resources to perform the contract and all existing commercial commitments,

- c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;
- d) They are able to comply fully with UNDP General Terms and Conditions of Contract;
- e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and
- f) They have a record of timely and satisfactory performance with their clients.

30. Evaluation of Technical and Financial Proposals

- 30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.
- 30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.
- 30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.
- 30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

31. Due Diligence

- 31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the

following:

- a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;
- d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;
- e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;
- f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

32. Clarification of Proposals

- 32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.
- 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.
- 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

33. Responsiveness of Proposal

- 33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.
- 33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

34. Nonconformities, Repairable Errors and Omissions

- 34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.
- 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.
- 34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:
 - a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - b) if there is an error in a total corresponding to the addition or subtraction

of subtotals, the subtotals shall prevail and the total shall be corrected; and

- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Contract%20Management%20Payment%20and%20Taxes Advanced%20Payment%20Guarantee%20Form.docx&action=default

- | | |
|------------------------|---|
| 43. Liquidated Damages | 43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract. |
| 44. Payment Provisions | 44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract. |
| 45. Vendor Protest | 45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:
http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html |
| 46. Other Provisions | 46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.

46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.

46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15
http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer |

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted
5	10	Proposal Validity Period	90 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	United States Dollar Reference date for determining UN Operational Exchange Rate: November 2018
11	31	Deadline for submitting requests for clarifications/ questions	15 days before the submission deadline i.e 25 October 2018

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12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Nishi Sewurn copy to (ii) <u>Parmananda Ragen, Project Manager / Samanta Hardas, Project Assistant</u></p> <p>Address: 5th Floor, Anglo Mauritius House Intendance Street, Port louis Mauritius</p> <p>E-mail address: nishi.sewurn@undp.org and parmananda.ragen@undp.org / samanta.hardas@undp.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email and Posting on the CO website:</p> <p>UNDP procurement Website http://procurement-notice.undp.org/</p> <p>UNGM https://www.ungm.org/Public/Notice</p>
14	23	Deadline for Submission	<p>09 November 2018</p> <p>Time: 15 00 hrs (Mauritius Local Time)</p>
14	22	Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Courier/Hand Delivery</p> <p>Original: One (1) Hard Copy (Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed.)</p> <p>Copies: 1 USB or 1 CD.</p> <p>Proposals should be submitted in soft copy in file sizes not exceeding 5 MB.</p> <ul style="list-style-type: none"> a) One CD/USB for Technical Proposals and one CD/USB for Financial Proposals in their separate sealed envelopes. The CDs/USB shall be clearly labelled with the name of project, title of Consultancy services, and name of bidder. b) Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed. c) Each envelope shall be clearly labelled "RFPMAR2018/012 - Strengthening MPA management in the Republic of Mauritius – Lot 1 and/or Lot 2 and/or Lot 3, Project ID: 00096201 & Award ID: 00090446" and name of bidder. <p>Note if the envelopes are not sealed and marked, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.</p>

15	22	Proposal Submission Address	UNDP Mauritius and Seychelles Country Office 6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius Attention: The Head of Procurement Unit
16	22	Electronic submission (email or eTendering) requirements	N/A
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	<i>December 14, 2018</i>
19		Maximum expected duration of contract	One Year
20	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors : Bidders can submit offers for one or any combination or all Lots. Each proposed Lot must include all the requirements under this Lot. Partially filled Lots are not accepted and will be considered incomplete. For each Lot, the contract will be awarded according to the Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, where the minimum passing score in technical is 70%.
21	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
22	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23		Other Information Related to the RFP	

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Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
	Minimum 5 years of relevant experience.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Previous Experience	<p>Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of USD 350,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	Any additional criteria if required	N/A

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms for Lot 1, 2 and 3		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
Total		1000

Section 1. Bidder's qualification, capacity and experience for Lot 1		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan for Lot 1		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50

2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel for Lot 1		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	60
3.2	Qualifications of key personnel proposed	
3.2 a	Key Expert 1 - International Consultant – Environmental Economist (Team Leader)	150
	- Qualification	
	• Masters	20
	• PhD	25
	- General Experience	
	• Less than 10 years	0
	• 10 to 15 years	10
	• More than 15 years	20
	- Specific Experience relevant to the assignment	
	• No experience	0
	• 1 to 3 projects	10
	• More than 3 projects	20
	- (3) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	0
	• No experience	10
	• 1 to 3 projects	20
	• More than 3 projects	
	- Work experience in Small Island Developing States (SIDS), preferably in Mauritius	30
	- Proficiency in English (Mandatory)	25
	- Proficiency in French	10
3.2 b	Key Expert 2 – Environmental Economics and Business Consultant - National Expert	90
	- Qualification	
	• Masters	15
	• PhD	20

