

## **Section 2: Instruction to Proposers**

### **Definitions**

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from

prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.

- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

#### **A. GENERAL**

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
- 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
- 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following :

- 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
- 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

- 7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
- 8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

## **B. CONTENTS OF PROPOSAL**

### **9. Sections of Proposal**

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section

- 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

## 10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

## 11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

## C. PREPARATION OF PROPOSALS

### 12. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### 13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in

the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

#### **14. Proposal Submission Form**

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

#### **15. Technical Proposal Format and Content**

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

- 15.3 Management Structure and Key Personnel – This section should include the

comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
  - i. to sign the Contract after UNDP has awarded it;
  - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
  - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

## 16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

## 17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

## **18. Documents Establishing the Eligibility and Qualifications of the Proposer**

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.



## 19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

## 20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

## 21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

## 22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

## D. SUBMISSION AND OPENING OF PROPOSALS

### 23. Submission

23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and shall include the Proposer's name and address, as well as a warning that state "*not to be opened before the time and date for proposal opening*" as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.

23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24

hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).

23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the "Original Proposal" and the "Copy of Proposal", the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.

23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

#### **24. Deadline for Submission of Proposals and Late Proposals**

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

#### **25. Withdrawal, Substitution, and Modification of Proposals**

25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.

25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".

- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

## **26. Proposal Opening**

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

## **27. Confidentiality**

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

## **E. EVALUATION OF PROPOSALS**

### **28. Preliminary Examination of Proposals**

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

## 29. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

**TP Rating** = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

**FP Rating** = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%)

+ (FP Rating) x (Weight of FP, e.g., 30%)

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**Total Combined and Final Rating of the Proposal**

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data**

**Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### **30. Clarification of Proposals**

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

### **31. Responsiveness of Proposal**

UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

### **32. Nonconformities, Reparable Errors and Omissions**

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

## **F. AWARD OF CONTRACT**

### **33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals**

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protect/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protect/) for details).

Conditions of contract of UNDP are not modifiable pre or post to award of contract. Any request for change in the conditions of contract may render the proposal non-responsive.

#### **34. Award Criteria**

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

#### **35. Right to Vary Requirements at the Time of Award**

At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

#### **36. Contract Signature**

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

#### **37. Performance Security**

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

#### **38. Bank Guarantee for Advanced Payment**

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

#### **39. Vendor Protest**

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:



<http://www.undp.org/procurement/protest.shtml>

## 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 Instructions	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"> <li>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</li> <li>Lot 2 - Analytical Review of Coastal zone management plans in the Republic of Mauritius</li> <li>Lot 3 - Development of ICZM plans for Rodrigues and Black River District on Mauritius, taking the “ridge-to-reef” approach</li> <li>Lot 4- Review and update the upland wetlands’ data and maps of Mauritius</li> </ul>
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	Allowed

			<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. <b>Bid containing partially filled lot will be considered incomplete and will not be accepted.</b></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 Mauriitus 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 <sup>1</sup>	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

<sup>1</sup> 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.

13		Liquidated Damages	Will not be imposed
14	F.37	Performance Security	10 % of total contract amount  Form for Performance Security (Section 8)
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	United States Dollars (US\$)  <i>Reference date for determining UN Operational Exchange Rate: <b>Deadline of Submission for Proposals</b></i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	<u>25 April 2018</u>
17	B.10.1	Contact Details for submitting clarifications/questions <sup>2</sup>	Focal Person: (i) Nishi Sewsum, OM a.i./Procurement Assistant; and <b>copy</b> to (ii) <u>Parmananda Ragen, Project Manager / Sameer Khudaroo, Programme Assistant</u>  E-mail address: <a href="mailto:nishi.sewsum@undp.org">nishi.sewsum@undp.org</a> and <a href="mailto:parmananda.ragen@undp.org">parmananda.ragen@undp.org</a> / <a href="mailto:sameer.khudaroo@undp.org">sameer.khudaroo@undp.org</a>
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posting on the CO, Procurement and UNGM Website: CO website: <a href="http://www.mu.undp.org/content/mauritius_and_seychelles/en/home/operations/procurement.html">http://www.mu.undp.org/content/mauritius_and_seychelles/en/home/operations/procurement.html</a> UNGM <a href="https://www.ungm.org/Public/Notice">https://www.undp.org/Public/Notice</a> UNDP procurement Website <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a>
19	D.23.3	No. of copies of Proposal that must be submitted	Original: One (1) Hard Copy (Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed.)  Copies: 1 USB or 1 CD Proposals should be submitted in soft copy in file sizes not exceeding 5 MB.  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.

<sup>2</sup> 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.

			<p>b) Financial Proposal and Technical Proposal Envelopes must be completely separate and each must be sealed.</p> <p>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 &amp; Award ID: 00090446” and name of bidder.</p> <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 D.23.2 D.24	Proposal Submission Address	UNDP Mauritius and Seychelles Country Office  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"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Members of the Governing Board and their Designations duly certified by the Corporate Secretary or its equivalent document if proposer is not a corporation</li> <li>▪ List of Shareholders and their entities financially interested in the <b>firm</b> owning 5% or more of the stocks and other interests or, its equipment if proposer is not a corporation.</li> <li>▪ Official Letter of Appointment as local representative, if Proposer is submitting a Proposal on behalf of an entity located outside the country</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Proposal is patented by the Proposer</li> <li>▪ Audited Financial Statement for the last three years (2014 – 2016) (Income Statement and Balance Sheet) including Auditor's Report</li> <li>▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past ten (10) years</li> <li>▪ 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.</li> </ul>
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. <b>Note:</b> 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:	<p>One or more bidders, depending on the following factors:</p> <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"> <li>▪ Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted;</li> <li>▪ Validation of extent of compliance to the RFP requirements and evaluation criteria, based on findings of the evaluation team;</li> <li>▪ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed.</li> </ul>
34		Conditions for Determining Contract Effectivity	Signature of contract
35		Other Information Related to the RFP	<ul style="list-style-type: none"> <li>▪ <b>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.</b></li> <li>▪ <b>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.</b></li> </ul>

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

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

Technical Proposal Evaluation Form 1		Maximum Points obtainable
<b>Expertise of the Firm/Organization</b>		
1. 1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	<b>50</b>
1. 2	General Organizational Capability which is likely to affect implementation	
	(1) Financial stability	<b>15</b>
	(2) Type of firm/organization <ul style="list-style-type: none"> <li>• loose consortium</li> <li>• one firm</li> </ul>	10 <b>15</b>
	(3) Age/size of the firm <ul style="list-style-type: none"> <li>• Less than 5 years</li> <li>• 5 - 10 years</li> <li>• More than 10 years</li> </ul>	0 10 <b>15</b>



	(4) Strength of project management support	<b>10</b>
	(5) Project management controls	<b>10</b>
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.)	<b>10</b>
1. 4	Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	<b>20</b>
1. 5	Relevance of:	
	A. Specialised Knowledge	
	(1) Identification and classification of Environmentally Sensitive Area's <ul style="list-style-type: none"> <li>No experience</li> <li>1 – 3 projects</li> <li>More than 3 projects</li> </ul>	0 20 <b>30</b>
	(2) Development of ESA Management plans <ul style="list-style-type: none"> <li>No experience</li> <li>1 – 3 projects</li> <li>More than 3 projects</li> </ul>	0 20 <b>30</b>
	(3) Training in GIS and remote sensing <ul style="list-style-type: none"> <li>No experience</li> <li>1 - 3 projects</li> <li>More than 3 projects</li> </ul>	0 20 <b>30</b>
	B. Experience of lead firm/organization on Similar Programme / Projects	<b>25</b>
	C. Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	<b>10</b>
	D. Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically	<b>15</b>
	Work for UNDP/ major multilateral/ or bilateral programmes	<b>15</b>
		<b>300</b>

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

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

**Table 2(c): Management Structure and Key Personnel**

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

	• Masters	15
	• PhD	<b>20</b>
	(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	<b>5</b>
	(2) Experience relevant to conservation and/or restoration of wetlands	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	<b>5</b>
	(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	<b>5</b>
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	<b>10</b>
	(d) Proficiency in English (Mandatory)	<b>10</b>
	(e) Proficiency in French	<b>5</b>
<b>B</b>	<b>Key Expert 2 –ICZM Expert</b>	
	(a) General Academic Qualifications	
	• Masters	7
	• PhD	<b>10</b>
	(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	<b>5</b>
	(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	<b>Local Expert 1 – Coastal Zone Management Expert</b>	
	(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	<b>Local Expert 2 –Legal and Institutional Expert (with focus on environmental Law</b>	

	(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	<b>Local Expert 3 – Sworn Land Surveyor</b>	
	(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	<b>Local Expert 4 – Remote Sensing and GIS Specialist</b>	
	(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
<b>Total Part 3</b>		<b>300</b>

**\* 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.
- b. 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
	<b>Total</b>		<b>1000</b>

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

Technical Proposal Evaluation Form 1		Maximum Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	<b>50</b>
1.2	General Organizational Capability which is likely to affect implementation	
	(1) Financial stability	<b>20</b>
	(2) Type of firm/organization <ul style="list-style-type: none"> <li>• loose consortium</li> <li>• one firm</li> </ul>	15 <b>20</b>
	(3) Age/size of the firm <ul style="list-style-type: none"> <li>• Less than 5 years</li> <li>• 5 - 10 years</li> <li>• More than 10 years</li> </ul>	0 15 <b>20</b>
	(4) Strength of project management support	<b>10</b>
	(5) Project management controls	<b>10</b>
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.)	<b>10</b>
1.4	Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	<b>20</b>
1.5	Relevance of:	

