

Instructions to Proposers

DATA SHEET

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

TABLE 1: DATA SHEET

DS No.	Cross Ref. to Instruc-tions	Data	Specific Instructions / Requirements
1		Project Title:	Mainstreaming Biodiversity into the Management of the Coastal Zone in the Republic of Mauritius Project ID: 00096201 Award ID: 00090446
2		Title of Services/Work:	<ul style="list-style-type: none"> Lot 1 - Review and update of ESA data, maps, policy and management recommendations more specifically in relation to coastal and marine biodiversity in the Republic of Mauritius Lot 2 - Analytical Review of Coastal zone management plans in the Republic of Mauritius Lot 3 - Development of ICZM plans for Rodrigues and Black River District on Mauritius, taking the "ridge-to-reef" approach Lot 4- Review and update the upland wetlands' data and maps of Mauritius
3		Country / Region of Work Location:	Mauritius
		Client	UNDP Mauritius
4	C.13	Language of the Proposal:	English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<p>Allowed</p> <p>Bidders can submit offers for one or any combination or all Lots.</p> <p>All the requirements must be included in the offer for each Lot. Bid containing partially filled lot will be considered incomplete and will not be accepted.</p>

6	C.20	Conditions for Submitting Alternative Proposals	Shall not be considered
7	C.22	A pre-proposal conference will be held on:	<p>Time : 10.00 hrs Mauritius Local Time Date : 30 April 2018 Venue : UNDP Mauritius and Seychelles Country Office 6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis, Mauritius</p> <p>The focal point for the arrangement is :</p> <p>Mr Parmananda Ragen, Project Manager Tel No : +230 2142508 Fax No. : +230 2141235 Email address : parmananda.ragen@undp.org</p>
8	C.21	Period of Proposal Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Proposal Security	N/A
10	B.9.5	Acceptable forms of Proposal Security ¹	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	N/A
13		Liquidated Damages	Will not be imposed
14	F.37	Performance Security	<p>10 % of total contract amount</p> <p>Form for Performance Security (Section 8)</p>
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<p>United States Dollars (US\$)</p> <p><i>Reference date for determining UN Operational Exchange Rate: Deadline of Submission for Proposals</i></p>
16	B.10.1	Deadline for submitting	<u>25 April 2018</u>

¹ Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP.
Unless stated otherwise, they shall be considered unacceptable to UNDP.

		requests for clarifications/questions	
17	B.10.1	Contact Details for submitting clarifications/questions ²	<p>Focal Person: (i) Nishi Sewurn, OM a.i./Procurement Assistant; and copy to (ii) <u>Parmananda Ragen, Project Manager / Sameer Khudaroo, Programme Assistant</u></p> <p>E-mail address: nishi.sewurn@undp.org and parmananda.ragen@undp.org / sameer.khudaroo@undp.org</p>
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<p>Posting on the CO, Procurement and UNGM Website: CO website: http://www.mu.undp.org/content/mauritius_and_seychelle/s/en/home/operations/procurement.html UNGM https://www.ungm.org/Public/Notice UNDP procurement Website http://procurement-notice.undp.org/</p>
19	D.23.3	No. of copies of Proposal that must be submitted	<p>Original: One (1) Hard Copy (Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed.)</p> <p>Copies: 1 USB or 1 CD Proposals should be submitted in soft copy in file sizes not exceeding 5 MB.</p> <ul style="list-style-type: none"> a) One CD/USB for Technical Proposals and one CD/USB for Financial Proposals in their separate sealed envelopes. The CDs/USB shall be clearly labelled with the name of project, title of Consultancy services, and name of bidder. b) Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed. c) Each envelope shall be clearly labelled "RFPMAR2018/003-Consultancy Services for the review of the ESA study and ICZM planning Lot 1 and/or Lot 2 and/or Lot 3 and/or Lot 4 Project ID: 00096201 & Award ID: 00090446" and name of bidder. <p>Note if the envelopes are not sealed and marked, the procuring UNDP entity will not assume responsibility for the Proposal's misplacement or premature opening.</p>
20	D.23.1	Proposal Submission Address	UNDP Mauritius and Seychelles Country Office