-General Experience	
• Less than 5 years	0
• 5 to 10 years	5
• More than 10 years	10
- Specific Experience relevant to the assignment	
• No experience	0
• 1 to 2 projects	8
• More than 2 projects	15
- Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
• No experience	0
• 1 to 2 projects	5
• More than 2 projects	10
- Work experience in Small Island Developing States (SIDS), preferably in Mauritius	15
- Proficiency in English (Mandatory)	15
- Proficiency in French	5
Total Section 3	300

Section 4. Bidder's qualification, capacity and experience for Lot 2		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight)	30
	-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points	
	-Organization is a member of the UN Global Compact -5 points	
	-Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	
Total Section 1		300

Section 5. Proposed Methodology, Approach and Implementation Plan for Lot 2		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 6. Management Structure and Key Personnel for Lot 2		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	60
3.2	Qualifications of key personnel proposed	
3.2 a	Key Expert 1 – Environmental Public Finance Specialist (Team Leader)	150
	- Qualification	
	• <i>Masters</i>	20
	• <i>PhD</i>	25
	- General Experience	
	• Less than 10 years	0
	• 10 to 15 years	10
	• More than 15 years	20
	- Specific Experience relevant to the assignment	
	• No experience	0
	• 1 to 3 projects	10
	• More than 3 projects	20

- (3) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	0	
• No experience	10	
• 1 to 3 projects	20	
• More than 3 projects		
- Work experience in Small Island Developing States (SIDS), preferably in Mauritius	30	
- Proficiency in English (Mandatory)	25	
- Proficiency in French	10	
3.2 b Local Expert 1 – MPA Planning and Management Consultant		90
- Qualification		
• Masters	10	
• PhD	20	
-General Experience		
• Less than 5 years	0	
• 5 to 10 years	5	
• More than 10 years	10	
- Specific Experience relevant to the assignment		
• No experience	0	
• 1 to 2 projects	8	
• More than 2 projects	15	
- Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment		
• No experience	0	
• 1 to 2 projects	5	
• More than 2 projects	10	
- Work experience in Small Island Developing States (SIDS), preferably in Mauritius	15	
- Proficiency in English (Mandatory)	15	
- Proficiency in French	5	
Total Section 3		300

Section 7. Bidder's qualification, capacity and experience for Lot 3		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60

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| 1.5 | Organizational Commitment to Sustainability (mandatory weight) | 30 |
| | -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points | |
| | -Organization is a member of the UN Global Compact -5 points | |
| | -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | |

Total Section 1	300
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Section 8. Proposed Methodology, Approach and Implementation Plan for Lot 3		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 9. Management Structure and Key Personnel for Lot3		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	60
3.2	Qualifications of key personnel proposed	
3.2 a	Key Expert 1 – MPA Planning & Management Specialist (Team Leader)	90
	- Qualification	
	• <i>Masters</i>	15
	• <i>PhD</i>	20

3.2 b	- General Experience		
	• Less than 10 years	0	
	• 10 to 15 years	10	
	• More than 15 years	15	
	- Specific Experience relevant to the assignment		
	• No experience	0	
	• 1 to 3 projects	10	
	• More than 3 projects	15	
	- (3) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	0	
	• No experience	5	
	• 1 to 3 projects	10	
	• More than 3 projects		
	- Work experience in Small Island Developing States (SIDS), preferably in Mauritius	15	
	- Proficiency in English (Mandatory)	10	
	- Proficiency in French	5	
Local Expert 1 – MPA Planning and Management Consultant			75
3.2 c	- Qualification		
	• Masters	10	
	• PhD	15	
	-General Experience		
	• Less than 5 years	0	
	• 5 to 10 years	5	
	• More than 10 years	10	
	- Specific Experience relevant to the assignment		
	• No experience	0	
	• 1 to 2 projects	5	
	• More than 2 projects	10	
	- Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment		
	• No experience	0	
	• 1 to 2 projects	5	
	• More than 2 projects	10	
	- Work experience in Small Island Developing States (SIDS), preferably in Mauritius	15	
	- Proficiency in English (Mandatory)	10	
	- Proficiency in French	5	
Local Expert 2 – Environmental Public Finance Specialist			75
	- Qualification		
	• Masters	10	
	• PhD	15	

-General Experience	
• Less than 5 years	0
• 5 to 10 years	5
• More than 10 years	10
- Specific Experience relevant to the assignment	
• No experience	0
• 1 to 2 projects	5
• More than 2 projects	10
- Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
• No experience	0
• 1 to 2 projects	5
• More than 2 projects	10
- Work experience in Small Island Developing States (SIDS), preferably in Mauritius	15
- Proficiency in English (Mandatory)	10
- Proficiency in French	5
Total Section 3	300