	A. Specialised Knowledge	
	(1) GIS and Remote Sensing <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	(2) ICZM planning <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	(3) Marine Protected Area Management <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	(4) Development of Coastal Atlas <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	(5) Expertise in reviewing marine plans <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	B. Experience of lead firm/organization on Similar Programme / Projects	<b>20</b>
	C. Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	<b>10</b>
	D. Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically	<b>15</b>
	Work for UNDP/ major multilateral/ or bilateral programmes	<b>30</b>
		<b>300</b>

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



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

**Table 3(c): Management Structure and Key Personnel**

Technical Proposal Evaluation Form 3		Maximum Points Obtainable
<b>Management Structure and Key Personnel</b>		
3.1	<b>Management Structure</b>	
	(a). Structure and composition of team	<b>45</b>
	(b). Discipline of assignments	<b>45</b>
3.2	<b>Key professional staff qualifications and suitability for assignment</b>	
A	<b>Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)</b>	
	(a). General Academic Qualifications	
	• Masters	<b>15</b>
	• PhD	<b>20</b>
	(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	<b>Key Expert 2 –ICZM Expert</b>	
	(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

	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>
	(3). Experience in Marine Protected Area Management	
	<ul style="list-style-type: none"> <li>• No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 1 - 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>
	(4). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	<ul style="list-style-type: none"> <li>• No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 1 – 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>
	(c). Work experience in Small Island Developing States (SIDS), preferably in Mauritius	<b>10</b>
	(d). Proficiency in English (Mandatory)	<b>10</b>
	(e). Proficiency in French	<b>5</b>
<b>C</b>	<b>Local Expert 1 – Coastal Zone Management Expert</b>	
	(a). General Academic Qualifications	
	<ul style="list-style-type: none"> <li>• Masters</li> </ul>	5
	<ul style="list-style-type: none"> <li>• PhD</li> </ul>	<b>10</b>
	(b). Experience	
	(1).Post degree specific experience in conservation, sustainable use and management of marine and coastal biodiversity	
	<ul style="list-style-type: none"> <li>• Less than 5 years</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 5 - 7 years</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 7 years</li> </ul>	<b>5</b>
	(2). Experience relevant to conservation and/or restoration of wetlands	
	<ul style="list-style-type: none"> <li>• No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 1 - 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>
	(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	<b>Local Expert 2 –MPA Planning and Management Consultant</b>	
	(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	<b>Local Expert 3 –Legal and Institutional Expert (with focus on environmental Law)</b>	
	(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	<b>Local Expert 4 – Remote Sensing and GIS Specialist</b>	
	(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
<b>Total Part 3</b>		<b>300</b>

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**

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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
	<b>Total</b>		<b>1000</b>

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

Technical Proposal Evaluation Form 1		Maximum Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	<b>35</b>
1.2	General Organizational Capability which is likely to affect implementation	<b>35</b>
	(a) Financial stability	<b>20</b>
	(b) Type of firm/organization <ul style="list-style-type: none"> <li>• loose consortium</li> <li>• one firm</li> </ul>	15 <b>20</b>
	(c) Age/size of the firm <ul style="list-style-type: none"> <li>• Less than 5 years</li> <li>• 5 - 10 years</li> <li>• More than 10 years</li> </ul>	0 15 <b>20</b>
	(d) Strength of project management support	<b>10</b>
	(e) Project management controls	<b>10</b>
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.)	<b>10</b>
1.4	(g) Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	<b>20</b>

1.5	(h) Relevance of Specialised Knowledge:	
	1. GIS and Remote Sensing <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	2. ICZM planning <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	3. Marine Protected Area Management <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	4. Development of Management and Operational Plans <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	5. Expertise in developing Environmental Monitoring Plans <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1- 3 projects</li> <li>• More than 3 projects</li> </ul>	0 7 <b>13</b>
	(i) Experience of lead firm/organization on Similar Programme / Projects	<b>10</b>
	(j) Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)	<b>10</b>
	(k) Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically	<b>15</b>
	(l) Work for UNDP/ major multilateral/ or bilateral programmes	<b>20</b>
		<b>300</b>

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

Technical Proposal Evaluation	
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Form 2		Maximum Points Obtainable
<b>Proposed Methodology, Approach and Implementation Plan</b>		
2.1	<b>Technical Approach and Methodology</b>	
	• 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	<b>Work plan</b>	
	• 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
<b>Total Part 2</b>		<b>400</b>

**Table 4(c): Management Structure and Key Personnel**

Technical Proposal Evaluation Form 3.		Maximum Points Obtainable
<b>Management Structure and Key Personnel</b>		
3.1	<b>Management Structure</b>	
	(a) Structure and composition of team	25
	(b) Discipline of assignments	20
3.2	<b>Key professional staff qualifications and suitability for assignment</b>	
A	<b>Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including Wetlands (Team Leader)</b>	
	(a) General Academic Qualifications	
	• Masters	5



	• PhD	<b>7</b>
	(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	<b>5</b>
	(2) Experience in the conservation and/or restoration of wetlands	
	• No experience	0
	• 1- 3 projects	3
	• More than 3 projects	<b>5</b>
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	<b>7</b>
	(d) Proficiency in English (Mandatory)	<b>5</b>
	(e) Proficiency in French	<b>2</b>
<b>B</b>	<b>Key Expert 2 – ICZM Expert</b>	
	(a) General Academic Qualifications	
	• Masters	5
	• PhD	<b>7</b>
	(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	<b>5</b>
	(2) Experience in carrying out ICZM planning	
	• No experience	0
	• 1 - 3 projects	3
	• More than 3 projects	<b>5</b>
	(3) Experience in the management of Marine Protected Area	
	• No experience	0
	• 1- 3 projects	3

	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>
	(4) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	<ul style="list-style-type: none"> <li>• No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 1 – 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>
	(c) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	<b>7</b>
	(d) Proficiency in English (Mandatory)	<b>5</b>
	(e) Proficiency in French	<b>2</b>
<b>C</b>	<b>Key Expert 3 – MPA Planning and Management Specialist</b>	
	(a).General Academic Qualifications	
	<ul style="list-style-type: none"> <li>• Masters</li> </ul>	5
	<ul style="list-style-type: none"> <li>• PhD</li> </ul>	<b>7</b>
	(b). Experience	
	(1) Post degree specific experience in management of MPA	
	<ul style="list-style-type: none"> <li>• Less than 5 years</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 5- 8 years</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 8 years</li> </ul>	<b>5</b>
	(2) Experience in development of marine park management plan	
	<ul style="list-style-type: none"> <li>• No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 1 - 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>
	(3)Experience and background in economics	
	<ul style="list-style-type: none"> <li>• No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 1 - 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>
	(4).Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	<ul style="list-style-type: none"> <li>• No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>• 1 – 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>• More than 3 projects</li> </ul>	<b>5</b>

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

1	(1). Post degree specific experience in management of Marine Protected Area	
	<ul style="list-style-type: none"> <li>Less than 10 years</li> </ul>	0
	<ul style="list-style-type: none"> <li>10 - 15 years</li> </ul>	3
	<ul style="list-style-type: none"> <li>More than 15 years</li> </ul>	5
	(2). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	<ul style="list-style-type: none"> <li>No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>1 – 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>More than 3 projects</li> </ul>	5
H	<b>Local Expert 3 –Legal and Institutional Expert (with focus on environmental Law)</b>	
	(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	
	<ul style="list-style-type: none"> <li>Less than 5 years</li> </ul>	0
	<ul style="list-style-type: none"> <li>5 - 10 years</li> </ul>	3
	<ul style="list-style-type: none"> <li>More than 10 years</li> </ul>	5
	(2). Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	<ul style="list-style-type: none"> <li>No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>1 – 3 projects</li> </ul>	3
	<ul style="list-style-type: none"> <li>More than 3 projects</li> </ul>	5
I	<b>Local Expert 4 – Remote Sensing and GIS Specialist</b>	
	(a). General Academic Qualifications	
	<ul style="list-style-type: none"> <li>Degree holder</li> </ul>	5
	<ul style="list-style-type: none"> <li>Post Graduate</li> </ul>	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	<b>Local Expert 5 -Watershed management / water resources specialist</b>	
	(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
<b>Total Part 3</b>		<b>300</b>

**\* 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
<b>Total</b>			<b>1000</b>

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

Technical Proposal Evaluation Form 1		Maximum Points obtainable
<b>Expertise of the Firm/Organization</b>		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	<b>50</b>
1.2	General Organizational Capability which is likely to affect implementation	
	(6) Financial stability	<b>15</b>
	(7) Type of firm/organization <ul style="list-style-type: none"> <li>• loose consortium</li> <li>• one firm</li> </ul>	10 <b>15</b>
	(8) Age/size of the firm <ul style="list-style-type: none"> <li>• Less than 5 years</li> <li>• 5 - 10 years</li> <li>• More than 10 years</li> </ul>	0 10 <b>15</b>
	(9) Strength of project management support	<b>10</b>
	(10) Project management controls	<b>10</b>

