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UNDP-JOINT MANAGEMENT AREA (JMA) DEMONSTRATION PROJECT

Terms of Reference for the appointment of the Marine Spatial Planning Specialist to support the JMA Demonstration Project Marine Spatial Planning (MSP) phase II process.

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|-----------------------|---|
| SECTOR: | Climate and Disaster Resilience (UNDP) |
| LOCATION: | Republic of Mauritius |
| DUTY STATION: | Department for Continental Shelf, Maritime Zones Administration and Exploration (CSMZAE), Prime Minister's Office |
| DURATION: | 80-person-days spread over twelve months (4 field missions) until December 2020 |
| STARTING DATE: | January 2020 |

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 Joint Management Area (JMA) covers an area of 396,000 sq. km extending seaward to the east beyond the existing exclusive economic zones of both Mauritius and Seychelles. The JMA represents the first cooperatively managed area of extended continental shelf (ECS) to be adopted by the international community and is also the world's largest jointly managed maritime zone. The creation of the JMA thus represents a ground-breaking precedent for cooperative management of the ocean, placing the JMA in a 'cutting-edge' position to take the lead in piloting new mechanisms and strategies for future ECS management.

Recognizing that this represents the first 'transboundary' management agreement for an ECS scenario, UNDP is supporting the GEF funded UNDP-JMA demonstration project being implemented by the Governments of Mauritius and Seychelles.

The project is worth 2.2 M USD and is being implemented over four years (2018 to 2021). The JMA Demonstration project is assisting 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.

The UNDP 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. Elaboration 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, Evaluation, Adaptive Feedback and Sustainability using UNDP and GEF tracking tool for both annual progress and terminal evaluation.

C. SCOPE OF WORK

Component 3 of the JMA demonstration project aims to develop a marine spatial planning (MSP) process that can form the basis for an agreed management strategy, with adopted decision-making and adaptive management mechanisms. This will be supported by efforts to:

- (a) build technical and management capacity that can undertake and maintain a marine spatial planning process;
- (b) provide support and assistance in developing an appropriate and effective data storage and management system to support MSP activities; and
- (c) provide support in respect of four (4) Technical Working Groups namely, Stakeholders Reference, MSP, Legal & Policy and Data.

C (i) Duties and Responsibilities

To achieve these objectives, the following activities are proposed:

1. Develop a marine data and procurement strategy to define future research and data collection needs and priorities.
2. Develop authoritative data sets for key activities currently undertaken in the waters of the JMA (notably fishing and shipping). This should include identifying key data sets for UNDP to procure as well as working with GIS experts to digitize key data layers.
3. Develop the Terms of Reference (ToR) for each Technical Working Group for the MSP process as established by the PSC.
4. Work together with technical working groups as per the requirement of the PSC (this will be an ongoing activity).
5. Develop ToR for and assist UNDP with the identification of a suitable legal expert with whom to deliver legal capacity-building for the Joint Commission (JC) and other senior officials.
6. Participate in organizing and facilitating the legal capacity-building as well as peer reviewing the consultant's outputs from deliverable 5.
7. Deliver sensitization and capacity building sessions on marine spatial planning to senior officials and other stakeholders on an as needed basis.
8. Organize and facilitate a three-day JMA science symposium including the preparation of a symposium report.
9. Refine the draft zoning framework, developed during the scoping phase from MSP Phase I, and develop associated guidelines to assist with MSP zoning decisions.

10. Collaborate with the MCS, and the IT Specialists as well as the Communication Consultant to provide inputs for the JMA-MSP process as required;
11. Collaborate with other, local and regional institutions/individuals on the JMA, such as national Coast Guard agencies, Indian Ocean Commission (IOC), IOC-UNESCO, IOC.
12. 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 MSP Specialist

| S/N | Outputs/Deliverables | Fee (%) | Time Schedule | Means of verification |
|-----|--|---------|---------------|---|
| 1 | Submission of a draft assignment work-plan | 5 | Jan-20 | Approved draft work-plan draft |
| | Submission of final draft assignment work plan | 5 | Jan-20 | Approved final work-plan |
| 2 | Draft marine data and procurement strategy to define future research and data collection needs and priorities | 5 | Feb-20 | Approval of draft data procurement strategy |
| | Final Draft marine data and procurement strategy to define future reach and data collection needs and priorities | 5 | Mar-20 | Approval of final draft data procurement strategy |
| 3 | Draft ToR for Technical Working Groups namely, Stakeholders Reference, MSP, Legal & Policy and Data | 2.5 | Feb-20 | Approved draft ToR |
| | Final ToR for Technical Working Groups namely, Stakeholders Reference, MSP, Legal & Policy and Data | 2.5 | Mar-20 | Approved final ToR |
| 4 | Draft authoritative data sets for key activities currently undertaken in the waters of the JMA | 5 | Apr- 20 | Approved draft authoritative data sets |
| | Final draft authoritative data sets for key activities currently undertaken in the waters of the JMA | 5 | May-20 | Approved final draft authoritative data sets |
| 5 | Draft ToR for legal expert to deliver legal capacity building training for the JC and other senior officials | 5 | Apr-20 | Approved draft ToR |
| | Final ToR for legal expert to deliver legal capacity building training for the JC and other senior official | 5 | May-20 | Approved final ToR |