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

	D.23.2 D.24		6th Floor, Anglo Mauritius House Intendance Street P.O Box 253 Port Louis Mauritius Attention: The Head of Procurement Unit
21	C.21 D.24	Deadline of Submission	Date: 15 May 2018 Time : <u>10 00 hours (Mauritius Local Time)</u>
22	D.23.2	Allowable Manner of Submitting Proposals	Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	N/A
24	D.23.1	Date, time and venue for opening of Proposals (For information only, Not for public)	Date: <u>15 May 2018</u> Time: <u>10 15 hrs (Mauritius Local Time)</u> Venue: <u>UNDP Mauritius</u> <u>5th Floor, Conference Room,</u> <u>Anglo Mauritius House</u> <u>Port Louis</u> <u>Mauritius</u>
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals for each Lot, respectively, where minimum passing score of technical proposal is 70%.

26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Members of the Governing Board and their Designations duly certified by the Corporate Secretary or its equivalent document if proposer is not a corporation ▪ List of Shareholders and their entities financially interested in the firm owning 5% or more of the stocks and other interests or, its equipment if proposer is not a corporation. ▪ Official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any ▪ Patent Registration Certificates, if any of technologies submitted in the Proposal is patented by the Proposer ▪ Audited Financial Statement for the last three years (2014 – 2016) (Income Statement and Balance Sheet) including Auditor's Report ▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past ten (10) years ▪ All information regarding any past and current litigation during the last five (5) years, in which the Proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
27		Other documents that may be Submitted to Establish Eligibility	All key experts shall provide an original signed letter of availability and association (if they are external to the lead firm) for the duration of the assignment. Note: In the event of their unavailability at execution stage, the Consultant shall be under the obligation to provide a replacement of equal or better calibre at no extra cost to the Client.
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	
29	C.15.2	Latest Expected date for commencement of Contract	01 July 2018
30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	685 person-days over a two-year starting in July 2018 and ending in June 2020
31		UNDP will award the contract to:	One or more bidders, depending on the following factors:

			<p>Bidders can submit offers for one or any combination or all Lots. Each proposed Lot must include all the requirements under this Lot. Partially filled Lots are not accepted and will be considered incomplete.</p> <p>For each Lot, the contract will be awarded according to the Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, where the minimum passing score in technical is 70%.</p>
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below)
33	E.29.4	Post-Qualification Actions	<ul style="list-style-type: none"> ▪ Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted; ▪ Validation of extent of compliance to the RFP requirements and evaluation criteria, based on findings of the evaluation team; ▪ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.
34		Conditions for Determining Contract Effectivity	Signature of contract
35		Other Information Related to the RFP	<ul style="list-style-type: none"> ▪ In case of an international consultancy team, it is mandatory for the consulting team to associate with one or more local experts (Mauritius and/or Rodrigues) so as to have a better appreciation of the local context. ▪ The total expected input for the assignment shall not exceed 250 person-days for Lot 1, 135 person-days for Lot 2, 180 person-days for Lot 3 and 120 person-day for Lot 4.

TABLE 2: SUMMARY OF TECHNICAL PROPOSAL EVALUATION FORMS – LOT 1

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm/Organization	30%	300

all

2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
	Total		1000

Table 2(a): Expertise of the Firm/Organization

Technical Proposal Evaluation Form 1		Maximum Points obtainable
Expertise of the Firm/Organization		
1.	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.	General Organizational Capability which is likely to affect implementation	
2		
	(1) Financial stability	15
	(2) Type of firm/organization	
	• loose consortium	10
	• one firm	15
	(3) Age/size of the firm	
	• Less than 5 years	0
	• 5 - 10 years	10
	• More than 10 years	15
	(4) Strength of project management support	10
	(5) Project management controls	10
1.	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	10
3		
1.	Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	20
4		
1.	Relevance of:	
5		
	A. Specialised Knowledge	
	(1) Identification and classification of Environmentally Sensitive Area's	
	• No experience	0
	• 1 – 3 projects	20
	• More than 3 projects	30
	(2) Development of ESA Management plans	
	• No experience	0
	• 1 – 3 projects	20
	• More than 3 projects	30
	(3) Training in GIS and remote sensing	
	• No experience	0
	• 1 - 3 projects	20

	• More than 3 projects	30
B.	Experience of lead firm/organization on Similar Programme / Projects	25
C.	Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	10
D.	Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically	15
	Work for UNDP/ major multilateral/ or bilateral programmes	15
		300