Section 5. Terms of Reference

Mainstreaming Biodiversity into the Management of Coastal Zone in the Republic of Mauritius

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 three lots as follows:

- (a) Lot 1 – Consultancy services to carry out economic evaluations of coastal and marine ecosystems for Rodrigues and one District (Black River) in Mauritius, two MPAs (SEMPA and Blue Bay) and the northern coastal wetlands.
- (b) Lot 2 – Development of an investment framework and financing strategy to realise the values and benefits of MPAs, and increase the financing flows to MPAs
- (c) Lot 3 - Develop operational and business plans for MPA's in the Republic of Mauritius and introduce regular assessments of management effectiveness, using recognised methodologies and guidelines

2. Lot 1: Consultancy services to carry out economic evaluations of coastal and marine ecosystems for Rodrigues and one District (Black River) in Mauritius, two MPAs (SEMPA and Blue Bay) and the northern coastal wetlands.

The main beneficiaries of Lot 1 of this project are the Ministry of Ocean Economy, Marine Resources, the Ministry of Social Security, National Solidarity and Environment and Sustainable Development Fisheries and Shipping, the Rodrigues Regional Assembly and the Ministry of Agro Industry and Food Security

2.1 Objective of Lot 1

The objective of this study is to recognize, demonstrate and capture the value of ecosystem services provided by coastal and marine ecosystems and provide knowledge and capacity building services to the government of Mauritius, as well as to other key stakeholders involved in the implementation of the Mainstreaming biodiversity project.

2.2 Scope of the Consultancy Service

An economic evaluation of the ecosystem services provided by coastal and marine ESA's in the Republic of Mauritius is part of the project under component 1. The economic valuation will focus on the role of ESA's in terms of providing beneficial ecosystem services. Such economic valuation will be undertaken for the following:

- i. Rodrigues
- ii. Black River district
- iii. Three Marine Protected Area (SEMPA, Balaclava and Blue Bay Marine Park) and The Northern wetlands.

The scopes of services are as follows:

1. To review economic evaluation of marine and ecosystem services studies carried out in the world in the last 15 years with particular reference to SIDS;
2. To design a simple practical methodology for carrying out the economic evaluation of marine and coastal ecosystem services and to model it for the Republic of Mauritius;
3. To use the methodology and model to evaluate the ecosystem services provided by Rodrigues, Black River District, SEMPA, Balaclava Marine Park, Blue Bay Marine Park and the Northern Wetlands;
4. To prepare an accredited online study course on the methodology and model used to evaluate the ecosystem evaluation of coastal and marine ESA's in Mauritius

2.3. Detailed Tasks

For the purpose of Lot 1, the Consultants are required to carry out the following tasks:

- To Identify and assess the ecosystem services values based on existing national, regional and global studies on the value of ecosystems and biodiversity, including: the valuation of marine protected areas, any other national ecosystem services studies that have been conducted so far and existing global and regional maps and overlays of key ecosystem services with emphasis on SIDS.
- To estimate and demonstrate the value of ecosystem service(s) provided by marine and coastal ecosystems in the study areas (using the appropriate methods), including the value of biodiversity, climate resilience, adaptation and mitigation, and sustaining livelihoods by:
 - i. Identifying beneficial ecosystem services provided by the coastal and marine ecosystems in the study
 - ii. Developing valuation method and model for ecosystem services provided by coastal and marine ecosystems in the Republic of Mauritius
 - iii. Collecting required data for valuation through field consultation and secondary review of studies on the case study area and other relevant studies
 - iv. Applying the valuation methods and calculate the value of ecosystem services provided by coastal and marine ecosystems in the study
 - v. Identifying the impact of land -based activities in the study areas
- To Identify mechanisms for incorporating these values into national accounting practices
- To Identify, where appropriate, potential means of capturing the value of targeted ecosystem services,

- including through policies such as payments for ecosystem services and other positive incentives
- To identify the implications of these services for different stakeholder groups within each of the study areas, including those who benefit from, and pay for, the maintenance of these ecosystem services, and those that degrade ecosystems through unsustainable use.
- To document the findings and analyse the policy implications
- To devise a MQA or any acceptable accredited online study course on the methodology and model used to evaluate the ecosystem evaluation of coastal and marine ESA's in Mauritius
- Organise two 1-day workshops for key Government of Mauritius stakeholders, as well as to other key stakeholders involved in the implementation of the Mainstreaming Biodiversity Project

2.4. Workshops

For the purposes of lot 1 of the assignment, the following workshops shall be conducted by the Consultant:

