



United Nations Development Programme / Government of Mauritius

Terms of Reference for a Project Coordinator under the Engagement Facility project

TITLE:	Local Consultant – Engagement Facility Project Coordinator
SECTOR:	Climate and Disaster Resilience
LOCATION:	Republic of Mauritius
DUTY STATION:	UNDP Mauritius CO and home based
DURATION:	120 working days
STARTING DATE:	July 2020
END DATE:	December 2020

A. Project title:

Engagement Facility Project.

B. Project Description:

In February 2020, the UNDP Mauritius mobilised TRAC 2 resources for the following objectives:

- Further the resource mobilisation efforts from the Country office started in 2019 which require additional support
- Enable the UNDP to support the Government of Mauritius in the development of the new National Environment Policy, following the National Consultations on Environment.

A) Further the resource mobilisation efforts from the Country office started in 2019 which require additional support

Under A, the purpose will be to accompany the efforts to mobilise resources through Green Climate Fund (GCF), as well as other funds. The proposals to be supported are as follows:

1. GCF proposal on Coastal Resilience (20-25 M USD)
2. Adaptation project on climate resilience (10 M USD)
3. Global Environment Facility (GEF) funded Regional proposal on Blue Economy for SIDS (10 M USD)

1) GCF proposal on Coastal Resilience

Following the preparation of the concept note for submission to the GCF, the UNDP Mauritius Country Office has sought resources to be spent on the preparation of the proposal, including feasibility study, Integrated economic and financial model as well as accompanying reports, Due Diligence report, Environmental and Social Management Plan, Environmental and Social Impact Assessment, Term Sheet. The studies to be carried out will be very important and are in fact mandatory submissions accompanying any GCF proposal.

Mauritius being a Small Island Developing State (SIDS), the vulnerability of the island to climate change is well established and therefore the GCF project will aim at ensuring the resilience of the Mauritius and Rodrigues Islands coasts to sea level rise using a mix of ecosystem-based adaptation measures as well as hard infrastructure.

The project will be developed in the horizon 2021 to be funded by the GCF and additional funds will be mobilised from the GCF for project preparation.

2) Adaptation project on Climate Resilient Infrastructure

Under the 2019 Disaster Risk reduction TRAC 2 allocation, the Country office had engaged with the National Disaster Risk Reduction and Management Centre to develop a new project on climate change adaptation. This concept note needs to be finalised. In addition, the funds will be used to pursue the work on Data Information Management system design for the potential setting up of a Climate Data Dashboard and Innovation Hub.

3) Development of new GEF Project Identification Form (PIF) on Blue Economy for the Small Islands Developing States

In line with the UNDP SIDS Offer and the emphasis being put on the importance of the Blue Economy for SIDS, the development of a new GEF project to support the Atlantic and Indian Oceans SIDS is proposed. Under GEF cycle, the proposed PIF would concern the interested SIDS and would enable the long-term support of the Mauritius SIDS Data and Innovation Hub for the period 2022 to 2027 by providing technical expertise and a medium-term budget for the Hub to operate and achieve its objectives.

B) Enable the UNDP to support the Government of Mauritius in the development of the new National Environment Policy, following the National Consultations on Environment.

In December 2019, UNDP was called upon to support the Ministry of Environment, Solid Waste Management, and Climate Change in the National Consultations on Environment. The Hon. Minister has stated that his intention is to develop a new National Environmental Masterplan for the next 10 years for

the country. As such, it will be a very important opportunity to support Government in the formulation of the future National Environment Policy as well as address cross sectoral issues. Ultimately, the exercise will lead to the identification of projects and partnerships which can be submitted in the medium term to donors, or IFIs, once the current round of projects are completed or other funding opportunities arise.

The Engagement facility project aims to effectively reflect, build, domesticate and operationalize existing global frameworks including the Sendai Framework for Disaster Risk Reduction (2015-2030), the Paris Agreement on Climate Change, and the Commitments from the World Humanitarian Summit.

The Engagement Facility Project Coordinator will be providing support to the UNDP and Government of Mauritius team in accomplishing their tasks successfully in the timeframe provided.