Table 2(b): Proposed Methodology, Approach and Implementation Plan

Technical Proposal Evaluation Form 2		Maximum Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Technical Approach and Methodology	
	• Understanding of the objectives of the assignment	40
	• Interpretation of scope of task in line with the Terms of Reference	40
	• Approach to the services	50
	• Methodology for carrying out the activities and obtaining the expected output/Degree of detail of output	70
	• Details of ground truthing marine and coastal ESA's	50
	• Assessment of biodiversity richness and ecological integrity of ESA's	50
2.2	Work plan	
	• Clarity in presentation	25
	• Degree of logical and realistic sequence of activities	25
	• Planning for efficient implementation of the project	25
	• Compliance with workplan in the RFP	25
Total Part 2		400

Table 2(c): Management Structure and Key Personnel

Technical Proposal Evaluation Form 3		Maximum Points Obtainable
Management Structure and Key Personnel		
3.1	Management Structure	
	(a) Structure and composition of team	50
	(b) Discipline of assignments	50
3.2	Key professional staff qualifications and suitability for assignment	
A	Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)	
	(a) General Academic Qualifications	
	• Masters	15

	• PhD	20
	(b) Experience	
	(1) Post degree experience relevant to conservation of marine and coastal biodiversity	
	• Less than 10 years	0
	• 10 – 15 years	3
	• More than 15 years	5
	(2) Experience relevant to conservation and/or restoration of wetlands	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	5
	(3) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	5
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	10
	(d) Proficiency in English (Mandatory)	10
	(e) Proficiency in French	5
B	Key Expert 2 –ICZM Expert	
	(a) General Academic Qualifications	
	• Masters	7
	• PhD	10
	(b) Experience	
	(1) Post degree specific experience in conservation, sustainable use and management of marine and coastal biodiversity	
	• Less than 10 years	0
	• 10 - 15 years	3
	• More than 15 years	5
	(2) Experience in carrying out ICZM planning	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	(3) Experience in Marine Protected Area Management	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	5
	(4) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• 1 – 3 projects	3
	• More than 3 projects	5
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	10
	(d) Proficiency in English (Mandatory)	10
	(e) Proficiency in French	5
C	Local Expert 1 – Coastal Zone Management Expert	
	(a) General Academic Qualifications	
	• Masters	5

	• PhD	10
	(b) Experience	
	(1) Post degree specific experience in conservation, sustainable use and management of marine and coastal biodiversity	
	• Less than 5 years	0
	• More than 5 years	5
	(2) Experience relevant to conservation and/or restoration of wetlands	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	5
	(3) Experience in GIS and Remote sensing	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
D	Local Expert 2 –Legal and Institutional Expert (with focus on environmental Law	
	(a). General Academic Qualifications	
	(1) Sworn Barrister-at-Law or Solicitor in Mauritius / able to practice in Mauritius	5
	(2) Post Graduate Degree	5
	(b). Experience	
1	(1) Post degree specific experience in legal environmental and Land Management matters	
	• Less than 5 years	0
	• More than 5 years	5
	(2). Experience in working with range of stakeholders including government and private sector	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	5
	(3). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
E	Local Expert 3 – Sworn Land Surveyor	
	(a). General Academic Qualifications	
	(1) Sworn and registered as Land Surveyor	5
	(2) Degree	5
	(b). Experience	
	(1)Post degree specific experience in Land survey	
	• Less than 5 years	0
	• 5 - 10 years	3
	• More than 10 years	5

	(2). Working experience in GIS and Remote sensing	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
F	Local Expert 4 – Remote Sensing and GIS Specialist	
	(a). General Academic Qualifications	
	• Degree holder	3
	• Post Graduate	5
	(b). Experience	
	(1) Post degree specific experience in GIS and Remote Sensing	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	5
	(2) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	Total Part 3	300

*** Notes:**

- Degree Holder means any relevant degree in the field of expertise as defined in the qualification of the Consultancy Team component of Section 2.8 – Terms of Reference.
- The legal expert shall mention specifically which Legislations/Regulations they have drafted

TABLE 3: SUMMARY OF TECHNICAL PROPOSAL EVALUATION FORMS – LOT 2

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm/Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
	Total		1000

