



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

### **Terms of Reference for the appointment of the Monitoring, Control and Surveillance (MCS) Specialist to support the JMA Demonstration Project Marine Spatial Planning Framework**

<b>SECTOR</b>	: Climate and Disaster Resilience (UNDP)
<b>LOCATION</b>	: Republic of Mauritius
<b>DUTY STATION</b>	: Ministry of Defence and Rodrigues, Department for Continental Shelf, Maritime Zones Administration and Exploration (CSMZAE)
<b>DURATION</b>	: 55-person-days spread over eight months (3 field Missions and 10 days home based) if international until February 2020
<b>STARTING DATE</b>	: 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 the 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.

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 for such extended continental shelf areas which can provide lessons and management techniques which can be replicated both within the western Indian Ocean as well as other similar maritime zones globally.

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**

Component one (1) of the JMA Demonstration Project emphasize on the strengthening of technical and management capacities to support a Marine Special Planning process including an MCS component which will consequently ensure the efficient management of the Joint Management Area. In doing so, there are several key objectives that need to be met.

The main objective of this consultancy is to provide guidance on the monitoring, control, and surveillance aspects of the JMA and to` identify appropriate equipment and tools as well as building capacities to strengthen the gaps in supporting the JMA Marine Spatial Planning Framework. This consultancy will serve several key objectives, namely:

1. It assesses potential risks and mitigation measures in the JMA;

2. It assesses and prioritises the skills required for effective implementation of the JMA;
3. It enables capacity building competencies;
4. It facilitates the exchange of competences in ocean governance; and
5. It outlines important tools for implementation of the JMA management process.

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

The Consultant will:

1. Identify options for monitoring, control, and surveillance of human activities in the JMA, potential risks to human activities that may pose a threat to the resources and environment of the JMA, and provides appropriate tools, options, and/or scenarios to mitigate such risks;
2. Identify possible monitoring, control and surveillance methods to track the activities identified under (1) above to develop a comprehensive maritime domain picture of the JMA;
3. Conduct a capacity gap analysis in monitoring control and surveillance management, to support the JMA management process (Seychelles and Mauritius), including a review of International Best Practices and deliver a workshop to stakeholders;
4. Identify, and make recommendations on, appropriate MCS tools (both hardware and software) to support the implementation of a management framework for the JMA (E.g. satellite tracking, in-situ monitoring devices, etc);
5. Identify available MCS data, data priorities, and projects to fill data gaps;
6. Identify capacity building activities (focus on both institutional and human capacity needs) based on the findings from the capacity gap analysis, which support the implementation of a management framework for the JMA and participate in workshops and seminars on monitoring, control, and surveillance for the JMA;
7. Drafting prioritized Terms of References for items 4 and 5 for the invitations to bid process for suppliers of the MCS tools identified in (2) above;
8. Collaborate with the MSP and IT Specialists and provide inputs for the JMA-MSP process as required;
9. Collaborate with other, local and regional institutions/individuals on the JMA, such as national Coast Guard agencies, Indian Ocean Commission (IOC), IOC-UNESCO, IOC., amongst others; and
10. Produce a final report which will consist of all the above and should be in line with UNDP guidelines.



#### D. EXPECTED DELIVERABLES/OUTPUTS

**Table 1: List of deliverables of the Monitoring, Control and Surveillance Specialist**

S/N	Outputs/Deliverables	Fee (%)	Time Schedule	Means of verification
1	Submission of a draft assignment work-plan.	7.5	Jun-19	Approved Draft work-plan
	Submission of a Final Assignment Workplan.	7.5	Jun-19	Approved Final Work-plan
2	Draft Report on, possible human activities, methods, potential risks human risk, tools/options, and mitigation measures	5	Aug-19	Approved Draft Report
	Final Report on possible human activities, methods, potential risks human risk, tools/options, and mitigation measures	5	Sep-19	Approved Final Report
3	Draft Report on skills gap analysis assessment	5	Jul-19	Approved Draft Report
	Final Report on skills gap analysis assessment	5	Aug-19	Approved Final Report
4	Draft list of equipment and tools with details and justifications for the JMA process and draft short report on available MCS data, data priorities and projects to fill data gaps	7.5	Sep-19	Approved draft list of equipment and tools with justification and draft short report on available MCS data, data priorities and projects to fill data gaps
	Final list of equipment and tools with details and justifications for the JMA process and final	7.5	Sep-19	Approved final list of equipment and tools with justification and final short report on available

	short report on available MCS data, data priorities and projects to fill data gaps			MCS data, data priorities and projects to fill data gaps
5	Workshop on: 1. gap analysis and review of best practices. 2. Monitoring, control, and surveillance related to JMA.	15	Oct-19	Approved Workshop
6	Draft ToR for items 4 and 5	5	Nov-19	Approved Draft ToR for items 4 and 5
	Final ToR for items 4 and 5	5	Nov-19	Approved final ToR for items 4 and 5
7	Capacity building list and Training plan on monitoring, control, and surveillance for the JMA	5	Jan-20	Submission of Approved Capacity Building List and Training Plan
8	Draft Final Report	10	Jan-20	Approved Draft final Report
	Final Report	10	Feb-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. Tables of content should be cleared with the Project Management Unit (PMU) before reports are produced.

## **E. INSTITUTIONAL ARRANGEMENT**

The selected service provider 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 Monitoring and Surveillance's work schedule shall be for 55-persons-days until February 2020 with the following breakdown; 3 field mission days and 10 days home-based if international.

## **G. DUTY STATION**

During the field-based part of the assignment, the Monitoring, Control, and Surveillance Consultant 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 consultant 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. QUALIFICATIONS OF SUCCESSFUL INDIVIDUAL CONTRACTOR**

### Education:

- Minimum Master's degree in Marine Science or Environmental Engineering with a strong background in monitoring, control, and surveillance or any related fields. Preference will be given to holders of a Ph.D. in the relevant field.

### Experience:

- At least 5 years of proven professional experience in Monitoring, Control, and Surveillance Information System, maritime safety, coast guard, marine security and fisheries related to ocean monitoring or related field;
- Experience in capacity building related to monitoring, control, and surveillance;
- Demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects;
- Working experience in SIDS.

### Skills:

- Good interpersonal and communication skills with the ability to effectively interact with government, private sector and other stakeholders 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 of USD, 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 in a higher class he/she should do so using their 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 before reimbursement.

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

The Monitoring, Control and Surveillance Consultant 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.

#### **J. THE FOLLOWING DOCUMENTS ARE REQUIRED:**

- 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 Consultant and at least three (3) professional references;
- c) **Technical offer: Brief description** of why the Consultant considers him/herself 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 MCS Specialist.**

Criteria	Max. Point
Education	15
Relevant professional experience in monitoring, control and surveillance	25
Experience in capacity building activities related to monitoring and surveillance	5
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

Consultants 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 MCS Consultant.**


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

The Consultant ranking highest shall be selected.

**L. APPROVAL**

This ToR is approved by:

Signature:

  
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Name and Designation:

Mr. Satyajeet Ramchurn, Head of Environment Unit

Date:

6/5/2019  
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