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.)	<b>10</b>
1. 4	Quality assurance procedures, warranty (e.g. ISO certified or Quality Management System in place)	<b>20</b>
1. 5	Relevance of:	
	<b>E. Specialised Knowledge</b>	
	(4) Identification and classification of Environmentally Sensitive Area's <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1 – 3 projects</li> <li>• More than 3 projects</li> </ul>	0 20 <b>30</b>
	(5) Development of ESA Management plans <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1 – 3 projects</li> <li>• More than 3 projects</li> </ul>	0 20 <b>30</b>
	(6) Training in GIS and remote sensing <ul style="list-style-type: none"> <li>• No experience</li> <li>• 1 - 3 projects</li> <li>• More than 3 projects</li> </ul>	0 20 <b>30</b>
	<b>F. Experience of lead firm/organization on Similar Programme / Projects</b>	<b>25</b>
	<b>G. Experience of lead firm/organization on Projects in Small Island Developing States (SIDS)</b>	<b>10</b>
	<b>H. Experience of lead firm/organization on Projects in Mauritius and/or Rodrigues specifically</b>	<b>15</b>
	Work for UNDP/ major multilateral/ or bilateral programmes	<b>15</b>
		<b>300</b>

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

Technical Proposal Evaluation	Maximum Points Obtainable
Form 2	
<b>Proposed Methodology, Approach and Implementation Plan</b>	



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

**Table 5(c): Management Structure and Key Personnel**

Technical Proposal Evaluation Form 3		Maximum Points Obtainable
<b>Management Structure and Key Personnel</b>		
3.1	<b>Management Structure</b>	
	(c) Structure and composition of team	<b>60</b>
	(d) Discipline of assignments	<b>60</b>
3.2	<b>Key professional staff qualifications and suitability for assignment</b>	
A	<b>Key Expert 1 – Expert in Natural Resources Management with specialisation in Wetlands Biodiversity (Team Leader)</b>	
	(f) General Academic Qualifications	
	• Masters	<b>15</b>
	• PhD	<b>20</b>
	(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	<b>15</b>
	(5) Experience relevant to GIS and Remote Sensing	
	• No experience	0
	• 1- 3 projects	8
	• More than 3 projects	<b>15</b>
	(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	<b>15</b>
	(h) Work experience in Small Island Developing States (SIDS), preferably in Mauritius	<b>15</b>
	(i) Proficiency in English (Mandatory)	<b>10</b>
	(j) Proficiency in French	<b>5</b>
<b>B</b>	<b>Local Expert 1 – Sworn Land Surveyor</b>	
	(a). General Academic Qualifications	
	(3) Sworn and registered as Land Surveyor	<b>15</b>
	(4) Degree	<b>15</b>
	(b). Experience	
	(1) Post degree specific experience in Land survey	
	• Less than 5 years	0
	• 5 - 10 years	5
	• More than 10 years	<b>10</b>
	(2). Working experience in GIS and Remote sensing	
	• No experience	0
	• 1 – 3 projects	5
	• More than 3 projects	<b>10</b>
<b>C</b>	<b>Local Expert 2 – Remote Sensing and GIS Specialist</b>	

	(a). General Academic Qualifications	
	<ul style="list-style-type: none"> <li>Degree holder</li> </ul>	10
	<ul style="list-style-type: none"> <li>Post Graduate</li> </ul>	<b>15</b>
	(b). Experience	
	(3) Post degree specific experience in GIS and Remote Sensing	
	<ul style="list-style-type: none"> <li>No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>1- 3 projects</li> </ul>	5
	<ul style="list-style-type: none"> <li>More than 3 projects</li> </ul>	<b>10</b>
	(2) Experience in carrying out or having been involved in assignment(s) of a nature and complexity close to the present assignment	
	<ul style="list-style-type: none"> <li>No experience</li> </ul>	0
	<ul style="list-style-type: none"> <li>1 – 3 projects</li> </ul>	5
	<ul style="list-style-type: none"> <li>More than 3 projects</li> </ul>	<b>10</b>
<b>Total Part 3</b>		<b>300</b>

**\* 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.

### **Section 3: Terms of Reference (TOR) for Consultancy services for the review and update of ESA data, maps, policy and management recommendations and its mainstreaming into ICZM planning in the Republic of Mauritius**

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#### **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 of four lots as follows:

- 1) 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
- 2) Lot 2 - Analytical Review of coastal zone management plans in the Republic of Mauritius
- 3) Lot 3 - Development of ICZM plans for Rodrigues and Black River District on Mauritius, taking the “ridge-to-reef approach”
- 4) Lot 4- Review and update the upland wetlands’ data and maps of Mauritius

## **2. LOT 1 - Consultancy services to 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**

The main beneficiaries of Lot 1 of this project are the Ministry of Social Security, National Solidarity and Environment and Sustainable Development and the co-beneficiaries will be the Rodrigues Regional Assembly and the Ministry of Agro Industry and Food Security.

### **2.1 Objective of Lot 1**

The objective of this consultancy is to review and update the ESA study including policies, strategies and action plans and recommendations for ESA management and to have updated ESA maps which are transcribed into the appropriate instruments so that ESAs are taken into consideration when planning for new developments and are conserved.

The objectives for Lot 1 are:

- i) Based on the existing ESA maps available, to determine the types of ESAs that have been mostly encroached by development;
- ii) Ground truth and update the ESA maps with their respective buffer zones;
- iii) Update the ESAs GIS datasets or generate new ones;
- iv) Training of officers/stakeholders to delineate ESAs boundaries on field using high accuracy GPS devices (preferably Real-Time Kinematic Fixed GPS which has a high accuracy ranging from 1-5 cm) and data processing on GIS software like ArcGIS or Quantum GIS;
- v) Training on remote sensing in case same is used to identify ESAs;
- vi) Assess the biodiversity richness and ecological integrity of ESAs; and
- vii) Develop a comprehensive policies and action plans with cost estimates for the protection, conservation and sustainable development of ESAs.

## 2.2 Scope of works

The project area shall comprise mainland Mauritius and Rodrigues. The project will address the six main coastal and marine ESA types that are the focus of the project: coastal wetlands, sand beaches and dunes, coral reefs, sea grass and algal beds, mangroves and intertidal mud flats. However, native forests (ESA Type) should be included for Rodrigues island. They include sites that are high in biodiversity values and important for the generation of ecosystem services (e.g. shoreline maintenance, storm protection, fishery production, tourism and leisure, soil formation and retention, water provision and flood control).

This consultancy consists of a review and analysis of the ESA maps and related documentation to determine the updates that are required, especially the ESAs GIS datasets, the work that is already underway and the extent to which the policies and management recommendations can be implemented. Mechanisms for undertaking the updating needs to be identified and can be as follows:

Acquisition of satellite imagery with a resolution of at least 0.5 m and in case remote sensing method will be used to identify ESAs, the satellite imagery need to have the Red, Green, Blue and Near infrared bands /ground truthing to validate the maps and update the ESAs GIS datasets; Wet and dry areas can be determined using the NDWI index. The images should be appropriately georeferenced with ground control points and ortho-rectified with a sufficiently precise DEM (<10m). Images should be acquired for rainy and dry seasons and for at least two years. In addition, the use of drones may also be envisaged to update the ESA's dataset.

Emphasis should be placed on the most cost-effective method/s and preference should be given to using existing materials and information.

The more detailed guidance on marine and coastal biodiversity protection and management, and finalization and approval of policies on ESAs will allow planners and decision makers to understand where development should be avoided, where it may be permitted subject to management controls, and what the threat mitigation requirements should be.

After taking cognisance of all related documents and ongoing or completed projects in relation to this assignment, the consultants are required to analyse and recommend the most cost-effective method for updating the ESA datasets. In case, drones is used for updating of ESAs, the consultant should provide specifications for procurement purposes or alternatively could provide a complete service including their own drones) and must secure appropriate permits for their use from the relevant authority. The consultants then subsequently will undertake the following tasks with respect to the ESAs:

1. Update the delineation of the ESAs and the GIS maps including the ESAs GIS datasets through ground truthing. In this process, the consultants should ensure that:

- (i) They assess the extent of encroachment on the ESAs and the need to redefine their boundaries (especially for wetlands);
  - (ii) To ensure that a list of criteria for identification and survey of wetlands is established, as difficulties are encountered to identify them especially in dry seasons
  - (iii) The coordinate system used by the ESA consultants in the 2009 study is properly transcribed in the new coordinate system used by the Ministry of Housing and Lands;
  - (iv) The maps produced are compatible with planning instruments;
  - (v) The maps produced can be used at the Local Authority level and by other users for development control and conservation of these ESAs;
2. Draw an updated list of public and privately-owned wetlands which together with the details on the ownership of the latter.
  3. To categorise the wetlands as per their importance and functions and make policy recommendations as to their management to help planners and decision makers in development control.
  4. Assess the biodiversity status of the ESAs and determine the current level of threats and pressures as well as their impacts on the integrity of the ESAs.
  5. Develop comprehensive policies providing the strategies and action plans with cost estimates for the protection, conservation and sustainable development of ESAs
  6. Make recommendations for the consolidation of the legal and institutional framework for effective management of ESAs.

## 2.3 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

## 2.4 Responsibility of experts

### 2.4.1. Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including Wetlands (Team Leader)

He/She will Lead the consultation process at national and sectoral level to review and analyse the ESA study carried out in 2009. He/She will update the delineation of the coastal and marine ESAs and the GIS maps including the ESAs GIS datasets through ground truthing. He/She will draw an updated list of public and privately-owned wetlands which together with the details on the ownership of the latter. He/She will have to categorise the wetlands as per their importance and functions and make policy recommendations as to their management to help planners and decision makers in development control. He/She will have to assess the biodiversity status of the ESAs and determine the current level of threats and pressures as well as their impacts on the integrity of the ESAs. He/She will have to develop comprehensive policies providing the strategies and action plans with cost estimates for the protection, conservation and sustainable development of ESAs. He/She will have to make recommendations for the consolidation of the legal and institutional framework for effective management of ESAs.

