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## **UNDP JOINT MANAGEMENT AREA (JMA) DEMONSTRATION PROJECT**

### **Terms of Reference for the appointment of an IT Specialist to support the JMA Demonstration Project Marine Spatial Planning Framework**

**SECTOR** : Climate and Disaster Resilience (UNDP)

**LOCATION** : Republic of Mauritius

**DUTY STATION** : Ministry of Defence and Rodrigues, Department for Continental Shelf, Maritime Zones Administration and Exploration (CSMZAE)

**DURATION** : 80-person-days spread over 11 months (4 field Missions and 15 days home based) if international until April 2020

**STARTING DATE** : June 2019

#### **A. PROJECT TITLE**

Demonstrating Innovative Ocean Governance Mechanisms and Delivering Best Practices and Lessons for Extended Continental Shelf Management within the Western Indian Ocean Large Marine Ecosystems (UNDP-Joint Management Area Demonstration Project).

#### **B. PROJECT DESCRIPTION**

The Mascarene plateau is made up of the Seychelles Plateau, the Ritchie Bank, the Saya de Malha Bank, the Nazareth Bank and the Cargados Carajos shoals to the south up to Mauritius. Therefore, the plateau has significant importance for appropriate management and for a monitoring system to be in place in view of its potential economic, environmental and social benefits.

In September 2007, UNDP began implementation of the GEF-funded Agulhas and Somali Current Large Marine Ecosystems (LMEs) Project. The objective of this Project was to undertake an environmental baseline assessment of the Agulhas and Somali Current Large Marine Ecosystems, to fill information gaps needed to improve management decision-making and to ascertain the role of external forcing functions. The Project was designed to address the Agulhas and the Somali Current LMEs under one initial assessment process as well as the

assessment of the Mascarene Plateau. It identified potential data/information gaps in the region and amplified the needs for further studies and research in the area. The UNDP-JMA Demonstration Project is a stand-alone project aimed at consolidating existing databases and further elaborating the framework for data and information management.

Funded by GEF, the Joint Management Area (JMA) Demonstration Project will also identify and demonstrate new management approaches and techniques for database management for the Mascarene Plateau.

It will assist Seychelles and Mauritius in the development and demonstration of new management approaches to bridge the gap between science and policy in the extended continental shelf areas and provide lessons and management techniques which can be replicated both within the western Indian Ocean as well as in other similar maritime zones globally.

The UNDP-JMA Demonstration Project will also attempt at identifying the data gap with respect to the underlying living and non-living resources in the joint zone.

This JMA Demonstration project is worth USD 2.2 Million in GEF grant and is being implemented over four years from 2018 to 2021.

**The JMA Demonstration Project aims at achieving its objectives through the delivery of four components.**

1. Building technical and management capacity in support of Marine Spatial Planning (MSP) and effective management of the Joint Management Area;
2. Development of a data and information system along with a programme of data capture and gap-filling as a foundation for an adaptive management strategy;
3. Adoption and implementation of a Marine Spatial Planning approach with the objective of improving and implementing effective decision-making for activities within the Joint Management Area;
4. Monitoring, and evaluating adaptive feedback and sustainability using UNDP and GEF tracking tool for both annual progress and terminal evaluation.

### **C. SCOPE OF WORK**

Components one (1) and two (2) of the JMA Demonstration Project will require the strengthening of technical and management capacities and development of a data and information system to support a Marine Spatial Planning process which will significantly contribute to the efficient management of the Joint Management Area. In doing so there are several key objectives that need to be met.

The consultancy is expected to provide support on the data management system, consolidate existing databases and identify data gaps related to the JMA, and to identify appropriate equipment and tools as well as a capacity building needs to support the JMA Marine Spatial Planning framework. This consultancy will serve several key objectives, namely:

1. Set up the most appropriate data and hardware system architecture and design for the JMA;
2. Assess and prioritise the skills required for data management for the JMA;
3. Enable capacity building competencies;
4. Facilitate the exchange of competencies in the data management system; and
5. Outline the important tools for data and database employment of the JMA management process.