Table 3(a): Expertise of the Firm/Organization

Technical Proposal Evaluation	Maximum
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Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation	
	(1) Financial stability	20
	(2) Type of firm/organization	
	• loose consortium	15
	• one firm	20
	(3) Age/size of the firm	
	• Less than 5 years	0
	• 5 - 10 years	15
	• More than 10 years	20
	(4) Strength of project management support	10
	(5) Project management controls	10
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	10
1.4	Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	20
1.5	Relevance of:	
	A. Specialised Knowledge	
	(1) GIS and Remote Sensing	
	• No experience	0
	• 1- 3 projects	7
	• More than 3 projects	13
	(2) ICZM planning	
	• No experience	0
	• 1- 3 projects	7
	• More than 3 projects	13
	(3) Marine Protected Area Management	
	• No experience	0
	• 1- 3 projects	7
	• More than 3 projects	13
	(4) Development of Coastal Atlas	
	• No experience	0
	• 1- 3 projects	7
	• More than 3 projects	13
	(5) Expertise in reviewing marine plans	
	• No experience	0
	• 1- 3 projects	7
	• More than 3 projects	13
	B. Experience of lead firm/organization on Similar Programme / Projects	20
	C. Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	10
	D. Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically	15

Work for UNDP/ major multilateral/ or bilateral programmes	30
	300

Table 3(b): Proposed Methodology, Approach and Implementation Plan

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Technical Approach and Methodology	
	• Understanding of the objectives of the assignment	50
	• Interpretation of scope of task in line with the Terms of Reference	50
	• Approach to the services	60
	• Methodology for carrying out the activities and obtaining the expected output/Degree of detail of output	80
	• Details on the development of coastal atlas	60
2.2	Work plan	
	• Clarity in presentation	25
	• Degree of logical and realistic sequence of activities	25
	• Planning for efficient implementation of the project	25
	• Compliance with workplan in the RFP	25
Total Part 2		400

Table 3(c): Management Structure and Key Personnel

Technical Proposal Evaluation Form 3		Maximum Points Obtainable
Management Structure and Key Personnel		
3.1	Management Structure	
	(a). Structure and composition of team	45
	(b). Discipline of assignments	45
3.2	Key professional staff qualifications and suitability for assignment	
A	Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)	
	(a). General Academic Qualifications	
	• Masters	15
	• PhD	20
	(b). Experience	
	(1). Post degree experience relevant to conservation of marine and coastal biodiversity	
	• Less than 10 years	0
	• 10 - 15 years	3
	• More than 15 years	5
	(2). Experience relevant to conservation and/or restoration of wetlands	
	• No experience	0

	• 1 - 3 projects	3
	• More than 3 projects	5
	(3). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	(4). Work experience in Small Island Developing States (SIDS), preferably in Mauritius	10
	(5). Proficiency in English (Mandatory)	10
	(6). Proficiency in French	5
B	Key Expert 2 –ICZM Expert	
	(a). General Academic Qualifications	
	• Masters	7
	• PhD	10
	(b). Experience	
	(1). Post degree specific experience in conservation, sustainable use and management of marine and coastal biodiversity	
	• Less than 10 years	0
	• 10 - 15 years	3
	• More than 15 years	5
	(2). Experience in carrying out ICZM planning	
	• No experience	0
	• 1 –3 projects	3
	• More than 3 projects	5
	(3). Experience in Marine Protected Area Management	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	5
	(4). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	(c). Work experience in Small Island Developing States (SIDS), preferably in Mauritius	10
	(d). Proficiency in English (Mandatory)	10
	(e). Proficiency in French	5
C	Local Expert 1 – Coastal Zone Management Expert	
	(a). General Academic Qualifications	
	• Masters	5
	• PhD	10
	(b). Experience	
	(1).Post degree specific experience in conservation, sustainable use and management of marine and coastal biodiversity	
	• Less than 5 years	0