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.

#### **2.4.2. ICZM Expert**

He/She will assist the Team Leader to review and analyse the ESA study and to provide an update of the ESA study with emphasis on policies, regulations and guidelines aimed to protect and conserve the coastal and marine ESA's.

#### **2.4.3. Local Expert 1- Coastal Zone Management Expert**

He/she will assist the team leader and international experts on the specificities of Mauritius and Rodrigues to review and analyse the ESA study.

#### **2.4.4. Local Expert 2- Legal and Institutional Expert (with focus on environmental Law)**

He/She will assist the team leader to review of draft policies, strategies, plans and regulations, consistency in references to the ESA study of 2009 and to adapt them to the needs of the Republic of Mauritius.

#### **2.4.5. Local Expert 3- Sworn Land Surveyor**

He/She will be responsible for ground truthing the coastal Wetlands so that they can be mapped and included in the review of the ESA study.

#### **2.4.6. Local Expert 4- One Remote Sensing and GIS Specialist**

He/She will utilize existing and appropriate data to ground-truth all coastal and Marine ESA's and using GIS and Remote Sensing to develop maps that will identify the coastal and marine ESA's of the Republic of Mauritius.

### **2.5. Duration of the assignment / Time Frame**



The consultancy services shall be completed within 250 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 6.:

**TABLE 6. EXPECTED DURATION OF LOT 1**

	<b>Experts</b>	<b>Required Person-days in total</b>
1	Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)	80
2	ICZM Expert	15
3	Local Expert 1- Coastal Zone Management Expert	15
4	Local Expert 2- Legal and Institutional Expert (with focus on environmental Law)	15
5	Local Expert 3- Sworn Land Surveyor	100
6	Local Expert 4- One Remote Sensing and GIS Specialist	25
<b>Total</b>		<b>250</b>

The assignment should be completed within 18 months from the starting date of the assignment.

## **2.6. Reporting, Presentations, and Language**

A Technical Committee has been set up under the aegis of the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development 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 Department of Environment and RRA and their officers will accompany consultants on field surveys as 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 Social Security, National Solidarity, and Environment and Sustainable Development 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 and maps shall be submitted in hard copies (20 copies) in a scale to be agreed with the Ministry of Housing and Lands 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 Social Security, National Solidarity, and Environment and Sustainable Development as well as the Rodrigues Regional Assembly. All documents/maps 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.

## **2.7. Logistical arrangements**

The Ministry of Social Security, National Solidarity, and Environment and Sustainable Development shall provide for office space with fax, telephone and internet facilities. The Ministry can provide office space for up to 6 consultants at any one time during the assignment.

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.

## **2.8. 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](mailto:parmananda.ragen@undp.org)

Tel: +230 214 2508

Fax: +230 214 3512

- Payment of fees will be subject to the schedule in Table 7.

### **TABLE 7 : SCHEDULE FOR PAYMENT OF FEES– LOT 1**

Item	Project	Activity/deliverable	Time Schedule	Payment Schedule
1.		Submission of agreed workplan	Jul - 18	10%
2.		Inception Report	Jul – 18	10%
3.		Draft report on the Updated ESA study including strategy and action plans (with clear responsibilities for each ESA)	Aug - 18	10%
4.		Final report on the Updated ESA study including strategy and action plans (with clear responsibilities for each ESA)	Sep -18	5%
5.		Draft report on the recommendation for the consolidation of the legal and institutional framework for ESA's	Oct – 18	10%
6.		Final report on the recommendation for the consolidation of the legal and institutional framework for ESA's	Nov – 18	5%
7.		Submission of the updated ESA's GIS datasets in shapefiles format to be used by other stakeholders based on the coordinate system, projection type and datum advised by MHL as well as the metadata	Mar – 19	20%
8.		Submission of the updated marine and coastal ESA maps of the Republic of Mauritius in JPEG or PDF format preferably, or any other format as required by the Ministry of Housing and Lands (MHL)	Jun – 19	20%
9.		Final validation workshop report and Final Report	Sep – 19	10%
		Total		100%

## 2.9. 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. Expert in Natural Resources Management with specialization in coastal and marine biodiversity including wetlands
2. ICZM expert
3. Coastal Zone Management Expert
4. Legal and Institutional Expert (with focus on environmental Law)
5. Sworn Land Surveyor
6. Remote Sensing and GIS Specialist

#### **2.9.1. Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)**

The expert should hold a postgraduate degree in one of the following fields: 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 Marine, Coastal and Wetlands biodiversity 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 will also be responsible for the technical coordination of the project and shall **provide 80 person-days services**.

#### **2.9.2 Key Expert 2 – ICZM Expert**

The ICZM expert should hold a post graduate degree with specific expertise in the area of ICZM or management of marine and coastal biodiversity and should have at least 15 years of professional experience in conservation, sustainable use and management of marine and coastal biodiversity. He/She should have at least 5 years specific experience at international level in Integrated Coastal Zones Management planning. Experience in Marine Protected Area management and planning will be an advantage. He/She must have demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects and has working experience with private sector and project national stakeholder institutions and agencies is desired. **He/She shall provide 15 person-days services.**

#### **2.9.3. Local Expert 1- Coastal Zone Management Expert**

The local Coastal Zone Management Expert should have at least a postgraduate degree in the relevant field. He/She should have at least 5 years of experience of which at least 2 years should be in coastal zone management and planning. The Coastal Zone Management Expert should have extensive experience on GIS. Experience in remote sensing will be also an advantage. **He/She shall provide 15 person -days services.**

#### **2.9.4. Local Expert 2- Legal and Institutional Expert (with focus on environmental Law)**

The Legal and Institutional Expert should possess a master degree in Environment law, or equivalent and has a minimum 5 years of experience in legal environmental and land management, related matters. He/She must demonstrate proven ability to work with a range of stakeholders including Government agencies and the private sector and to work in a team. He/She should have the ability for managing timely and effective delivery of both quantity and quality before the deadlines. **He/She shall provide 15 person -days services.**

#### **2.9.5. Local Expert 3- Sworn Land Surveyor**

The Sworn Land Surveyor shall have at least a Degree in Land Surveying and be registered to a recognised professional body. He/She should have working knowledge in Remote Sensing and Geographic Information Systems (GIS). He/She should have a minimum of 5 years' experience in his/her field of expertise. **He/She shall provide 100 person-days services.**

#### **2.9.6. Local Expert 4- One Remote Sensing and GIS Specialist**

The GIS specialist shall be a degree holder and shall possess a postgraduate degree in GIS or equivalent field of study. He/She should have at least 5 years' experience working with GIS and Remote Sensing. The GIS specialist will be responsible for the development of the GIS maps and **shall provide 25 person-days services.**

#### **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.

#### **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.

#### **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 250 person-days.

### **3. LOT 2 - Analytical Review of Coastal zone management plans in the Republic of Mauritius**

#### **3.1 Objectives of Lot 2**

The main beneficiary of Lot 2 of this project is the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development and the co-beneficiaries will be the Department of Continental Shelf, Maritime Zones Administration and Exploration and the Rodrigues Regional Assembly.

The main objectives are as follows:

- To support the development of a holistic approach to ICZM planning that fully addresses biodiversity, reflects principles and international best practices being developed for ICZM planning and the “ridge-to-reef” approach;
- promotes a participatory multi-sector approach in order to achieve full stakeholder buy-in and;
- to ensure that there is full harmonization of planning concepts.

#### **3.2 Scope of works**

A diverse range of coastal and marine projects and policies has resulted in ICZM plans for many parts of the coast and lagoon oriented to different purposes (e.g. Outline Planning Scheme’s, ICZM Action and Area plans for pressure zones, JICA-funded coastal erosion plans, World Heritage Cultural Site plans, MPA management plans, Tourism Master Plan). These plans that address ESAs to different degrees, have resulted in recommendations and management actions that are being implemented to different degrees, and have been developed with variable degrees of stakeholder participation and buy-in. There is however no synthesis of this work to demonstrate the progress made and the challenges in implementation, and to identify where further initiatives are required.

The scope of services of the Consultant shall be as follows:

- Review all existing coastal/lagoon plans for each coastal district of Mauritius and the whole Rodrigues;
- Review all the planning/policy processes in each coastal district of Mauritius including Rodrigues Island;
- Identify and compile all the progress made so far;
- Identify and compile all gaps that need to be filled. The gap analysis shall be carried out to guide collection of additional data and field surveys required for proper implementation and monitoring;

- Develop a coastal Atlas taking into consideration ridge to reef approach. This Atlas shall include all the ESAs and should provide adequate information which can guide future development. All data should be in GIS format and the maps should be in the format to be agreed with the Ministry of Land and Housing; and
- Make recommendations on further activities/best practices that need to be undertaken and mechanisms for implementation of same.

### **3.3. 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 coastal atlas produced.

### **3.4. Responsibility of expert**

#### **3.4.1. Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)**

He/She will lead the consultation process at national and sectoral level to review all coastal/Lagoon plans, planning/policies processes of the coastal district of Mauritius and Rodrigues He/She will Identify and compile all the progress and all gaps that need to be filled. He/She shall be responsible for producing coastal maps for Mauritius and Rodrigues and to make recommendations on further activities/best practices that need to be undertaken and mechanisms for implementation of same

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.