### **C(i). Duties and Responsibilities**

The Consultant will:

1. Identify data and data sources relevant to the JMA and recommend a strategy for the repatriation of such data;
2. Develop a proposal for a hardware data system architecture and its related design together with recommendations for appropriate hardware and software including data management policy to support MSP process and JMA needs;
3. Draft protocols for storage, access, and dissemination of data;
4. Be adept in using geospatial data to prepare summaries, statistical reports, spreadsheets, maps, diagrams, simulations, graphs, and related materials to support the MSP Process;
5. Support the planning, collecting, processing, analysis, exploitation, and dissemination of geospatial information to support the JMA-MSP Process;
6. Apply knowledge and experience using geospatial analytic methodologies and principles to understand MSP objectives for the JMA;
7. Integrate and manage extensive GIS datasets, geophysical survey data, and project specific documentation;
8. Generate maps in GIS format compatible with ArcGIS in line with the JMA Strategy as required by the PMU
9. Collaborate with the MSP and MCS Specialists and provide inputs for the JMA-MSP process;
10. Collaborate with other, local and international institutions/individuals on the JMA, such as UN WCMC, IOC-UNESCO, IOC, amongst others; and
11. Produce a final report which will consist of all the above and be in line with UNDP guidelines.





#### D. EXPECTED DELIVERABLES/OUTPUTS

Table 1: List of deliverables of the IT Specialist

S/N	Outputs/Deliverables	Fee (%)	Time Schedule	Means of verification
1	Submission of a draft assignment work-plan	5	Jun-19	Approved draft work-plan
	Submission of a final assignment workplan	5	Jun-19	Approved final workplan
2	List of data (including geospatial data) and data sources related to JMA	5	Jul-19	Approved list of data and data sources
	Draft strategy for data for repatriation of data	5	Jul-19	Draft data strategy repatriation
	Final strategy for data repatriation	5	Oct-19	Final data strategy repatriation
3	Development of a draft proposal for a hardware and software geospatial data system architecture and design	5	Aug-19	Approved Draft hardware architecture and design
	Final Proposal for Hardware Data System Architecture and Design	5	Nov-19	Final Proposal hardware architecture and design
4	Development of a draft protocol for data storage, access system, and dissemination	5	Jul-19	Approved draft protocol
	Development of a final protocol for data storage, access	5	Sep-19	Approved final protocol

	system, and dissemination			
5	Draft summaries of statistical reports, spreadsheets, maps, diagrams, simulations, graphs related to JMA	5	Aug-19	Approved of draft summaries, statistical reports, Spreadsheets, charts, maps, diagrams, and simulations.
	Final summaries of statistical reports, spreadsheets, maps, diagrams, simulations, graphs related to JMA	5	Oct-19	Approved final summaries, statistical reports, Spreadsheets, charts, maps, diagrams, and simulations.
6	Draft set of maps for the JMA based on available data (at least 5)	5	Sept-19	Approved draft set of maps
	Final set of maps for the JMA based on available data (at least 5)	5	Sept-19	Approved final set of maps
7	Dissemination of the geospatial information related to the JMA through website pages and Newsletter	10	Nov-19	Approved geospatial information for dissemination. Approved Newsletter content.
8	Geospatial information to support the MSP framework	10	Feb-20	Approved geospatial information to support MSP framework
9	Draft Final Report	7.5	Mar-20	Approved draft final Report
	Final Report	7.5	Apr-20	Approved final Report
	<b>Total</b>	<b>100</b>		

All deliverables shall be submitted in appropriate format, in MS Word, and in PDF, and any other format as per requirement of the Client to the address of the International Project Manager, Mr. Allen Vosrie Cedras, [allen.cedras@undp.org](mailto:allen.cedras@undp.org) and with copy to the National Project Director, Dr. M. Rezah Badal, [mrbadal@govmu.org](mailto:mrbadal@govmu.org) as well as the UNDP Head of Environment Unit, Mr. Satyajeet Ramchurn, [satyajeet.ramchurn@undp.org](mailto:satyajeet.ramchurn@undp.org).

The Project Manager will be responsible for further distribution. The deliverables should be of high quality in form and substance and with the appropriate professional presentation. The IT Specialist should fully comply with the requirements of UNDP in terms of content and presentation and respect UNDP GEF visibility guidelines, since unsatisfactory performance may result in termination of the contract. Tables of content should be cleared with the Project Management Unit (PMU) before reports are produced.

#### **E. INSTITUTIONAL ARRANGEMENT**

The Consultant will provide service to the Joint Commission through the Department for Continental Shelf, Marine Zones Administration and Exploration in the Ministry of Defence and Rodrigues, and report to the National Project Director (NPD), Project Manager, and the UNDP Head of the Environment Unit.