- One-day Inception Workshop.
- One-day workshop for validation of deliverables

2.5. Responsibility of expert

2.5.1. Key Expert 1: International Consultant Environmental Economist Expert (Team Leader)

He/She will lead the consultation process at national and sectoral level to carry out a global desk review of studies on marine and coastal ecosystem services evaluation and to design a simple and practical methodology to evaluate coastal and marine ecosystem services in the Republic of Mauritius. He/She will be required to carry out the economic evaluation of marine and coastal ecosystem in Mauritius and Rodrigues. He/She will identify mechanisms for incorporating these values into national accounting practices and to identify potential means of capturing the value of targeted ecosystem services, including through policies such as payments for ecosystem services and other positive incentives. He/She should identify the implications of these services for different stakeholder groups within each of the study areas, including those who benefit from, and pay for, the maintenance of these ecosystem services, and those that degrade ecosystems through unsustainable use and to document the findings and analyse the policy implications. He/She will have to design an accredited online study course on the methodology and model used to evaluate the ecosystem evaluation of coastal and marine ESA's in Mauritius and to organise two 1-day workshops for key Government of Mauritius stakeholders, as well as to other key stakeholders involved in the implementation of the Mainstreaming Biodiversity Project

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.

2.5.2. Key Expert 2: Environmental Economics and Business Consultant - National Expert

He/She will assist the team leader to carry out the economic evaluation of marine and coastal ecosystem services in the Republic of Mauritius.

2.6. 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 and Rodrigues.

The expected duration of main tasks is expected depicted in Table 1.:

Table 1. Expected duration of Lot 1

	Experts	Required Person-days in total
1	Key Expert 1: International Consultant Environmental Economist Expert (Team Leader)	50
2	Key Expert 2: Environmental Economics and Business Consultant - National Expert	30
Total		80

The assignment should be completed within 9 months from the starting date of the assignment.

2.7. Reporting, Presentations, and Language

A Technical Committee has been set up under the aegis of the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping to oversee all assignment related to mainland Mauritius. Similarly, the Technical Committee set up by RRA will oversee all tasks related to Rodrigues. Members of the TC's are senior technicians of different Ministries/organisations.

These TC's 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.

Reporting line and collaboration with stakeholders will be as follows:

- The consultants will be required to report to the Technical Committees and Steering Committee and work in collaboration with the National Project Director, Chief Technical Adviser and Project Management Unit.
- The consultants will have to work closely with the Ministry of Ocean Economy, marine resources, Fisheries and shipping and RRA and their officers will accompany consultants on field surveys as and when required.
- The consultants will have to work with the concerned Ministries/Departments for the different ESAs.
- 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 Ocean Economy, Marie Resources, Fisheries and Shipping and RRA will be responsible for technical issues pertaining to the assignment.
- The UNDP will be responsible for contractual and payment issues for this assignment.

All reports shall be submitted in hard copies (3 copies). 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 Ocean Economy, Marine Resources, Fisheries and Shipping as well as the Rodrigues Regional Assembly. All documents shall become the property of the Government of Mauritius.

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. Logistical arrangements

The Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping 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 all national workshops with all major stakeholders (Government agencies and NGOs) to discuss findings and proposals.

4. 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

Address: Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping,

Ground Floor, LIC Building,

President John Kennedy Street,

Port Louis.

Email : parmananda.ragen@undp.org

Tel: +230 214 2508

Fax: +230 214 3512

Payment of fees will be subject to the schedule in Table 2.

Table 2 : Schedule for payment of fees– Lot 1

Item	Project	Activity/deliverable	Time Schedule	Payment Schedule
1	Agreed Work Plan		Dec - 18	5%
2	Inception Report		Jan - 19	5%
3	Draft report on the desk review of economic evaluation studies		Jan - 19	10%
4	Final report on the desk review of economic evaluation studies		Feb - 19	5%
5	Draft report on the methodology and model for carrying out the economic evaluation of marine and coastal ecosystem services or the Republic of Mauritius		Feb - 19	10%
6	Final report on the methodology and model for carrying out the economic evaluation of marine and coastal ecosystem services or the Republic of Mauritius		Mar - 19	5%
7	Draft report on the economic evaluation of ecosystem services for Balaclava and Blue Bay Marine Parks		Mar - 19	10%
8	Final report on the economic evaluation of ecosystem services for Balaclava and Blue Bay Marine Parks		Apr - 19	5%
9	Draft report on the economic evaluation of ecosystem services for Black River District and Northern Wetlands		May - 19	10%
10	Final report on the economic evaluation of ecosystem services for Black River District and Northern Wetlands		Jun - 19	5%
11	Draft report on the economic evaluation of ecosystem services for Rodrigues and SEMPA		Jun - 19	10%
12	Final report on the economic evaluation of ecosystem services for Rodrigues and SEMPA		Jul - 19	5%
13	Draft online course material for the economic evaluation of ecosystem services for the Republic of Mauritius		Jul - 19	5%
14	Final online material for the economic evaluation of ecosystem services for the Republic of Mauritius		Aug - 19	5%
15	Validation workshop report and Final Report		Aug- 19	5%
	Total			100%