C. Scope of Work

The Engagement Facility Project Coordinator will be responsible for technical quality control of project deliverables/outputs as well as provide support through advisory and capacity building services. The success of the assignment will be based on the following indicators:

1) Indicator: GCF Concept Note

Baseline: GCF Concept Note has been drafted

Target: By October 2020, submit project concept to GCF

2) Indicator: Adaptation Project

Baseline: A concept note has been drafted for climate resilience and work initiated on the Data Information Management System (DIMS)

Target: By December 2020, the concept note will be finalised and further work on the DIMS finalised

3) Indicator: SIDS Blue Economy PIF and other GEF project development

Baseline: No concept note has been drafted on the SIDS Blue Economy PIF and other PIFs/Project Preparation Grants (PPGs) are in progress

Target: By December 2020, PIF will have been drafted and ready for the next steps and substantive progress achieved on project development

4) Indicator: Assises de L'Environnement and Support to Ministry of Environment

Baseline: Assises have been carried out and draft report prepared. Possibly need to organise consultations in Rodrigues

Target: By Dec 2020, Supplementary technical report to Ministry of Environment provided for the formulation of National Environment Policy

5) Indicator: Climate Promise Project team

Baseline: TOR has been prepared for Climate Promise

Target: By August 2020, Climate Promise team hired

6) Indicator: PAGE Workplan

Baseline: PAGE workplan has been revised

Target: By December 2020, UNDP PAGE workplan activities have been completed

The Engagement Facility Project Coordinator will also be responsible to follow up on the successful completion of the assignment.

C.2 Duties and Responsibilities

The Engagement Facility Project Coordinator will be responsible for the following duties and responsibilities:

1. Carry out necessary research to identify the data gaps that exist at the National level;
2. Prepare all administrative documents for the hiring of contractors as required;
3. Work with the National Institutions in order to achieve the Engagement Facility objectives;
4. Work in collaboration with the international experts to achieve the Engagement Facility objectives;
5. Organise stakeholders' consultations as required and under the direction of UNDP;
6. Support the UNDP PPG team as required in the development of new projects so as to achieve a good work balance in the team;
7. Support the execution of the Mauritius COVID PREP project in collaboration with the CO programme team;
8. Assist in drafting/finalizing the concept notes/PIF for submission to the appropriate donors;
9. Assist National Institutions in all expert missions taking place in line with the objectives stated above;
10. Preparation of terms of reference/specifications and request for proposals and assist in relevant procurement procedures of the relevant equipment and activities;
11. Organise/facilitate workshops, missions, trainings and all activities so as to fulfill the activities earmarked in the Annual Work Plan etc, in collaboration with/with support of National Institutions where applicable;
12. Ensure compliance with all operational requirements of UNDP, including preparation of budget and workplans;
13. Contribute to the resource mobilization strategy of the Country Office and provide inputs to

- projects being submitted to various Donors; and
14. Contribute to project implementation as required.

D. Expected Outputs and Deliverables

The Engagement Facility Project Coordinator will provide high quality services to the UNDP and its stakeholders. S/He will prepare necessary deliverables, to be sent to the relevant stakeholders. Deliverables have to be presented to the UNDP and its stakeholders and shall be paid only after their approval.

The Engagement Facility Project Coordinator shall be remunerated in accordance with **Table 1** for the payment schedule and deliverables:

Table 1: Payment Schedule and Deliverables

	Activity	Tentative date	Fee (%)	Means of verification
A	Produce an approved assignment work plan.	6 July 2020	10%	Approved assignment work plan.
B	Monthly project reports until end December 2020	22 nd of Each month	5% per report Total: 30%	Approved monthly progress report
C	Final Report from Financial Consultant on Financial Instruments for GCF project	30 July 2020	5%	Approved draft report and specifications
D	TORs prepared for additional studies for the GCF project development	30 July 2020	5%	Approved draft report and specifications
E	Final TOR on PIF for Blue Economy	30 July 2020	5%	Approved draft Concept Note and resource mobilization strategy, by UNDP
F	Consultant hired for PIF on SIDS Blue Economy	30 August 2020	10%	IC contract issued for consultant to prepare PIF
G	Draft PIF on SIDS Blue Economy project	30 September 2020	5%	Approved PIF by UNDP RTA
H	GCF Concept note on Adaptation finalised and consultants hired for additional studies for GCF	30 September 2020	5%	Concept Note approved by RTA for submission to GCF

	Activity	Tentative date	Fee (%)	Means of verification
I	Support to GEF PPG and other project development	30 October 2020	5%	Approved report on support to GEF PPG and other project development
J	Support to Climate Promise	30 November 2020	5%	Report on ongoing support to Climate Promise assignment
K	Support to PAGE	30 November	5%	Report on support to PAGE activities for UNDP
L	Project Terminal Report	30 November 2020	5%	Approved report by UNDP
M	Completion of assignment	30 November 2020	5%	Workshop reports, monthly reports, Project terminal reports completed and approved,
Total %			100%	