All deliverables shall be approved by the NPD, UNDP and the Project Steering Committee.

#### **F. DURATION OF WORK**

The IT Specialist's work schedule shall be for 80-persons-days until April 2020 with the following breakdown, 4 field mission days and 15 days home-based if international.

#### **G. DUTY STATION**

During the field-based part of the assignment, the IT Specialist will be based at the PMU Office, Department for Continental Shelf, Maritime Zones Administration and Exploration, 3<sup>rd</sup> Floor, Belmont House, Intendance Street, Port Louis and at the UNDP Office, 5<sup>th</sup> Floor, Anglo-Mauritius House, Intendance Street Port Louis when needed. The IT Specialist might be required to travel to Seychelles to complete the assignment. All such travel must be approved in advance by the Project Manager and the cost associated with travel will be covered by the project.

#### **H. QUALIFICATION OF SUCCESSFUL INDIVIDUAL CONTRACTOR**

##### Education:

- Minimum Master's degree in Database Management or Geographical Information System/Science and Remote Sensing or any IT-related or Computer Science-related field. Preference will be given to holders of a Ph.D. in the relevant field.

##### Experience:

- At least 5 years of Information Technology with database management and administration, Geographical Information System, Marine Spatial Planning applications and other related spatial software;
- Experience in capacity building related to GIS, and other related software.



- Demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects;
- Working experience in SIDS.
- Be proficient in using geospatial data in different ways to create customized visual processes
- Have Knowledge and expertise in working with digital cartography, image processing, GIS software, geospatial production techniques, remote sensing, imagery, processes, and databases.

#### Skills:

- Good interpersonal and communication skill with the ability to effectively interact with government, private sectors and others in a multi-disciplinary and multi-cultural environment;
- Good working knowledge of international best practice in conservation, sustainable use, and management of marine and coastal biodiversity is desirable;
- Demonstrated ability to take initiative and work independently while also having the skills to work effectively within teams;
- Strong drafting, presentation and reporting skills, excellent written communication skills;
- A good personality with strong leadership skills;
- Be an effective negotiator with excellent oral and presentation skills;
- Fluency in both written and spoken English is required; knowledge of French is an asset;
- Strong computer skills.

#### **I.SCOPE OF PRICE AND SCHEDULE PAYMENT**

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, all travel costs, per diem, etc.). In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel to a higher class he/she should do so using –his/her own resources.

The contract price is fixed regardless of changes in the cost components. In the case of unforeseeable travel (additional mission for example), payment of travel costs including tickets, accommodation, and terminal expenses should be agreed upon prior to travel between UNDP and Individual Consultant and will be reimbursed.

Payments will be effected based on deliverables as per Table 1 above.

## J. RECOMMENDED PRESENTATION OFFER

The following documents are requested:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Technical offer: Brief description** of why the individual considers him/herself as the most suitable for the assignment (including his/her experience using GEF Protected Areas Scorecards and Tracking Tools), and a **methodology** on how they will approach and complete the assignment;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the template provided by UNDP.

## K. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

The Evaluation Criteria for the Shortlisting of applicants is as per Table 2.

**Table 2: The evaluation criteria for the shortlisting of applicants.**

Criteria	Max. Point
Education	15
Relevant professional experience in database management and administration, GIS application and remote sensing.	20
Experience in capacity building activities related to database management, GIS and related software.	10
Demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects	5
Working experience with national stakeholder institutions and agencies as well as international institutions	5
Working experience in SIDS	5
Language (English mandatory/French is a plus)	5



Computer skills	5
Suitability of technical approach	30

Candidates scoring a minimum of 70% of the maximum marks on the above criteria will be short-listed and called for a competency-based interview.

The financial offers will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest offer.

The final scoring of short-listed candidates will consider the interview score and the financial score.

The method of calculation of the final score is shown in Table 3 below.

**Table 3: Calculation of Scores for Selection of the IT MSP Specialist.**

Criteria	Weight (%)	Max. Score
• Interview	70	70
• Financial	30	30

The candidate ranking highest shall be selected.

#### **L. APPROVAL**

This ToR is approved by:

Signature:



Name and Designation:

Mr. Satyajeet Ramchurn, Head of Environment Unit

Date:

6/5/2019