



## UNDP JOINT MANAGEMENT AREA (JMA) DEMONSTRATION PROJECT

Terms of Reference for the training in ArcGIS (Basic) for Mauritius and Seychelles to support the JMA Demonstration Project Marine Spatial Planning Framework

<b>SECTOR:</b>	Climate and Disaster Resilience (UNDP)
<b>LOCATION:</b>	Republic of Mauritius
<b>DUTY STATION:</b>	Ministry of Defence and Rodrigues, Department for Continental Shelf, Maritime Zones Administration and Exploration (CMZAE).
<b>DURATION:</b>	September to November 2019
<b>STARTING DATE:</b>	September 2019

### A. PROJECT TITLE

Demonstrating Innovative Ocean Governance Mechanisms and Delivering Best Practices and Lessons for Extended Continental Shelf Management within the Western Indian Ocean Large Marine Ecosystems (Short Title: UNDP-Joint Management Area Demonstration Project).

### B. BACKGROUND

The Joint Management Area (JMA) represents the first cooperatively managed area of the extended continental shelf (ECS) to be adopted by the international community and is also the world's largest jointly managed maritime zone. The creation of the JMA thus represents a ground-breaking precedent for cooperative management of the ocean, placing the JMA in a 'cutting-edge' position to take the lead in piloting new mechanisms and strategies for future ECS management.

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

**Component 1.** of the UNDP- JMA demonstration project aims at building technical and management capacity in support of Marine Spatial Planning (MSP) and effective management of the Joint Management Area. To that regards the ArcGIS training is a crucial tool that can assist both Seychelles and Mauritius in:

1. Strengthening mapping activities for the JMA,

2. Strengthening the Geographical Information System (GIS) techniques and its applications in the JMA,
3. Sharing of geospatial data pertaining to the JMA as well as increasing the understanding of GIS.

### **C. PURPOSE OF THE TRAINING**

The purpose of this term of reference is to retain the services of a training firm to:

- Carry out ArcGIS (Basic) training in the Republic of Seychelles and the Republic of Mauritius.



### **D. SCOPE OF ARCGIS TRAINING**

The scope of the training will consist of the following:

#### **ArcGIS 1: Introduction to GIS**

1. The ArcGIS Platform
2. The basics of GIS
3. Understanding GIS data
4. The importance of coordinate systems
5. Acquiring and selecting GIS data
6. Interacting with a map, lesson introduction
7. Performing spatial analysis
8. Sharing Results

#### **ArcGIS 2: Essential Workflows**

1. Discover, use, make, and share map
2. Integrating data
3. Managing Map layers
4. Working with tabular data
5. Creating and editing data
6. Labeling Features
7. Designing map layouts
8. Evaluating data for analysis
9. Solving spatial problems
10. Sharing geographic information

#### **ArcGIS 3: Customized Performing Analysis**

1. Getting started with Spatial analysis
2. Planning and preparing for analysis
3. Performing proximity analysis
4. Performing overlay analysis with vector data
5. Imagery basics
6. Performing overlay analysis with raster data
7. Additional raster analysis

8. Analyze 3D data
9. Analyzing spatial patterns
10. Analyzing temporal patterns
11. Geostatistical analyst.

#### **E. EXPECTED DELIVERABLES/OUTPUTS**

<b>S No</b>	<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
1	A work plan for ArcGIS training in Mauritius based on the scope of training above	1 week	23 to 27 September 2019	Approved work plan*
2	A work plan for ArcGIS training in Seychelles based on the scope of training above	1 week	4 to 8 November 2019	Approved work plan*
3	A short report (2 pages) on the ArcGIS training for Mauritius	2 weeks	15 October 2019	Approved report
4	A short report (2 pages) on the ArcGIS training for Mauritius	2 weeks	25 November 2019	Approved report

***Table 1 outputs for ArcGIS Training.***

#### **F. INSTITUTIONAL ARRANGEMENT**

The selected service provider will provide service to the Joint Commission through the Department for Continental Shelf, Marine Zones Administration and Exploration in the Ministry of Defence and Rodrigues, and report to the Project Manager and the Head of the Environment Unit.

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

#### **G. DURATION OF WORK**

The ArcGIS training shall be delivered over a period of three months, starting September to November 2019.

#### **H. DUTY STATION**

During the assignment, the selected trainer from the service provider will be based at the PMU Office, Department for Continental Shelf, Maritime Zones and Exploration, 3<sup>rd</sup> Floor Belmont Building, Port Louis when in Mauritius, and in Seychelles at the Department of Blue Economy 3<sup>rd</sup> Floor Room 301 Oliaji Trade Centre Victoria. The ArcGIS trainer will be required to travel to Mauritius and Seychelles to complete the assignment. All such travel and the cost

associated with travel (E.g. Per Diem, terminals, will be covered by the project. The per diem will be based on UNDP rate for Mauritius and Seychelles. Travel will be economy class, if the trainer wishes to travel in a higher class, he/she should do so using their own resources.

## I. SUBMISSION OF OFFERS

The offer should include the following elements:

1. Company profile on ArcGIS Training
2. Certification proof of trainer that will potentially be assigned to this task
3. Technical and Financial proposals for the consultancy services

## J. EVALUATION CRITERIA

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

### Technical Proposal Evaluation - Section 1

SN	Description	Max Pts
<b>Expertise of the Firm/Organization</b>		
<b>1</b>	<b>General Experience of the firm in the field of ArcGis</b>	
<b>2</b>	<b>Specific Experience:</b>	
	<b>Experience of Trainer (s)</b>	
	1 - 5 projects (5 points)	10
	More than 5 projects (10 points)	
	<b>Experience in Mauritius:</b>	
	1 - 5 projects (10 points)	15
	More than 5 projects (15 points)	
	<b>Experience in Seychelles:</b>	
	1 - 5 projects (10 points)	15
	More than 5 projects (15 points)	
	<b>Previous work for UNDP:</b>	
	1 - 5 projects (5points)	10
	More than 5 projects (10 points)	
<b>Total</b>		<b>100</b>

Any Technical Proposal falling below 70% points will be disqualified, and their financial proposal will be disregarded.

The financial offers will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest offer.

**J. SCOPE OF PRICE**

The financial offer should be quoted as a lump sum amount of USD, all-inclusive (professional fee, insurance, incidental cost, etc..) based on the deliverables in table 1. The selected trainer will have to be in the country for training a few days prior to ensure smooth running.