#### **3.4.2. ICZM Expert**

He/She will assist the Team Leader to review the coastal/lagoon plans and its planning/policies process and to provide information to the update of the coastal atlas of Mauritius and Rodrigues.

#### **3.4.3. Local Expert 1- Coastal Zone Management Expert**

He/She will assist the team leader and international experts on the specificities of Mauritius and Rodrigues to review and update the coastal atlas, ICZM plans and policies of Mauritius and Rodrigues.



#### **3.4.4. Local Expert 2- MPA Planning and Management Consultant**

He/She will assist the team leader to review the coastal plan and policies of Mauritius and Rodrigues with particular emphasis on the management of Marine Protected Areas in the coastal districts of Mauritius and Rodrigues

#### **3.4.5. Local Expert 3- Legal and Institutional Expert (with focus on environmental Law)**

He/She will assist the team leader to review of draft policies, strategies, plans and regulations with reference to the review and update of coastal/lagoon plans of the Republic of Mauritius.

#### **3.4.6. Local Expert 4- One Remote Sensing and GIS Specialist**

He/She will utilize existing and appropriate data to produce the maps of the coastal districts of Mauritius and Rodrigues using GIS and Remote sensing...

### **3.5. Duration of the assignment / Time Frame**

The consultancy services shall be completed within 135 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 8:

**TABLE 8. EXPECTED DURATION OF LOT 2**

	<b>Experts</b>	<b>Estimated Person-days in total</b>
1	Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)	40
2	ICZM Expert	20
3	Coastal Zone Management Expert	20
4	MPA Planning and Management Consultant	20

5	Legal and Institutional Expert (with focus on environmental Law)	20
6	Remote Sensing and GIS Specialist	15
<b>Total</b>		<b>135</b>

The assignment should be completed within 12 months from the starting date of the assignment.

### 3.6. Reporting, Presentations, and Language

For the purposes of lot 2 of the assignment, a Technical Committee has been set up under the aegis of the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development 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.

#### **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, Chief Technical Adviser and the Project Management Unit.
- The consultants will have to work closely with the Department of Environment and RRA and their officers will accompany consultants on field surveys as 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 Social Security, National Solidarity, and Environment and Sustainable Development 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 and maps shall be submitted in hard copies (20 copies) in a scale to be agreed with the Ministry of Housing and Lands 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 Social Security, National Solidarity, Environment and Sustainable Development 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.

### **3.7. Logistical arrangements**

The Ministry of Social Security, National Solidarity, and Environment and Sustainable Development shall provide for office space with fax, telephone and internet facilities. The Ministry will not host more than 6 consultants at any one time during the assignment.

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.

### **3.8. 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 in table 9.

**TABLE 9: SCHEDULE FOR PAYMENT OF FEES – LOT 2**

Item	Project Activity/deliverable	Time Schedule	Payment Schedule
1.	Submission of agreed workplan	Jul – 18	15%
2.	Inception Report	Aug – 18	15%
3.	Draft report on the review of all existing coastal zone management plans for each coastal districts of Mauritius and the whole Rodrigues	Sep – 18	15%
4.	Final report on the review of all existing coastal zone management plans for each coastal districts of Mauritius and the whole Rodrigues	Oct -18	5%
5.	Draft report on the review of all the planning / policy processes in each coastal district of Mauritius including Rodrigues Island.	Nov – 18	15%
6.	Final report on the review of all the planning / policy processes in each coastal district of Mauritius including Rodrigues Island.	Dec – 18	5%
7.	Submission of the coastal Atlas taking into consideration ridge to reef approach. This Atlas shall include all the ESAs and should provide adequate information which can guide future	Jun – 19	20%

	development. All data should be in GIS format and the maps should be in the format as recommended by the Ministry of Land and Housing		
8.	Submit final Project Completion Report and workshop validation report	Jun -19	10%
<b>TOTAL</b>			100%

### 3.9. 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. Expert in Natural Resources Management with specialization in coastal and marine biodiversity including wetlands
2. ICZM expert
3. Coastal Zone Management Expert
4. MPA Planning and Management Consultant
5. Legal and Institutional Expert (with focus on environmental Law)
6. Remote Sensing and GIS Specialist

#### **3.9.1. Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including Wetlands (Team Leader)**

The expert should hold a postgraduate degree in one of the following fields: 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 Marine , Coastal and Wetlands biodiversity 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 will also be responsible for the technical coordination of the project. **He/She shall provide 40 person-days services.**

### **3.9.2. Key Expert 2 – ICZM Expert**

The ICZM expert should hold a post graduate degree with specific expertise in the area of ICZM or management of marine and coastal biodiversity and should have at least 15 years of professional experience in conservation, sustainable use and management of marine and coastal biodiversity. He/She should have at least 5 years specific experience at international level in Integrated Coastal Zones Management planning. Experience in Marine Protected Area management and planning will be an advantage. He/She must have demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects and has working experience with private sector and project national stakeholder institutions and agencies is desired.

**He/She shall provide 20 person-days services.**

### **3.9.3. Local Expert 1 – Coastal Zone Management Expert**

The local Coastal Zone Management Expert should have at least a postgraduate degree in the relevant field. He/She should have at least 5 years of experience of which at least 2 years should be in coastal zone management and planning. The Coastal Zone Management Expert should have extensive experience on GIS and remote sensing. He/She **shall provide 20 person-days services.**

### **3.9.4. Local Expert 2 – 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 10 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.**

### **3.9.5. Local Expert 3 – Legal and Institutional Expert (with focus on environmental Law)**

The Legal and Institutional Expert should possess a master degree in Environment law, or equivalent and has a minimum 5 years of experience in legal environmental and land management, related matters. He/She must demonstrate proven ability to work with a range of stakeholders including Government agencies and the private sector and to work in a team. He/She should have the ability for managing timely and effective delivery of both quantity and quality before the deadlines. He/She **shall provide 20 person days services.**

### **3.9.6. Local Expert 4 – Remote Sensing and GIS Specialist**

The GIS specialist shall be a degree holder and shall possess a postgraduate in GIS or equivalent field of study. He/She should have at least 5 years' experience working with GIS and Remote Sensing. The GIS specialist will be responsible for the development of the GIS maps and **shall provide 15 person-days services.**

#### **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.

#### **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.

#### **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 120 person-days.

#### **4. LOT 3 - Development of ICZM plans for Rodrigues and Black River District in Mauritius, taking the “ridge-to-reef” approach**

##### **4.1. Objectives of Lot 3**

The main beneficiaries of Lot 3 of this project is the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development, the District Council of Black River and the Rodrigues Regional Assembly.

The main objective is to develop ICZM plans using a participatory and consultative approach which will ensure that marine and coastal ESAs (including steep slopes where feasible) are fully integrated into the legal and administrative planning framework

##### **4.2. Scope of works**

This activity will build on existing initiatives in each area given that much baseline work has been undertaken. The two plans will be developed (or revised) so as to ensure that marine and coastal ESAs (including steep slopes where feasible) are fully integrated into the legal and administrative planning framework. The work will be undertaken using a participatory and consultative approach.

For Rodrigues, the area to be considered includes the entire island and lagoon. The project will support the development and implementation, as required, of the ICZM plan being initiated by the Rodrigues

Regional Assembly under the COI-FFEM project, and provision of complementary input where required. This plan would address links between the draft Rodrigues SLM Plan and Local Development Plan.

For Black River District, the inland boundary would be determined through discussion with stakeholders and the results of the analysis undertaken in lot 2. The plan will collate existing plans for the coastal areas (e.g. plans for pressure zones under the ICZM project and the JICA-funded coastal erosion project), as well as linkages between the marine area and the watershed, the role of Black River Gorge National Park (BRGNP) in maintaining coastal ecosystem services, and will identify actions for implementation that will resolve key issues. This area has been selected because of the urgency of need given the threats to coastal and marine biodiversity from rapidly escalating coastal development (tourism/residential); existence of good data; and previous experience of participatory planning approaches that could be strengthened and replicated. Information from the Urban Profile for Black River District will be used. This activity will involve close collaboration with the Protected Area Network project, which is undertaking activities in the BRGNP and adjacent private forests and developing policy approaches for the Pas Geometriques, and the Le Morne Trust Fund which has undertaken a range of planning activities for the Le Morne Cultural WHS Core Zone and Buffer Zone, and it will also address the islets such as Ile aux Benitiers on which there is growing pressure from tourism and visitors.

Each plan will include maps of the marine and coastal ESAs, as well as steep slopes, the management categories and the policies for these ESAs, and an operational strategy and plan. Policies and recommendations will be incorporated into operational permitting and licensing systems governing land use on the coast, fishing, recreational and tourism activities in the lagoon. Critically sensitive Category 1 ESAs that are not already protected through legal designation will be assessed and suitable forms of protection identified and implemented.

The plans would be developed using a multi-stakeholder approach involving residents' committees, women's, youth, senior citizens associations, local government officers, the tourism industry, public utilities, resource users and relevant sectoral authorities and would build on the recommendations resulting from lot 2 above. Collaborative multi-stakeholder platforms will be responsible for implementation and will be based on the stakeholder work undertaken during the development of each plan. The ICZM Committee, on Mauritius, and the Rodrigues ICZM Committee (established through the ReCoMap project) will provide oversight and the necessary co-ordination mechanisms. The process to develop the plans will be fully documented with the intention of replication in other Districts on Mauritius as appropriate.

