



**UNDP/GEF/GoM PROJECT**  
**Mainstreaming Biodiversity into the Management of**  
**the Coastal Zone in the Republic of Mauritius**



**Notes of Pre-bid Meeting for the RFP for:**  
**Consultancy Services for the review of the ESA study and ICZM planning (RFPMAR2018/003)**

Friday 18 May 2017 at 10:00hrs. - 12:15hrs.

Venue: Conference Room, UNDP

**Present**

SN	Name	Designation	Organisation
1	Mr G. Watkins	Technical Director	D.A.Y. MARINE & SERVICES LTD
2	Mr P.H. Meetun	Surveyor	
3	Mr A. Thevenau	Director	
4	Mrs A. Ghoorah	Environment Officer	Ministry of Social Security, National Solidarity and Environment and Sustainable Development
5	Mr Z. Boodoo		
6	Mrs N. Soogun		
7	Mr S. Ramchurn	Environment Programme Officer	UNDP
8	Mr P. Ragen	Project Manager	
9	Ms N. Sewsum	Procurement Assistant	
10	Mr S. Beedassy	Project Coordinator	
11	Ms S. Hardas	Project Assistant	
12	Ms S. Varaden		
13	Ms A. Aumeeruddy		
14	Mr P. Wulf (Via Skype)	Managing Director	ESIA Consult

**1. Opening**

The Project Manager welcomed the participants present. He explained that the objective of this meeting was to present the content of the Request for Proposal (RFP) for “**Consultancy Services for the review of the ESA study and ICZM planning**” and to respond to any query from potential bidders regarding the RFP.

**2. Presentation of project and RFP**

The Project Manager provided an overview of the objectives of the UNDP GEF funded Mainstreaming Biodiversity Project. He explained that RFP for ‘Consultancy Services for the review of the ESA study and ICZM planning’ is divided into 4 Lots. The main beneficiary for this RFP is the Ministry of Social Security, National Solidarity and Environment and Sustainable Development and the co-beneficiaries are the Rodrigues Regional Assembly and the Ministry of Agro-Industry and Food Security.

The Project Manager informed the members that the lots will be evaluated independently of each other.

### 3. Discussions

Following the presentation, the Project Manager invited the potential bidders present to raise any queries they might have. Questions received prior to the pre-bid (via email) meeting were also addressed. Overall the questions addressed were as follows:

Query No	Query	Response
<b>Query via email</b>		
1	Whether attendance of the pre-proposal meeting is compulsory?	No, it is not compulsory to attend. But it is useful for us to know who are interested to bid. All responses will be posted online.
2	Whether individual application for the consultancy is accepted?	No, this is a Request for proposal intended to consultancy firms not to individual consultant.
3	Are there official figures of area classified as ESA in Mauritius/Rodrigues?	ESA figures for Mauritius and Rodrigues are found in the 2009 ESA study document.
4	Who will take the final decision to validate a deliverable?	The Project Steering Committee will validate deliverables. It is the normal procedure on all projects to ensure quality of the deliverables.
5	In all there are 36 deliverables to be submitted and validated over a period of 21 months. Can we suggest to drastically reduce the number of deliverables in order to keep it manageable?	No, there are 9 deliverables. Each lot may not be carried out by the same contractor. If there is any request for extension, we will look into the matter on a case by case basis.
6	Is there an option to attend the pre-bid conference by Skype?	Yes
7	It is noted that a number of the Lots rely on previous work being undertaken in earlier lots; however the work stipulates that the consultant must complete the work within 12 months. How does the UNDP proposed that this will work if there is specific	It is very rare that proposals conform 100% to the requirements of the bid documents. Hence, each proposal is evaluated on the basis of the expertise proposed as well as the methodology. Non conformity would only result in loss of marks if what is proposed is less than what is required.