5. 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. Environmental Economist I Expert
2. Environmental Economist - National Expert

5.1. Key Expert 1: International Consultant Environmental Economist Expert (Team Leader)

1. Master's degree with 7 years' experience or a PhD in the related field and have a good understanding of the social and economic aspect of biodiversity, ecosystem and climate change
2. At least 10 years' experience in multi-disciplinary environmental, biodiversity or natural resource economics, ecosystem services, and knowledge of biodiversity mainstreaming, wetlands, climate change and adaptation and mitigation approaches
3. SIDS countries experience
4. Strong expertise in cost-benefits analysis, economic valuation methodologies, scenario testing
5. Strong analytical and quantitative skills, including economic theory, mathematics and statistics
6. Proven ability to work with a range of stakeholders including Government agencies and the private sector
7. Demonstrated leadership, facilitation and coordination skills, ability for managing timely and effective delivery of both quantity and quality work on time
8. Demonstrate capacity development and training experience in economic valuation field
9. Be fully IT-literate
10. Excellent verbal and written communication skills in English, French would be an advantage.
11. **He/She shall provide 50 person-days service**

5.2. Key Expert 2: Environmental Economics and Business Consultant - National Expert

- Minimum of Masters degree in natural resource management, environmental science, environmental Economics or other related areas
- At least 5 years' experience in this field.
- A good knowledge of environment, ecology, coastal and marine ecosystem services and or marine protected area issues in Mauritius
- A knowledge of cost-benefits analysis, economic valuation methodologies, scenario testing
- Strong analytical and quantitative skills, including economic theory, mathematics and statistics
- Proven ability to work with a range of stakeholders including Government agencies and the private sector
- Demonstrated ability to work in a team, ability for managing timely and effective delivery of both quantity and quality before the deadlines
- Be fully IT-literate
- **He/she shall provide 30 person-days service.**

6. 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.

7. Important Note:

In case of an international consultancy team, it is mandatory for the consulting team to associate with one local expert so as to have a better appreciation of the local context.

A local consultant may associate with one or more international teams to participate in this tender exercise. However, the total expected input for the assignment shall not exceed 80 person-days.

3. LOT 2 - Development of an investment framework and financing strategy to realise the values and benefits of MPAs, and increase the financing flows to MPAs, commensurate with need

3.1. Objectives of the assignment

The main beneficiaries of Lot 2 of this project is the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping and the Rodrigues Regional Assembly.

The main objective is to develop an investment framework and financing strategy for all MPA's in the Republic of Mauritius using a participatory and consultative approach which will ensure that all relevant stakeholders views are taken into consideration.

3.2. Scope of the consultancy services

The terminal evaluation of the MPA Partnerships project concluded that the concept of financial sustainability for Mauritius' MPAs is still in its infancy, with a need for mechanisms for cost recovery, implementation of entrance fees, and the establishment of mechanisms to finance recurring costs. One aim of the previous project was to adapt policy and legislation in order that MPAs in the RM could keep the income that they generated and the terminal evaluation recommended that this topic should be addressed through a follow-up project. This Output will therefore be based on these earlier recommendations as well as the results of the Protected Area Systems Financial Sustainability Scorecards, which will help to clarify financial flows and cost benchmarks for conservation effectiveness, and establish a baseline and targets for financial sustainability.

The strategy will encompass a range of revenue raising options including setting up of the MPA Fund as defined under the Fisheries and Marine Resources (Marine Protected Area Regulations 2001) as amended 2007, if feasible (using experience from the initiative under the Native Terrestrial Biodiversity and National Parks Act to establish an National Parks and Conservation Fund), or perhaps converge towards the establishment of a consolidated trust fund for the entire PA system. Experiences from the financing protected area systems in the region (e.g. Kenya, Seychelles, Mozambique, South Africa) should be used. The strategy should also look at Corporate Social Responsibility (CSR) opportunities, as well as the funding options being identified for terrestrial conservation through the Protected Area Network project. The experience of Seychelles, due to the similarities with Mauritius, is particularly useful.