The scope of services of the Consultant shall be as follows:

- To carry out the relevant surveys to complete the baseline information required on coastal and marine resources of the area (Black River District and Rodrigues from ridge to reef).
- To identify and assess pressures on coastal resources. The consultants will identify and assess the anthropogenic pressures as a result of socio economic and other human activities from ridge to reef. The features and structures that are impacting on the coastal environment will also be surveyed and assessed. Conflicts in the coastal zone between activities of different interest groups and the environment will be identified, evaluated and addressed.
- To assess the environmental sensitivities of the areas for future development. The Consultants will identify and assess all ESA's found in the area and come up with appropriate recommendations for their protection and sustainable management taking into consideration ecological linkages and flow.
- Identify measures and interventions for the management and protection of the area including options for potential development.
- After stock-taking of the problems and challenges related to the area, the consultants will formulate Integrated Management Area plans for the protection and sustainable management of natural



resources. Zoning plans will be prepared in GIS format to guide development within the area. The plan will include recommendations on the measures and actions which shall be taken to protect the natural resources based on their vulnerabilities. Achievable targets shall be formulated in the plan and the proposed measures will be phased into short, medium and long-term. Implementation mechanisms with clear responsibilities of the different stakeholders will be proposed.

- Develop appropriate management and planning tools to enable sound management of areas. The priority environmental problems in the area that directly affect human health, economic productivity, social well-being and environmental quality will have to be portrayed in GIS format. An updated database in GIS format will be produced. It will be a tool for the assessment and reporting on the state of the areas.
- Development of an Environment Monitoring Plan. The consultants will update the set of indicators (from the ICZM Framework, EIS, JICA Coastal project, PAN project on Black River Gorges National Park, Le Morne Heritage PPG among others) in the area. A monitoring plan with appropriate indicators /parameters to monitor and report on the status of the areas will be prepared.
- Development of Action Plan for both areas. The consultants will prepare an Action Plan for activities and measures that will be needed for integrated management of the areas, including implementation schedules, log-frames and financial strategies and options to fund proposed activities. The activities should be geared towards actions and measures and sustain facilities resulting from the implementation of the Integrated Management Plan. A cost-benefit analysis will be carried out for the proposed measures. They will also prepare detailed terms of reference and technical specifications for any proposed works to be implemented with clear directives on how to implement the measures and actions required.
- Any other inputs relevant for the development of the Integrated Coastal zone Management (ICZM) Area and Action Plans.

#### **4.3. Workshops**

For the purposes of the assignment, the following workshops shall be conducted by the Consultant:

- One-day Inception Workshop.
- One-day validation workshop.

#### **4.4. Responsibility of expert**

##### **4.4.1. Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)**

- Lead the consultation process at national and sectoral level to develop ICZM plans for the district of Black River and Rodrigues. He/She will formulate options, develop guidelines with respect to ICZM planning and Management.
- To carry out the relevant surveys to complete the baseline information required
- on coastal and marine resources of the area (Black River District and Rodrigues from ridge to reef).

- To identify and assess pressures on coastal resources.
- To assess the environmental sensitivities of the areas for future development.
- To formulate Integrated Management Area plans for the protection and sustainable management of natural resources for Black River and Rodrigues.
- Develop appropriate management and planning tools to enable sound management of areas.
- Develop Environment Monitoring Plans for both areas.
- Develop Action Plan for both areas.
- 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.

#### **4.4.2. ICZM Expert**

- Assist the Team Leader to produce all the coastal plans and policies for Black River District and Rodrigues

#### **4.4.3. MPA Planning and Management Specialist**

- Assist the team leader to produce the ICZM plans and to recommend accordingly for all MPA's found in the District of Black River and Rodrigues

#### **4.4.4. Environment Planner**

- To assist the team leader to design plan for the protection and conservation of ESA's found in the two sites.

#### **4.4.5. Coastal/Civil Engineer**

- To assist the team leader to design plan for any infrastructure that may be constructed in the two sites so that these do not impact on the ESA's found in the two sites.

#### **4.4.6. Local Expert 1- Coastal Zone Management Expert**

- Assist the team leader and international experts on the specificities of Mauritius and Rodrigues to develop ICZM plans for the two sites.

#### **4.4.7. Local Expert 2- MPA Planning and Management Consultant**

- Assist the team leader to develop ICZM plans of Black River and Rodrigues with particular emphasis on the management of Marine Protected Areas in the coastal districts of Mauritius and Rodrigues

#### **4.4.8. Local Expert 3- Legal and Institutional Expert (with focus on environmental Law)**

- To assist the team leader to draft policies, strategies, plans and regulations, consistency in references to the development of ICZM plans.

#### **4.4.9. Remote Sensing and GIS specialist**

- To assist the team leader to produce maps using GIS and remote sensing.

#### **4.4.10. Local Expert 4- Watershed/ Water Resources Specialist**

- To assist the team leader in developing ICZM plans with emphasis on protecting and conserving the water sheds and resources found in the sites.

### **4.5. Duration of the assignment / Time Frame**

The consultancy services shall be completed within 180 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 10:

**TABLE 10. EXPECTED DURATION OF LOT 3**

	<b>Experts</b>	<b>Required Person-days in total</b>
1	Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)	60
2	ICZM Expert	15
3	MPA Planning and Management Specialist	15

4	Environment Planner	15
5	Coastal/Civil Engineer	15
6	Coastal Zone Management Expert	15
7	MPA Planning and Management Consultant	15
8	Legal and Institutional Expert (with focus on environmental Law)	10
9	Remote Sensing and GIS specialist	15
10	Watershed/ Water Resources Specialist	5
<b>Total</b>		<b>180</b>

The assignment should be completed within 12 months from the starting date of the assignment.

#### **4.6. 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 Social Security, National Solidarity, Environment and Sustainable Development 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:

- i. to provide support on proposed works;
- ii. to provide inputs/views on technical reports; and
- iii. 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.

#### **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, Chief Technical Adviser and the Project Management Unit.
- The consultants will have to work closely with the Department of Environment and RRA and their officers will accompany consultants on field surveys as 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 Social Security, National Solidarity, and Environment and Sustainable Development 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 and maps shall be submitted in hard copies (20 copies) in a scale to be agreed with the Ministry of Housing and Lands 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 Social Security, National Solidarity, Environment and Sustainable Development 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.

#### **4.8. Logistical arrangements**

The Ministry of Social Security, National Solidarity, and Environment and Sustainable Development shall provide for office space with fax, telephone and internet facilities. The Ministry can provide office space for up to 6 consultants at any one time during the assignment.

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.

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.

#### 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 11.

**TABLE 11: SCHEDULE FOR PAYMENT OF FEES – LOT 3**

ITEM	Project	Activity/deliverable	Time Schedule	Payment Schedule
1	Submission of agreed workplan		Aug – 18	10%
2	Inception Report		Aug – 18	10%
3	Draft report on the baseline information required on coastal and marine resources of the area (Black River District and Rodrigues from ridge to reef).		Sep – 18	10%
4	Final report on the baseline information required on coastal and marine resources of the area (Black River District and Rodrigues from ridge to reef).		Oct – 18	5%
5	Draft report on the assessment of the environmental sensitivities of the areas for future development.		Nov – 18	5%
6	Final report on the assessment of the environmental sensitivities of the areas for future development.		Dec – 18	5%
7	Draft report on the Identification of measures and interventions for the management and protection of the area including options for potential development.		Jan – 19	5%
8	Final report on the Identification of measures and interventions for the management and protection of the area including options for potential development.		Feb – 19	5%
9	Submission of the Integrated Management Area plans for the protection and sustainable management of natural resources for Black River and Rodrigues.		Mar – 19	10%
10	Submission of the management and planning tools to enable sound management of Black River and Rodrigues.		May – 19	10%
11	Submission of the Environment Monitoring Plans for Black River and Rodrigues.		Jul – 19	10%
12	Development of the costed Action Plans for Black River and Rodrigues.		Aug – 19	5%
13	Submission of final report and validation workshop report		Aug – 19	10%
<b>TOTAL</b>				100%

**4.10. 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. Expert in Natural Resources Management with specialization in coastal and marine biodiversity including wetlands
2. ICZM expert
3. MPA Planning and Management Specialist
4. Environment Planner
5. Coastal/Civil Engineer
6. Coastal Zone Management Expert
7. MPA Planning and Management Consultant
8. Legal and Institutional Expert (with focus on environmental Law)
9. Remote Sensing and GIS Specialist
10. Watershed management / water resources specialist

**4.10.1. Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including Wetlands (Team Leader)**

The expert should hold a postgraduate degree in one of the following fields: 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 Marine, Coastal and Wetlands biodiversity 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 will also be responsible for the technical coordination of the project. **He/She should provide 60 person-days.**

**4.10.2. Key Expert 2 – ICZM Expert**

The ICZM expert should hold a post graduate degree with specific expertise in the area of ICZM or management of marine and coastal biodiversity and should have at least 15 years of professional experience in conservation, sustainable use and management of marine and coastal biodiversity. He/She should have at least 5 years specific experience at international level in Integrated Coastal



Zones Management planning. Experience in Marine Protected Area management and planning will be an advantage. He/She must have demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects and has working experience with private sector and project national stakeholder institutions and agencies is desired. **He/She should provide 15 person-days.**