	reliance on the earlier work and this might not be completed in time	As regards reliance on previous outputs, consultants will not be simultaneously appointed especially if different consultants obtain such lots.
8	Will UNDP accept an international consultant rather than a local consultant for the roles where it states a local consultant should undertake the role?	An international consultant can be accepted, provided the qualifications and experience sought are equivalent.
9	Will UNDP accept a single consultant undertaking two roles within the same Lot? As an example, an individual may have qualifications in science and law and be able to fulfil the two roles as a single consultant.	UNDP may accept one consultant having two roles if the consultant meets the qualifications and experience required for the two tasks.
<b>Pre-bid Meeting Query: Consultancy Services for the review of the ESA study and ICZM planning (RFPMAR2018/003)</b> <b>Lot 1</b>		
1	Will the existing ESA data be made available?	Yes, the Ministry of Social Security, National Solidarity and Environment and Sustainable Development will provide the existing ESA data.
2	Objective of Lot 1 (iv): Should the consultant provide the training equipment for training of officers/stakeholders and how many people to be trained?	A list of equipment for methodology will be taken into consideration by the Ministry of Environment. Approximately 15 people representing relevant stakeholders will be trained.
3	For GIS remote sensing, what type of software should be used?	The software should be compatible with that being currently used by the Ministry of Housing and Lands.
4	Objective of Lot 1 (vi): the objective on biodiversity richness and ecological integrity of ESA is too broad.	The objective was worked on the basis of existing ESA report that contains the baselines of ESA. There is a need to update and add any new species.
5	Is there specific reliance on data for Lot 1 in Atlas?	A good starting point will be on the ESA study data 2009
6	Will access be given for ground truthing on private lands?	The Ministry of Local Government and Outer Islands will provide access and the PMU will make necessary arrangement for access to the consultants.
<b>Pre-bid Meeting Query: Consultancy Services for the review of the ESA study and ICZM planning (RFPMAR2018/003)</b> <b>Lot 2</b>		
1	Will the coastal plan be provided?	Yes
2	Who is in the reporting line?	The reporting line consists of the CTA, NDP, UNDP Environment Programme Analyst, PMU who will work as a

		team and the final approval will go through the Project Steering Committee. This is a standard arrangement.
3	The gap analysis cannot be priced on as research is not carried out on how many gaps will there be.	The consultant will need to identify and compile the gap analysis with recommendations on the way forward. In defining the methodology for the assignment, the consultant will have to provide a clear understanding of the way in which the gap analysis will be carried out. Gap analysis is normally carried out by reference to best practice in the field concerned and identifying what are the procedural and institutional measures which are currently lacking. The respective organisation will then carry on the work based on the report from the consultant.
<b>Pre-bid Meeting Query: Consultancy Services for the review of the ESA study and ICZM planning (RFPMAR2018/003)</b>		
<b>Lot 3</b>		
1	Does the development of ICZM plans have specified regions?	As per the RFP, the ICZM plans cover the whole of Black River District and Rodrigues.
2	The time frame for development of ICZM is a short span and will be difficult to complete the timeframe.	The consultation days will be extended. An additional five (5) person days will be added to each consultant required for this lot. Additional staff may be proposed that will be reflected in the evaluation grid.
3	For 4.4.5., does the government already has an infrastructure plan?	It is recognised that the detailed design of remedial measures in the coastal areas concerned, is beyond the reach of the assignment. For the purpose of the assignment, preliminary designs, or advice on the required infrastructure in the coastal zone concerned is what is required. In addition, certain reports such as Outline Planning Schemes from the Ministry of Housing and Lands and Coastal Feasibility Studies prepared by JICA are available for reference
4	There is significant amount of mapping. Do they rely on Lot 1 to provide the mapping?	Yes and if successful bidders for Lot 1 and 2 are different, then lot 2 will be postponed by 3 to 6 months.
<b>Pre-bid Meeting Query: Consultancy Services for the review of the ESA study and ICZM planning (RFPMAR2018/003)</b>		
<b>Lot 4</b>		
1	For the upland wetlands, will access be given?	Yes, the PMU will make necessary arrangement for access to these sites, in collaboration with the authorities.
<b>Pre-bid Meeting Query: Consultancy Services for the review of the ESA study and ICZM planning (RFPMAR2018/003)</b>		
<b>General Questions</b>		
1	Will UNDP accept 4 separate technical and financial proposals, or is one technical proposal, with a clear distinction between the lots in terms of methodology and	UNDP will accept 4 separate technical and financial proposals

	personnel, and one financial proposal comprising separate forms per lot?	
2	Can the deadline for submission of the RFPMAR2018/003 be extended?	The deadline is extended to <b><u>21 June 2018.</u></b>

**The deadline for RFPMAR2018/003 has been extended to 21 June 2018 at 10:00hrs (Mauritius Local Time).**

#### **4. Closure**

The Chairperson informed the bidders that the RFPMAR2018/003 has been extended to 21 June 2018 at 10:00hrs (Mauritius Local Time). The meeting ended at 12:15hrs. and the Chairperson thanked all the members for their presence.