This activity will also involve developing a standardised set of financial and accounting policies and procedures for MPAs, providing a professional financial backstopping service, reviewing and updating the pricing strategy and structure for MPA products and services, improving revenue from entry and other user fees (fees are already paid by boat operators but daily permits could be introduced for diving, snorkeling and other water sports, graded according to whether users are residents or overseas visitors); targeting additional focused donor funding support; reducing transaction costs of user-pay systems; improving the productive efficiencies in existing tourism and administrative services; and developing more integrated tourism/recreation products and services.

The scopes of services are:

- To carry out a desk review of relevant international literature in other countries who have adopted investment framework particularly those within the WIO and on initiatives involving establishment

of Trust Funds

- To assess the feasibility of implementing the MPA Fund
- To identify financing options with their pros and cons building on fiscal measures to greening the economy

3.3. Detailed Tasks

- Review on past relevant national initiatives, including the work being undertaken through the PAN to identify financing mechanisms for terrestrial protected areas;
- Assessing the feasibility of implementing the MPA Fund
- Identification of financing options and pros and cons, building on fiscal approaches to greening the economy

3.4. Workshops

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

- One-day Inception Workshop.
- One-day validation workshop.

3.5. Responsibility of expert

3.5.1. Key Expert 1: Environmental Public Finance Specialist (Team Leader)

He/She will lead the consultation process at national and sectoral level to carry out a review on past relevant national initiatives, including the work being undertaken through the PAN to identify financing mechanisms for terrestrial protected areas. He/She will have to carry out a review of relevant international literature in countries which adopted an investment framework particularly those within SIDS and on initiative involving establishment of Trust Fund. He/She will have to assess the feasibility of implementing a MPA Fund. He/She will have to identify financing options for a financially sustainable MPA in the Republic of Mauritius.

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.

3.5.2. Local Expert 1: MPA Planning and Management Consultant

He/She will assist the team leader to carry out the above tasks and should instill the specificities of the Republic of Mauritius in doing so.

3.6. 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 two missions both in Mauritius and Rodrigues.

The expected duration of main tasks is expected depicted in Table 5.

Table 5. Expected duration of Lot 2

	Experts	Required Person-days in total
1	Key Expert 1: Environmental Public Finance Specialist (Team Leader)	50

2	Local Expert 1: MPA Planning and Management Consultant	30
Total		80

The assignment should be completed within 9 months from the starting date of the assignment.

3.7. Reporting, Presentations, and Language

For the purposes of lot 3 of the assignment, a Technical Committee has been set up under the aegis of the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping to oversee all assignment related to mainland Mauritius. Similarly, the Technical Committee set up by RRA will oversee all tasks related to Rodrigues. Members of the TC's are senior technicians of different Ministries/organisations.

These TC's will be responsible for:

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

The Technical Committee's 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.

The 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, the Chief Technical Adviser and the Project Management Unit;
- The consultants will have to work closely with the Department of Fisheries and RRA and their officers will accompany consultants on field surveys as and when necessary;
- The consultants will have to work with the concerned Ministries/Departments;
- 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 Ocean Economy, Marine Resources, Fisheries and Shipping and RRA will be responsible for technical issues pertaining to the assignment;
- The UNDP will be responsible for contractual and payment issues for this assignment.

All reports shall be submitted in hard copies (3 copies) 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 Ocean Economy, Marine Resources, Fisheries and Shipping 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 Committees separately 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.

3.8. Logistical arrangements

The Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping 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.

3.9. 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 as per Table 6

Table 6: Schedule for payment of fees – Lot 2

Item	Project Activity/deliverable	Time Schedule	Payment Schedule
1	Agreed Work Plan	Dec -18	10%
2	Inception Report	Jan – 19	10%
3	Draft report on the review on past relevant national initiatives, including the work being undertaken through the PAN to identify financing mechanisms for terrestrial protected areas	Feb – 19	15%
4	Final report on the review on past relevant national initiatives, including the work being undertaken through the PAN to identify financing mechanisms for terrestrial protected areas	Mar – 19	5%
5	Draft report on the review of relevant international literature in other countries who have adopted investment framework particularly those within the WIO and on initiatives involving establishment of Trust Funds	Apr – 19	15%
6	Final report on the review of relevant international literature in other countries who have adopted investment framework particularly those within the WIO and on initiatives involving establishment of Trust Funds	May – 19	5%
7	Draft report on the assessment of the feasibility of implementing the MPA Fund	May – 19	10%
8	Final report on the assessment of the feasibility of implementing the MPA Fund	Jun – 19	5%
9	Draft report on financing options with their pros and cons, building fiscal approaches to greening the economy	Jul – 19	10%
10	Final report on financing options with their pros and cons, building fiscal approaches to greening the economy	Aug – 19	5%
11	Validation workshop report	Aug – 19	10%
TOTAL			100%

3.10. 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. Key Expert 1: Environmental Public Finance Specialist (Team Leader)
2. Local Expert 1: MPA Planning and Management Consultant

3.10.1. Key Expert 1 – Environmental Public Finance Expert (Team Leader)

The expert should hold a postgraduate degree in one of the following fields: Public administration and Finance, MPA Planning and Management, Natural Resource 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 and at least 5 years working knowledge in MPA planning and Management 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 2 similar projects. Experience in tropical small island countries including Mauritius is preferable.