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|----|---|------------|--------|--|
| 6 | Participate in organization, facilitating, consultants to work and peer reviewing the consultant's outputs from Deliverable 4 | 5 | Jun-20 | Participation and facilitation confirmation Approved Peer review report |
| 7 | Marine spatial planning workshop 1 to senior officials and other stakeholders on an as needs basis | 5 | Jun-20 | Approved MSP workshop 1 |
| 8 | Draft Organization plan for a three-day JMA science symposium | 5 | Mar-20 | Approved draft symposium plan |
| | Final Organization plan for a three-day JMA science symposium | 5 | Apr-20 | Approved final symposium plan |
| | A symposium report | 5 | | Approved Symposium report |
| 9 | Draft refined zoning framework developed during the scoping phase from MSP Phase I | 10 | Sep-20 | Approved Draft refined zoning framework |
| 10 | MSP Workshop 2 | 5 | Sep-20 | Approved MSP workshop 2 |
| 11 | MSP Workshop 3 | 5 | Oct-20 | Approved MSP workshop 3 |
| 12 | Draft Report on MSP Process Phase II | 5 | Oct-20 | Approval of Draft Final Report |
| | Final Draft Report on MSP Process Phase II | 5 | Nov-20 | Approved Final Draft Report |
| | Total | 100 | | |

The consultant will be expected to collaborate with national, regional and international institution/individuals involved in the MSP process. The consultant will also be required to lead and participate in workshops and seminars with key stakeholders on the MSP process during the consultancy. The consultant will at a minimum be required to lead and participate in at least two (2) MSP workshops with Key stakeholders and partners. These workshops may present the opportunity for the consultant to deliver training about the MSP process or to address capacity gaps identified in the skills gap assessment.

All deliverables shall be submitted in appropriate format, in MS Word, PDF, and any required format as per requirement of the Client to the address of the Project Manager Mr. Allen Cedras, allen.cedras@undp.org and with copy to the National Project Director Dr. Rezah Badal mrbadal@govmu.rog, as well as the UNDP Head of Environment Unit, Mr. Satyajeet Ramchurn, 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 Marine Special Planning 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.

E. INSTITUTIONAL ARRANGEMENT

The selected service provider will provide service to the Joint Commission through Department for Continental Shelf, Marine Zones and Exploration in the Prime Minister's Office, and report to the National Project Director (NPD), Project Manager, and the Head of Environment Unit.

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

F. DURATION OF WORK

The Marine Spatial Planning Specialist's work schedule shall be for 80-person-days until December 2020 with the following breakdown (4 field missions with a maximum of 30 days home-based).

G. DUTY STATION

During the field-based part of the assignment, the MSP Specialist will be based at the PMU Office, Department for Continental Shelf, Maritime Zones Administration and Exploration, 2nd Floor Belmont Building, Port Louis and at the UNDP Office 5th Floor Anglo-Mauritius House Port Louis. The consultant might be required to travel to Mauritius/Seychelles to complete the assignment. The MSP consultant will do 2 field trips of 5 days each and this will be included in the contract as per usual UNDP rates and modality.

H. QUALIFICATIONS OF SUCCESSFUL INDIVIDUAL CONTRACTOR


Education:

- Minimum Master's degree in Environment, Marine Spatial Planning, Conservation, Oceanography or related fields. Preference will be given to holders of a PhD in the relevant field.

Experience:

- At least five (5) years of proven professional experience in Marine Spatial Planning, Geographic Information System or related field;
- Experience in the drafting of marine spatial planning strategies and roadmap;
- Demonstrate experience in capacity building related to marine spatial planning;
- Demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects;
- Working experience in SIDS particularly in Seychelles and Mauritius.

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;
 - A good working knowledge of international best practices 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.
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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 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 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 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 | 5 |
| Relevant professional experience in the marine spatial planning process | 10 |
| Relevant experience in drafting a data procurement strategy | 10 |
| Relevant experience in drafting ToRs for of legal marine activities | 10 |
| Experience in capacity building activities related to MSP process | 10 |
| Demonstrable experience in 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 particularly in Mauritius and Seychelles | 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 MSP Specialist.

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

The candidate ranking highest shall be selected.

L. APPROVAL

This ToR has been prepared and submitted by:

Signature:



Name and Designation: Mr. Allen Cedras, Project Manager.

This ToR is approved by:

Signature:



Name and Designation: Mr. Satyajeet Ramchurn, Head of Environment Unit.

Date of signing:

28-11-19

