

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 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, 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). 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,

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- 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.