D.1 Reporting

All deliverables shall be submitted in **English** and in appropriate format, in editable MS Word and in PDF as per requirement of the Client to the following address:

Mr Satyajeet Ramchurn
Head of Environment Unit
United Nations Development Programme (Mauritius Country Office)
6th Floor, Anglo Mauritius Building
Intendance Street
Port Louis
Email: satyajeet.ramchurn@undp.org
Tel: +230 212 3726
Fax: +230 208 4871

The Engagement Facility Project Coordinator will be responsible for further distribution. The deliverables should be of high quality in form and substance and with appropriate professional presentation. The Engagement Facility Project Coordinator should fully comply with the requirements of UNDP in terms of content and presentation and respect UNDP visibility guidelines, since unsatisfactory performance may result in termination of contract.

E. Competencies

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

Functional Competencies:

- Knowledge Management and Learning
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to make critical analysis of documentation and reports related to Environment, Climate Change, and associated fields;
- Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of program, managing data, reporting;
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems;
- IT competencies in Word, Excel, Power Point and internet.
- Leadership and Self-Management
- Focuses on result for the client and responses positively to feedback.

Leadership and Self-Management

- Focuses on result for the client and responses positively to feedback; and
- A good personality with strong leadership skills.

F. Duration of the Work

The Engagement Facility Project Coordinator shall be assigned for 120 working days until end 2020 for the successful completion of the assignment;

G. Duty Station

During the field-based part of the assignment, the Engagement Facility Project Coordinator will be based as relevant at the UNDP or relevant Ministry when needed, as per available office space. The Engagement Facility Project Coordinator may be home based on selected days subject to agreement of the supervisor.

H. Qualifications of the Successful Individual Contractor

Education:

First degree in Engineering, Economics, Environmental management or other relevant fields

Post graduate degree in Engineering, Environmental management, Business Administration, Public Administration, would be an advantage.

Experience:

- At least 12 years of experience in the Environment and climate change fields
- Working experience with both public and private sectors is required.
- Experience in development of donor funded projects is required;
- Experience with UNDP is required
- Experience in development of Action Plans to implement national strategies including budgeting and assessment of Human Resources requirements
- Experience in the development of Terms of Reference/specifications

Skills:

- Ability to effectively coordinate a large, multi-stakeholder project;
- Ability to train and work effectively with counterpart staff at all levels and with all groups involved in the project;
- Strong drafting, presentation and reporting skills, excellent written communication skills;
- A good personality with strong leadership skills;
- Ability to administer budgets;
- Strong computer skills.

Language:

- Fluency in English (both written and verbal) is a must. Knowledge of French and Creole is an advantage.

I. Scope of Price Proposal and Schedule of Payments

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, all travel costs, per diem, etc.). In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resources.

The contract price is fixed regardless of changes in the cost components. In the case of unforeseeable travel (additional mission for example), payment of travel costs including tickets, accommodation and

terminal expenses should be agreed upon prior to travel between UNDP and Individual Consultant and will be reimbursed.

Payments will be made based on deliverables as per section D.

J. Recommended Presentation of Offer

The following documents are requested:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Technical offer: Brief description** of why the individual considers him/herself as the most suitable for the assignment and a **methodology** on how they will approach and complete the assignment;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

K. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract will be made to the candidate whose offer has been evaluated using the “Combined Scoring Method” whereby the selection will be based on a Combined Scoring Method where the technical proposal will be 70 per cent and combined with the price offer which will be weighted 30 per cent.

When using this scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/technically compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical evaluation:

Criteria	Max. Point
Education	15
At least 12 years of experience in the Environment and climate change fields	15
Working experience with both public and private sectors is required.	5

Criteria	Max. Point
Experience in preparation of donor funded projects/resource mobilisation (DRR, Climate Change Adaptation preferably) is required;	10
Experience in development of Action Plans to implement national strategies including budgeting and assessment of Human Resources requirements	10
Experience in the development of Terms of Reference	10
Experience as workshop facilitator/trainer	5
Language (English mandatory/French is a plus)	5
Suitability of technical approach	25
TOTAL max.	100

Candidates scoring 70 or above will be selected for the analysis of their respective financial offers. The financial offers will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest offer. The final scoring of short-listed candidates will take into account the technical score and the financial score:

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

The candidate ranking highest shall be selected.

L. Approval

This TOR is approved by:

Signature

Name and Designation Satyajeet Ramchurn, Head of Environment Unit

Date of signing 01 June 2020