He/She should have a strong background in economics; and should support implementation of existing marine parks management plans & contribute to development of new plans. **He/She shall provide 50 person-days services.**

3.10.2. Local Expert 1 – MPA Planning and Management Consultant

The local Marine Protected Area Planning and Management Consultant should have at least a postgraduate degree in the relevant field. He/She should have at least 5 years of experience in the relevant field. He/she should have at least 2 years' experience on management of marine protected areas. He/She will work in close collaboration with the international MPA Planning and Management Specialist and shall provide **30-person days services.**

3.11. Letter of availability for Experts

All key experts shall provide an original signed letter of availability and association for the duration of the assignment. In the event of their unavailability, the Consultant shall be under the obligation to provide a replacement of equal or better caliber at no extra cost to the Client.

3.12. 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.

3.13. Important Note:

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. A local consultant may associate with one or more international teams to participate in this tender exercise.

However, the total expected input for the assignment shall not exceed 80 person-days.

4. LOT 3 - Develop operational and business plans for SEMPA, Rodrigues and introduce regular assessments of management effectiveness, using recognised methodologies and guidelines

4.1. Objectives of the Project

The main beneficiaries of Lot 3 of this project is the Rodrigues Regional Assembly.

The main objective is to review and update the SEMPA management Plan and to produce fully costed operational and business plan.

4.2. Scope of the Project

Marine Protected Areas are the responsibility of the Rodrigues Regional Assembly, and management of SEMPA is delegated to the Marine Parks Division. The management plan, which was of five years duration, for SEMPA was prepared in 2011 for the RRA through financial support of UNDP/GEF.

The plan was partially implemented since then but presently needs a complete review. The consultants are required through desk review complemented with consultations to:

- review the management plan, through a consultative and participatory approach,
- produce a fully costed operational and business plan for SEMPA
- develop a simple methodology to assess and monitor management effectiveness of SEMPA

4.3. Detailed tasks

- Review and update the SEMPA Management Plan
- Carry out a gap analysis and Identify all successes and gaps that occurred during the implementation period.
- Produce a fully costed operational and business plan for SEMPA
- Develop a simple methodology to assess and monitor management effectiveness of SEMPA
- Carry out a one-day training workshop in Rodrigues for the training on the methodology to assess and monitor management effectiveness of SEMPA

4.4. Workshops

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

- One-day Inception Workshop.
- One-day validation workshop for the review of Management Plan and the operational plan
- One day training on the method to evaluate and monitor management effectiveness of SEMPA

4.5. Responsibility of experts

4.5.1. Key Expert 1: MPA Planning & Management Specialist (Team Leader)

He/She will lead the consultation process at national and sectoral level to review the management plan of SEMPA and subsequently to produce a fully costed operational and business plan for SEMPA for a five-year period. He/She will have to develop a simple methodology to assess and monitor management effectiveness of SEMPA.

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.

4.5.2. Local Expert 1: MPA Planning and Management Consultant

He/She will assist the team leader to carry out the above tasks.

4.5.3. Local Expert 2: Environmental Public Finance Specialist - National Expert

He/She will assist the team leader on the above tasks with particular emphasis on the costing of the actions.

4.6. 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 two missions both in Mauritius and Rodrigues.

The expected duration of main tasks is expected depicted in Table 7.

Table 7. Expected duration of Lot 3

	Experts	Required Person-days in total
1	Key Expert 1: MPA Planning & Management Specialist (Team Leader)	40
2	Local Expert 1: MPA Planning and Management Consultant	20
3	Local Expert 2: Environmental Public Finance Specialist - National Expert	20
Total		80

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

4.7. Reporting, Presentations, and Language

For the purposes of lot 3 of the assignment, a Technical Committee has been set up under the aegis of the Rodrigues Regional Assembly to oversee all assignment related to Rodrigues. Members of the TC are senior technicians of different departments/organisations.

This TC will be responsible for:

- providing support on proposed works;
- providing inputs/views on technical reports; and
- facilitating 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.

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, the Chief Technical Adviser and the Project Management Unit.

The consultants will have to work closely with the RRA and their officers will accompany consultants on field surveys as and when necessary.

The consultants will have to work with the concerned Departments.