#### **4.10.3. Key Expert 3 – MPA Planning and Management Specialist**

The international Marine Protected Area Planning and Management Specialist should have at least a postgraduate degree in the relevant field. He/She should have at least 15 years of experience of which at least 5 years should be in management of marine protected area. The International Marine Protected Area Planning and Management Specialist should have a strong background in economics and should have extensive experience on the implementation of marine park management systems and on the development of new plans. He/She must have demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects and has working experience with private sector and project national stakeholder institutions and agencies is desired. **He/She should provide 15 person-days.**

#### **4.10.4. Key Expert 4– Environmental Planner**

The Environmental Planner should have at least a postgraduate degree in the relevant field. He/She should have at least 10 years of experience of which at least 5 years should be in coastal zone management and planning. In addition, he/she should have been involved in at least 2 projects of similar nature. The Environmental Planner should preferably be well versed in policy making and review. Experience with socio economic aspects will be also an advantage. **He/She should provide 15 person-days.**

#### **4.10.5. Key Expert 5 – One Coastal/Civil Engineer**

The Engineer should at least have a degree in civil engineering and a post graduate in or coastal engineering with at least 7 years' experience of which 5 years should be in coastal zone management. He/She should have demonstrated experience in the assessment and evaluation of the status the coastal zone, identifying the main causes of impacts and proposing remedial measures. He should also demonstrate experience in wastewater management and designs of wastewater treatment facilities. **He/She should provide 15 person-days.**

#### **4.10.6. Local Expert 1 – Coastal Zone Management Expert**

The local Coastal Zone Management Expert should have at least a postgraduate degree in the relevant field. He/She should have at least 5 years of experience of which at least 2 years should be in coastal zone management and planning. The Coastal Zone Management Expert should have extensive experience on GIS and remote sensing. **He/She should provide 15 person-days.**

#### **4.10.7. Local Expert 2 – 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 10 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. **He/She should provide 15 person-days.**

#### **4.10.8. Local Expert 3 – Legal and Institutional Expert (with focus on environmental Law)**

The Legal and Institutional Expert should possess a master degree in Environment law, or equivalent and has a minimum 5 years of experience in legal environmental and land management, related matters. He/She must demonstrate proven ability to work with a range of stakeholders including Government agencies and the private sector and to work in a team. He/She should have the ability for managing timely and effective delivery of both quantity and quality before the deadlines. **He/She shall provide 10 person days services.**

#### **4.10.9. Local Expert 4 – Remote Sensing and GIS Specialist**

The GIS specialist shall be a degree holder and shall possess a postgraduate in GIS or equivalent field of study. He/She should have at least 5 years' experience working with GIS and Remote Sensing. The GIS specialist will be responsible for the development of the GIS maps. **He/She should provide 15 person-days.**

#### **4.10.10. Local Expert 5 – Watershed management / water resources specialist**

He/she should have a degree in water resources management/hydrology with a minimum of 5 years' experience in the relevant field. **He/She should provide 5 person-days.**

#### **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.

#### **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.

#### **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 180 person-days.

**5. LOT 4 - Consultancy services to review and update of ESA data, maps more specifically in relation to upland wetlands in the Republic of Mauritius**

The main beneficiary of Lot 1 of this project is the Ministry of Agro Industry and Food Security and the co-beneficiary will be the Ministry of Social Security, National Solidarity and Environment and Sustainable Development.

**5.1. Objective of Lot 4**

The objective of this consultancy is to have updated ESA maps of all upland wetlands which are transcribed into the appropriate instruments so that the upland wetlands are taken into consideration when planning for new developments and are conserved.

The objectives for Lot 4 are:

- Based on the existing ESA maps available, to determine the types of upland wetlands that have been mostly encroached by development;
- Ground truth and update the upland wetlands maps with their respective buffer zones;
- Update the upland wetlands GIS datasets or generate new ones;
- Create a database of all upland wetlands with their maps in GIS, JPG and PDF format;
- To input all the data and maps on the online server of the Ministry of Agro Industry which is based in the National Parks and Conservation Service. These information should be easily accessible by the officers of this ministry.

**5.2. Scope of works**

This consultancy will address the upland wetlands which have been identified and mapped during the 2009 study of ESA's. They include sites that are high in biodiversity values and important for the generation of ecosystem services (e.g. retention, water provision and flood control). During the 2009 study, 603 upland wetlands have been mapped and they are all located in state lands such as the Black River Gorges National Park, The Bras D'Eau National Park, State Land Forest etc.

This consultancy consists of a review and analysis of the upland wetlands maps and related documentation to determine the updates that are required, especially the ESAs GIS datasets. Mechanisms for undertaking the updating needs to be identified and can be as follows:

Acquisition of satellite imagery with a resolution of at least 0.5 m and in case remote sensing method will be used to identify upland wetlands, the satellite imagery need to have the Red, Green, Blue and Near infrared bands /ground truthing to validate the maps and update the upland wetlands GIS datasets; Wet and dry areas can be determined using the NDWI index. The images should be appropriately georeferenced with ground control points and ortho-rectified with a sufficiently precise DEM (<10m). Images should be acquired for rainy and dry seasons and for at least two years. In addition, the use of drones may also be envisaged to update the ESA's dataset.

Emphasis should be placed on the most cost-effective method/s and preference should be given to using existing materials and information.

After taking cognisance of all related documents and ongoing or completed projects in relation to this assignment, the consultants are required to analyse and recommend the most cost-effective method for updating the upland wetlands datasets. In case, drones is used for updating of upland wetlands, the consultant should provide specifications for procurement purposes or alternatively could provide a complete service including their own drones) and must secure appropriate permits for their use from the relevant authority. The consultants then subsequently will undertake the following tasks with respect to the upland wetlands:

- 1) Update the delineation of the upland wetlands and the GIS maps including the uplands wetlands GIS datasets through ground truthing. In this process, the consultants should ensure that:
  - a. They assess the extent of encroachment on the upland wetlands and the need to redefine their boundaries;
  - b. To ensure that a list of criteria for identification and survey of upland wetlands is established, as difficulties are encountered to identify them especially in dry seasons
  - c. The coordinate system used by the ESA consultants in the 2009 study is properly transcribed in the new coordinate system used by the Ministry of Housing and Lands;
  - d. The maps produced are compatible with planning instruments;
  - e. The maps produced can be used at the Local Authority level and by other users for development control and conservation of these ESAs;
  - f. The maps and data produced should be hosted on the online server of the Ministry of Agro Industry and Food Security so that they can easily access all information pertaining to upland wetlands.

### **5.3. Workshops**

For the purposes of lot 4 of the assignment, the following workshops shall be conducted by the Consultant:

- One-day Inception Workshop.
- One-day workshop for validation of deliverables

### **5.4. Responsibility of experts**

#### **5.4.1. Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including Wetlands (Team Leader)**

He/She will Lead the consultation process at national and sectoral level to review and analyse the ESA study carried out in 2009 with particular reference to upland wetlands. He/She will update the delineation of the upland wetlands and the GIS maps including the upland wetland GIS datasets through ground truthing. He/She will draw an updated list of upland wetlands. He/She will devise suitable method to input all the information from this consultancy into the online server of the Ministry of Agro Industry and to ensure that these information and maps are easily accessible to the officers of this ministry

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.

#### **5.4.2. Local Expert 1- Sworn Land Surveyor**

He/She will be responsible for ground truthing the upland Wetlands so that they can be mapped and included in the review of the ESA study.

#### **5.4.3. Local Expert 2- One Remote Sensing and GIS Specialist**

He/She will utilize existing and appropriate data to ground-truth all upland wetlands and using GIS and Remote Sensing to develop maps that will identify the upland wetlands of the Republic of Mauritius.

#### **5.5 Duration of the assignment / Time Frame**

The consultancy services shall be completed within 120 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 12.:

#### **TABLE 12. EXPECTED DURATION OF LOT 4**

	<b>Experts</b>	<b>Required Person-days in total</b>
1	Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)	30
2	Local Expert 1- Sworn Land Surveyor	70
3	Local Expert 2- One Remote Sensing and GIS Specialist	20
<b>Total</b>		<b>120</b>

The assignment should be completed within 12 months from the starting date of the assignment.

### **5.6. Reporting, Presentations, and Language**

A Technical Committee has been set up under the aegis of the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development to oversee all assignment related to mainland Mauritius.

This TC 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 Department of Environment and RRA and their officers will accompany consultants on field surveys as 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 Social Security, National Solidarity, and Environment and Sustainable Development 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 and maps shall be submitted in hard copies (20 copies) in a scale to be agreed with the Ministry of Housing and Lands 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 Social Security, National Solidarity, and Environment and Sustainable Development as well as the Rodrigues Regional Assembly. All documents/maps 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.

## **5.7. Logistical arrangements**

The Ministry of Social Security, National Solidarity, and Environment and Sustainable Development shall provide for office space with fax, telephone and internet facilities. The Ministry can provide office space for up to 6 consultants at any one time during the assignment.

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.

## 5.8. 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](mailto:parmananda.ragen@undp.org)

Tel: +230 214 2508

Fax: +230 214 3512

- Payment of fees will be subject to the schedule in Table 13.