	• 5 - 7 years	3
	• More than 7 years	5
	(2). Experience relevant to conservation and/or restoration of wetlands	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	5
	(3). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
D	Local Expert 2 –MPA Planning and Management Consultant	
	(a). General Academic Qualifications	
	• Masters	7
	• PhD	10
	(b). Experience	
1	(1) Post degree specific experience in management of Marine Protected Area	
	• Less than 10 years	0
	• 10 - 15 years	3
	• More than 15 years	5
	(2). Experience relevant to GIS and Remote Sensing	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	5
	(3). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
E	Local Expert 3 –Legal and Institutional Expert (with focus on environmental Law)	
	(a). General Academic Qualifications	
	(1). Sworn Barrister-at-Law or Solicitor in Mauritius / able to practice in Mauritius	5
	(2). Post Graduate Degree	10
	(b). Experience	
	(1)Post degree specific experience in experience in legal environmental and land management matters	
	• Less than 5 years	0
	• 5 - 10 years	3
	• More than 10 years	5
	(2). Experience in carrying out or having been involved in assignment(s) of a	

	nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
F	Local Expert 4 – Remote Sensing and GIS Specialist	
	(a). General Academic Qualifications	
	• Degree holder	5
	• Post Graduate	10
	(b). Experience	
	(2) Post degree specific experience in GIS and Remote Sensing	
	• Less than 5 years	0
	• More than 5 years	5
	(2) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
Total Part 3		300

- a. Degree Holder means any relevant degree in the field of expertise as defined in the qualification of the Consultancy Team component of Section 2.8 – Terms of Reference.
- b. The legal expert shall mention specifically which Legislations/Regulations they have drafted

TABLE 4: SUMMARY OF TECHNICAL PROPOSAL EVALUATION FORMS – LOT 3

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm/Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
Total			1000

Table 4(a): Expertise of the Firm/Organization

Technical Proposal Evaluation Form 1		Maximum Points obtainable
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	35

1.2	General Organizational Capability which is likely to affect implementation	35
	(a) Financial stability	20
	(b) Type of firm/organization	15
	• loose consortium	20
	• one firm	
	(c) Age/size of the firm	0
	• Less than 5 years	15
	• 5 - 10 years	20
	• More than 10 years	
	(d) Strength of project management support	10
	(e) Project management controls	10
1.3	(f) Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	10
1.4	(g) Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	20
1.5	(h) Relevance of Specialised Knowledge:	
	1. GIS and Remote Sensing	0
	• No experience	7
	• 1- 3 projects	13
	• More than 3 projects	
	2. ICZM planning	0
	• No experience	7
	• 1- 3 projects	13
	• More than 3 projects	
	3. Marine Protected Area Management	0
	• No experience	7
	• 1- 3 projects	13
	• More than 3 projects	
	4. Development of Management and Operational Plans	0
	• No experience	7
	• 1- 3 projects	13
	• More than 3 projects	
	5. Expertise in developing Environmental Monitoring Plans	0
	• No experience	7
	• 1- 3 projects	13
	• More than 3 projects	
	(i) Experience of lead firm/organization on Similar Programme / Projects	10
	(j) Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	10
	(k) Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically	15
	(l) Work for UNDP/ major multilateral/ or bilateral programmes	20
		300

Table 4(b): Proposed Methodology, Approach and Implementation Plan

Technical Proposal Evaluation Form 2		Maximum Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Technical Approach and Methodology	
	• Understanding of the objectives of the assignment	50
	• Interpretation of scope of task in line with the Terms of Reference	50
	• Approach to the services	60
	• Methodology for carrying out the activities and obtaining the expected output/Degree of detail of output	80
	• Details on the development of management plans, Operational Plans and Environmental Monitoring Plans	60
2.2	Work plan	
	• Clarity in presentation	25
	• Degree of logical and realistic sequence of activities	25
	• Planning for efficient implementation of the project	25
	• Compliance with workplan in the RFP	25
Total Part 2		400

Table 4(c): Management Structure and Key Personnel

Technical Proposal Evaluation Form 3.		Maximum Points Obtainable
Management Structure and Key Personnel		
3.1	Management Structure	
	(a) Structure and composition of team	25
	(b) Discipline of assignments	20
3.2	Key professional staff qualifications and suitability for assignment	
A	Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including Wetlands (Team Leader)	
	(a) General Academic Qualifications	
	• Masters	5
	• PhD	7
	(b) Experience	
	(1) Post degree experience relevant to Management of coastal and marine biodiversity	
	• Less than 10 years	0
	• 10- 15 years	3
	• More than 15 years	5
	(2) Experience in the conservation and/or restoration of wetlands	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	5
	(c) Work experience in Small Island Developing States (SIDS), preferably in	7