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 RRA will be responsible for technical issues pertaining to the assignment.

The UNDP will be responsible for contractual and payment issues for this assignment.

All reports and maps if any shall be submitted in hard copies (3 copies) 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 Rodrigues Regional Assembly. All documents/maps shall become the property of the Government of Mauritius.

The Consultant will report to the Technical Committee separately 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 Committee and the UNDP Country Office.

4.8. Logistical arrangements

The Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping and RRA 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.

4.9. 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 as per Table 8.

Table 8: Schedule for payment of fees – Lot 3

Item	Project	Activity/deliverable	Time Schedule	Payment Schedule
1	Agreed Work Plan		Dec -18	15%
2	Inception Report with detailed Work Plan.		Jan - 19	10%
3	Draft report on review of SEMPA management Plan		Feb - 19	15%
4	Final report on review of SEMPA management Plan		Mar - 19	5%
5	Draft operational and business plan of SEMPA		Apr - 19	20%
6	Final operational and business plan of SEMPA		May - 19	10%
7	Draft report on the development of a methodology to assess and monitor management effectiveness of SEMPA		Jun - 19	10%
8	Final report on the development of a methodology to assess and monitor management effectiveness of SEMPA		Jul- 19	5%
9	Training and validation workshop report		Aug- 19	10%
TOTAL				100%

4.10. Qualification of the Consultancy Team

4.10.1. Key Expert 1 – MPA Planning & Management Specialist (Team Leader)

The expert should hold a postgraduate degree in one of the following fields: MPA Planning and Management, 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 MPA planning and Management 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 3 similar projects. Experience in tropical small island countries including Mauritius is preferable.

He/She should have a strong background in economics; and should support implementation of existing marine parks management plans & contribute to development of new plans.

He/She shall provide 40 person-days services.

4.10.2. Local Expert 1 – MPA Planning and Management Consultant

The local Marine Protected Area Planning and Management Consultant should have at least a postgraduate degree in the relevant field. He/She should have at least 5 years of experience in the relevant field. He/she should have extensive experience on management of marine protected areas. He/She will work in close collaboration with the international MPA Planning and Management Specialist and shall **provide 20 person days services**.

4.10.3. Local Expert 2 - Environmental Public Finance Specialist - National Expert

- Minimum of Masters degree in Public Administration and Finance, or other related areas
- At least five years experience in the field of study
- Experience working on Public Financing
- A knowledge of cost-benefits analysis, economic valuation methodologies, scenario testing
- Strong analytical and quantitative skills, including economic theory, mathematics and statistics
- Proven ability to work with a range of stakeholders including Government agencies and the private sector
- Demonstrated ability to work in a team, ability for managing timely and effective delivery of both quantity and quality before the deadlines
- Be fully IT-literate

He/She shall provide **20 person-days services**.

4.11. Letter of availability for Experts

All key experts shall provide an original signed letter of availability and association for the duration of the assignment. In the event of their unavailability, the Consultant shall be under the obligation to provide a replacement of equal or better caliber at no extra cost to the Client.

4.12. 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.

4.13. Important Note:

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.

A local consultant may associate with one or more international teams to participate in this tender exercise.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?

- Form A: Technical Proposal Submission Form ☐
- Form B: Bidder Information Form ☐
- Form C: Joint Venture/Consortium/ Association Information Form ☐
- Form D: Qualification Form ☐
- Form E: Format of Technical Proposal ☐

Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?

☐

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

- Form F: Financial Proposal Submission Form ☐
- Form G: Financial Proposal Form ☐

Form A: Technical Proposal Submission Form

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner

(with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)

[Complete]

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Form D: Qualification Form

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

- ☐ Contract non-performance did not occur for the last 3 years
- ☐ Contract(s) not performed for the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
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Name of Client:

Address of Client:

Reason(s) for non-performance:

Litigation History (including pending litigation)

- ☐ No litigation history for the last 3 years
- ☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
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Name of Client:

Address of Client:

Matter in dispute:

Party who initiated the dispute:

Status of dispute:

Party awarded if resolved:

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
<i>Information from Balance Sheet</i>			
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
<i>Information from Income Statement</i>			
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			

Current Ratio

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Proposal

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

Form F: Financial Proposal Submission Form

Name of Bidder: [Insert Name of Bidder]

Date:

RFP reference: [Insert RFP Reference Number]

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder: [Insert Name of Bidder]

Date: Select date

RFP reference: [Insert RFP Reference Number]

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

Amount(s)	
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

Subsistence allowance	Day
Miscellaneous travel expenses	Trip
Local transportation costs	Lump Sum
Out-of-Pocket Expenses	
Other Costs: (please specify)	
Subtotal Other Costs:	

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				