**TABLE 13: SCHEDULE FOR PAYMENT OF FEES– LOT 4**

Item	Project Activity/deliverable	Time Schedule	Payment Schedule
1	Submission of agreed workplan	Jul – 18	10%
2	Inception Report	Aug – 18	10%
3	Submission of the updated upland wetlands GIS datasets in shapefiles format to be used by other stakeholders based on the coordinate system, projection type and datum advised by MHL as well as the metadata	Nov - 18	25%
4	Submission of the updated upland wetlands maps of the Republic of Mauritius in JPEG or PDF format preferably, or any other format as required by the Ministry of Housing and Lands (MHL)	Dec -19	25%



5	Input of all information gathered during this consultancy including maps of upland wetlands into the online server of the Ministry of Agro Industry	Feb – 2020	20%
6	Final validation workshop report and Final Report	Mar-2020	10%
	Total		100%

## 5.9. 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 **lumpsum 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. Expert in Natural Resources Management with specialization in coastal and marine biodiversity including wetlands
2. Sworn Land Surveyor
3. Remote Sensing and GIS Specialist

### 5.9.1. Key Expert 1 – Expert in Natural Resources Management with specialisation in coastal and marine biodiversity including wetlands (Team Leader)

The expert should hold a postgraduate degree in one of the following fields: Natural Resource Management, Ecology, Wetlands Conservation, 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 Wetlands biodiversity 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 will also be responsible for the technical coordination of the project and shall **provide 30 person-days services**.

#### **5.9.1. Local Expert 1 - Sworn Land Surveyor**

The Sworn Land Surveyor shall have at least a Degree in Land Surveying and be registered to a recognised professional body. He/She should have working knowledge in Remote Sensing and Geographic Information Systems (GIS). He/She should have a minimum of 5 years' experience in his/her field of expertise. **He/She shall provide 70 person-days services.**

#### **5.9.2. Local Expert 2 - One Remote Sensing and GIS Specialist**

The GIS specialist shall be a degree holder and shall possess a postgraduate degree in GIS or equivalent field of study. He/She should have at least 5 years' experience working with GIS and Remote Sensing. The GIS specialist will be responsible for the development of the GIS maps and **shall provide 20 person-days services.**

#### **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.

#### **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.

#### **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 120 person-days.

#### **Section 4: Proposal Submission Form<sup>3</sup>**

*[insert: Location, Date]*

To: The Head of Environment Unit  
UNDP Mauritius and Seychelles Country Office  
6th Floor, Anglo Mauritius House  
Intendance Street  
P.O Box 253  
Port Louis  
Mauritius

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services to assist the project “Mainstreaming Biodiversity into the Management of the Coastal Zone in the Republic of Mauritius” in accordance with your Request for Proposal dated 16 April 2018 and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal each sealed in separate envelopes.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP’s Contract for Professional Services.

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<sup>3</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

We agree to abide by this Proposal for 120 days.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details : \_\_\_\_\_

*[please mark this letter with your corporate seal, if available]*

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## **Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer**

Proposer Information Form<sup>4</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
40. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i>  Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i>  Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? (Y / N)		

<sup>4</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

Joint Venture Partner Information Form (if Registered)<sup>5</sup>

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
12. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		

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<sup>5</sup> The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

13. JV's Party Authorized Representative Information

Name: *[insert name of JV's Party authorized representative]*

Address: *[insert address of JV's Party authorized representative]*

Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Party authorized representative]*

Email Address: *[insert email address of JV's Party authorized representative]*

14. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ Articles of Incorporation or Registration of firm named in 2.
- ☐ In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

## **Section 6: Technical Proposal Form**

### **TECHNICAL PROPOSAL FORMAT**

**INSERT TITLE OF THE SERVICES**

***Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.***

<b>Name of Proposing Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Proposal:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

### **SECTION 1: EXPERTISE OF FIRM/ ORGANISATION**

*This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.*

**1.1 Brief Description of Proposer as an Entity:** Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

**1.2. Financial Capacity:** Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.



**1.3. Track Record and Experiences:** Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

## **SECTION 2 - APPROACH AND IMPLEMENTATION PLAN**

*This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.*

**2.1. Approach to the Service/Work Required:** Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

**2.2. Technical Quality Assurance Review Mechanisms:** The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

**2.3 Implementation Timelines:** The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.4. Subcontracting:** Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

### SECTION 3: PERSONNEL

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

**3.3 Qualifications of Key Personnel:** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

<b>Name:</b>		
<b>Position for this Contract:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References No.1 (Minimum of 3):</b>	<i>Name</i>  <i>Designation</i>  <i>Organization</i>	

	<i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference No.2</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference No.3</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>  <p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> <p>_____</p> <p>_____</p> <p>Signature of the Nominated Team Leader/Member</p> </div> <div style="width: 35%; text-align: right;"> <p>Date Signed</p> </div> </div>		

## **Section 7: Financial Proposal Form<sup>6</sup>**

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### **A. Cost Breakdown per Deliverables\***

**TABLE 14: COST BREAKDOWN PER DELIVERABLES - LOT 1**

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Submission of agreed workplan	10%	
2.	Inception Report	10%	
3.	Draft report on the Updated ESA study including strategy and action plans (with clear responsibilities for each ESA)	10%	
4.	Final report on the Updated ESA study including strategy and action plans (with clear responsibilities for each ESA)	5%	

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<sup>6</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

5.	Draft report on the recommendation for the consolidation of the legal and institutional framework for ESA's	10%	
6.	Final report on the recommendation for the consolidation of the legal and institutional framework for ESA's	5%	
7.	Submission of the updated ESA's GIS datasets in shapefiles format to be used by other stakeholders based on the coordinate system, projection type and datum advised by MHL as well as the metadata	20%	
8.	Submission of the updated marine and coastal ESA maps of the Republic of Mauritius in JPEG or PDF format preferably, or any other format as required by the Ministry of Housing and Lands (MHL)	20%	
9.	Final validation workshop report and Final Report	10%	
	Total	100%	USD ....

**TABLE 15: COST BREAKDOWN PER DELIVERABLES - LOT 2**

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Submission of agreed workplan	15%	
2.	Inception Report	15%	
3.	Draft report on the review of all existing coastal zone management plans for each coastal districts of Mauritius and the whole Rodrigues	15%	
4.	Final report on the review of all existing coastal zone management plans for each coastal districts of Mauritius and the whole Rodrigues	5%	
5.	Draft report on the review of all the planning / policy processes in each coastal district of Mauritius including Rodrigues Island.	15%	
6.	Final report on the review of all the planning / policy processes in each coastal district of Mauritius including Rodrigues Island.	5%	

7.	Submission of the coastal Atlas taking into consideration ridge to reef approach. This Atlas shall include all the ESAs and should provide adequate information which can guide future development. All data should be in GIS format and the maps should be in the format as recommended by the Ministry of Housing and Lands	20%	
8.	Submit final Project Completion Report and workshop validation report	10%	
<b>TOTAL</b>		100%	USD ....

**TABLE 16: COST BREAKDOWN PER DELIVERABLES - LOT 3**

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Submission of agreed workplan	10%	
2.	Inception Report	10%	
3.	Draft report on the baseline information required on coastal and marine resources of the area (Black River District and Rodrigues from ridge to reef).	10%	
4.	Final report on the baseline information required on coastal and marine resources of the area (Black River District and Rodrigues from ridge to reef).	5%	
5.	Draft report on the assessment of the environmental sensitivities of the areas for future development.	5%	
6.	Final report on the assessment of the environmental sensitivities of the areas for future development.	5%	

7.	Draft report on the Identification of measures and interventions for the management and protection of the area including options for potential development.	5%	
8	Final report on the Identification of measures and interventions for the management and protection of the area including options for potential development.	5%	
9.	Submission of the Integrated Management Area plans for the protection and sustainable management of natural resources for Black River and Rodrigues.	10%	
10.	Submission of the management and planning tools to enable sound management of Black River and Rodrigues.	10%	
11.	Submission of the Environment Monitoring Plans for Black River and Rodrigues.	10%	
12.	Development of the costed Action Plans for Black River and Rodrigues.	5%	
13.	Submission of final report and validation workshop report	10%	
<b>TOTAL</b>		100%	USD .....

**TABLE 17: COST BREAKDOWN PER DELIVERABLES - LOT 4**

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Submission of agreed workplan	10%	
2.	Inception Report	10%	
3.	Submission of the updated upland wetlands GIS datasets in shapefiles format to be used by other stakeholders based on the coordinate system, projection type and datum advised by MHL as well as the metadata	25%	
4.	Submission of the updated upland wetlands maps of the Republic of Mauritius in JPEG or PDF format preferably,	25%	



	or any other format as required by the Ministry of Housing and Lands (MHL)		
5.	Input of all information gathered during this consultancy including maps of upland wetlands into the online server of the Ministry of Agro Industry	20%	
6.	Final validation workshop report and Final Report	10%	
<b>TOTAL</b>		100%	USD ....

**B. Cost Breakdown by Cost Component:**

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

**TABLE 18: COST BREAKDOWN BY COST COMPONENT**

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				

2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

**Section 8: FORM FOR PERFORMANCE SECURITY<sup>7</sup>**

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made on this template)***

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To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS *[name and address of Contractor]* (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. .... dated ....., to execute Services ..... (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

***SIGNATURE AND SEAL OF THE GUARANTOR BANK***

Date .....

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<sup>7</sup> If the RFP requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Proposer’s Bank will issue shall use the contents of this template

Name of Bank .....

Address .....

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**Section 9: Contract for Goods and/or Services (See Annex 1a)**

**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.**