	Mauritius	
	(d) Proficiency in English (Mandatory)	5
	(e) Proficiency in French	2
B	Key Expert 2 – ICZM Expert	
	(a) General Academic Qualifications	
	• Masters	5
	• PhD	7
	(b) Experience	
	(1) Post degree specific experience in conservation, sustainable use and management of marine and coastal biodiversity	
	• Less than 10 years	0
	• 10- 15 years	3
	• More than 15 years	5
	(2) Experience in carrying out ICZM planning	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	5
	(3) Experience in the management of Marine Protected Area	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	5
	(4) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	7
	(d) Proficiency in English (Mandatory)	5
	(e) Proficiency in French	2
C	Key Expert 3 – MPA Planning and Management Specialist	
	(a).General Academic Qualifications	
	• Masters	5
	• PhD	7
	(b). Experience	
	(1) Post degree specific experience in management of MPA	
	• Less than 5 years	0
	• 5- 8 years	3
	• More than 8 years	5
	(2) Experience in development of marine park management plan	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	5
	(3)Experience and background in economics	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	5
	(4).Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	

	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	(c). Work experience in Small Island Developing States (SIDS), preferably in Mauritius	7
	(d). Proficiency in English (Mandatory)	5
	(e). Proficiency in French	2
D	Key Expert 4 – Environment Planner	
	(a) General Academic Qualifications	
	• Masters	5
	• PhD	7
	(b) Experience	
	(1) Post graduate experience	
	• Less than 10 years	0
	• 10– 15 years	3
	• More than 15 years	5
	(2). Experience in coastal zone management and planning	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	(3). Proficiency in English (Mandatory)	5
	(4). Proficiency in French	2
E	Key Expert 5 – Coastal/Civil Engineer	
	(a). General Academic Qualifications	
	• Degree	3
	• Masters	5
	• PhD	7
	(b). Experience	
	(1) Post graduate experience	
	• Less than 7 years	0
	• 7 – 10 years	3
	• More than 10 years	5
	(2). Experience in waste water management	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
	(3). Proficiency in English (Mandatory)	5
	(4). Proficiency in French	3
F	Local Expert 1 – Coastal Zone Management Expert	
	(a). General Academic Qualifications	
	• Masters	5
	• PhD	7
	(b). Experience	
	(1). Post degree specific experience in conservation, sustainable use and management of marine and coastal biodiversity	

	• Less than 5 years	0
	• 5 - 7 years	3
	• More than 7 years	5
	(2). Experience relevant to conservation and/or restoration of wetlands	
	• No experience	0
	• 1 -3 projects	3
	• More than 3 projects	5
	(3). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
G	Local Expert 2 –MPA Planning and Management Consultant	
	(a). General Academic Qualifications	
	• Masters	5
	• PhD	7
	(b). Experience	
1	(1). Post degree specific experience in management of Marine Protected Area	
	• Less than 10 years	0
	• 10 - 15 years	3
	• More than 15 years	5
	(2). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
H	Local Expert 3 –Legal and Institutional Expert (with focus on environmental Law)	
	(a). General Academic Qualifications	
	(1) Sworn Barrister-at-Law or Solicitor in Mauritius / able to practice in Mauritius	5
	(2) Post Graduate Degree	5
	(b). Experience	
	(1) Post degree specific experience in legal environmental and land management matters	
	• Less than 5 years	0

	• 5 - 10 years	3
	• More than 10 years	5
	(2). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
I	Local Expert 4 – Remote Sensing and GIS Specialist	
	(a). General Academic Qualifications	
	• Degree holder	5
	• Post Graduate	7
	(b). Experience	
	(1). Post degree specific experience in GIS and Remote Sensing	
	• Less than 5 years	0
	• More than 5 years	5
	(2) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
J	Local Expert 5 -Watershed management / water resources specialist	
	(a). General Academic Qualifications	
	• Degree holder	5
	• Post Graduate	7
	(b). Experience	
	(1) Post degree specific experience in coastal zone management	
	• No experience	0
	• 1 - 5 years	3
	• More than 5 years	5
	(2) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	3
	• More than 3 projects	5
Total Part 3		300

*** Notes:**

- a. Degree Holder means any relevant degree in the field of expertise as defined in the qualification of the Consultancy Team component of Section 3.8 – Terms of Reference.
- b. The legal expert shall mention specifically which Legislations/Regulations they have drafted

TABLE 5: SUMMARY OF TECHNICAL PROPOSAL EVALUATION FORMS – LOT 4

Summary of Technical Proposal Evaluation Forms		Score Weight	Maximum Points Obtainable
1.	Expertise of Firm/Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
Total			1000

Table 5(a): Expertise of the Firm/Organization

Technical Proposal Evaluation Form 1		Maximum Points obtainable
Expertise of the Firm/Organization		
1. 1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1. 2	General Organizational Capability which is likely to affect implementation	
	(6) Financial stability	15
	(7) Type of firm/organization <ul style="list-style-type: none"> • loose consortium • one firm 	10 15
	(8) Age/size of the firm <ul style="list-style-type: none"> • Less than 5 years • 5 - 10 years • More than 10 years 	0 10 15
	(9) Strength of project management support	10
	(10) Project management controls	10
1. 3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	10
1. 4	Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	20
1. 5	Relevance of:	
	E. Specialised Knowledge	

(4) Identification and classification of Environmentally Sensitive Area's	
• No experience	0
• 1 – 3 projects	20
• More than 3 projects	30
(5) Development of ESA Management plans	
• No experience	0
• 1 – 3 projects	20
• More than 3 projects	30
(6) Training in GIS and remote sensing	
• No experience	0
• 1 - 3 projects	20
• More than 3 projects	30
F. Experience of lead firm/organization on Similar Programme / Projects	25
G. Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	10
H. Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically	15
Work for UNDP/ major multilateral/ or bilateral programmes	15
	300

Table 5(b): Proposed Methodology, Approach and Implementation Plan

Technical Proposal Evaluation Form 2		Maximum Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	Technical Approach and Methodology	
	• Understanding of the objectives of the assignment	40
	• Interpretation of scope of task in line with the Terms of Reference	40
	• Approach to the services	50
	• Methodology for carrying out the activities and obtaining the expected output/Degree of detail of output	70
	• Details of ground truthing marine and coastal ESA's	50
	• Assessment of biodiversity richness and ecological integrity of ESA's	50
2.2	Work plan	
	• Clarity in presentation	25
	• Degree of logical and realistic sequence of activities	25
	• Planning for efficient implementation of the project	25
	• Compliance with workplan in the RFP	25
Total Part 2		400

Table 5(c): Management Structure and Key Personnel

Technical Proposal Evaluation Form 3	Maximum Points Obtainable
Management Structure and Key Personnel	

3.1	Management Structure	
	(c) Structure and composition of team	60
	(d) Discipline of assignments	60
3.2	Key professional staff qualifications and suitability for assignment	
A	Key Expert 1 – Expert in Natural Resources Management with specialisation in Wetlands Biodiversity (Team Leader)	
	(f) General Academic Qualifications	
	• Masters	15
	• PhD	20
	(g) Experience	
	(4) Post degree experience relevant to conservation of Wetlands biodiversity	
	• Less than 10 years	0
	• 10 – 15 years	8
	• More than 15 years	15
	(5) Experience relevant to GIS and Remote Sensing	
	• No experience	0
	• 1- 3 projects	8
	• More than 3 projects	15
	(6) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1- 3 projects	8
	• More than 3 projects	15
	(h) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	15
	(i) Proficiency in English (Mandatory)	10
	(j) Proficiency in French	5
B	Local Expert 1 – Sworn Land Surveyor	
	(a). General Academic Qualifications	
	(3) Sworn and registered as Land Surveyor	15
	(4) Degree	15
	(b). Experience	
	(1) Post degree specific experience in Land survey	
	• Less than 5 years	0
	• 5 - 10 years	5
	• More than 10 years	10
	(2). Working experience in GIS and Remote sensing	
	• No experience	0
	• 1 – 3 projects	5
	• More than 3 projects	10
C	Local Expert 2 – Remote Sensing and GIS Specialist	
	(a). General Academic Qualifications	
	• Degree holder	10
	• Post Graduate	15
	(b). Experience	

	(3) Post degree specific experience in GIS and Remote Sensing	
	• No experience	0
	• 1-3 projects	5
	• More than 3 projects	10
	(2) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	• No experience	0
	• 1 – 3 projects	5
	• More than 3 projects	10
Total Part 3		300

*** Notes:**

- a. Degree Holder means any relevant degree in the field of expertise as defined in the qualification of the Consultancy Team component of Section 2.8 – Terms of Reference.

