



Empowered lives.
Resilient nations.

United Nations Development Programme

Terms of Reference for procurement of consultancy services for a Chief Technical Adviser for the 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' project

TITLE: International Consultant — Chief Technical Adviser
SECTOR: Climate and Disaster Resilience
LOCATION: Regional - Republic of Mauritius & Republic of Seychelles
DUTY STATION: Home based and Regional Travel - Mauritius, Rodrigues & Seychelles

DURATION: 170 working days (5 field missions and home-based) until April 2024 with the following breakdown: (75 field mission days and 95 working days home based)- Lump Sum contract based on set deliverables.

STARTING DATE: April 2021

END DATE: April 2024

CONTRACT PERIOD: 170 days spread over a period of 3 years.

A. Project title:

PIMS 5736- UNDP supported/AF financed 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future'

B. Project Description:

The 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' project was approved by the Adaptation Fund in October 2018 following a regional call for proposals under the themes of Food Security and Disaster Risk Reduction. The project budget of USD 10 M will benefit Mauritius and Seychelles through coral restoration activities as well as capacity building programs and knowledge exchange for the region. The project is implemented under the Direct Implementation Modality (DIM) and involves executing partners in the Republic of Mauritius (Ministry of Blue Economy, Marine Resources, Fisheries and Shipping) and the Republic of Seychelles (Ministry of Environment, Energy and Climate Change). The project implementation started in 2020 and the duration is six years (72 months).

A blue ink signature, likely of a project manager or official, located at the bottom left of the page.

A blue ink signature, likely of a project manager or official, located at the bottom center of the page.

A blue ink signature, likely of a project manager or official, located at the bottom right of the page.

The overall objective of the project is to reduce the impact of climate change on local communities and coral reef-dependent economic sectors in the Republic of Mauritius and the Republic of Seychelles by implementing coral reef restoration with thermal tolerant corals as adaptation to climate change. The project objective will be achieved through the following outcomes in the Republic of Mauritius and Republic of Seychelles:

- (i) development of a sustainable partnership and community-based approach to reef restoration;
- (ii) establishment of coral farming and nursery facilities, and
- (iii) active restoration of degraded reefs.

The outcomes under the regional component of the project are:

- (i) improved understanding and knowledge management of using coral reef restoration as an adaptation to climate change;
- (ii) sharing regionally and globally the experienced learned in sustainable coral reef restoration, and
- (iii) training to build capacity for long-term sustainable coral reef restoration.

The Project Management Unit (PMU) has been set up with the recruitment of the following:

- Regional Project Manager (RPM)
- National Coordinator in Seychelles
- Project Financial and Administrative Assistant in Seychelles
- Finance and Procurement Assistant
- Project Assistant
- Gender Officer (part-time)
- Communications Officer (part-time)

In this context, a Chief Technical Adviser is required to provide technical quality control of the project, support the PMU and the relevant stakeholders through advisory and capacity building services, and provide overall strategic direction and support to partnerships building. In view of achieving the relevant project strategies, objectives and outputs, additional technical specialists will be recruited for the following work:

- I. Review of Social and Environmental Safeguards and implementation of Environmental and Social Management plan
- II. Assessment of Coral Resilience and Genetic Connectivity
- III. Sexual reproduction of corals and training in genetic analysis and micro-fragmentation
- IV. Development of financing strategies for Coral Reef Restoration
- V. Review of Policy and Legal frameworks for Coral Reef Restoration
- VI. Design and construction of Land Based nurseries





C. Scope of Work

The Chief Technical Advisor (CTA) will be responsible for advising on strategic direction, partnerships building, ensuring the regional dimension of the project and providing overall technical backstopping. He/ She will render technical support to the Project Management Unit (PMU) and other project counterparts. The CTA will support the provision of the required technical inputs, reviewing and preparing Terms of Reference and reviewing the outputs of consultants and other sub-contractors. The CTA will also provide the principal technical input on Coral Reef Restoration. He/she will report directly to the Regional Project Manager and the UNDP.

Duties and Responsibilities

Project Coordination

- Provide advice on strategic direction, lead on partnerships building and networking at the regional level, contribute to enhancing synergies between Mauritius and Seychelles, and ensure the regional dimension and visibility of the project.
- Support the PMU to oversee project implementation and provide technical support to the PMU, the Responsible Parties and Activity Partners in the areas of management of site activities, monitoring, and impact assessment.
- Provide recommendations to the PMU in relation to Terms of Reference for consultants and sub-contractors and assist in the selection and recruitment process.
- Support the PMU in coordinating the work of all consultants and sub-contractors, ensuring effective and timely delivery of expected outputs, and ensuring an effective synergy among the various sub-contracted activities.
- Review all deliverables by the consultants, Responsible Parties and Activity Partners, ensure quality assurance and make recommendations for improvements.
- Provide support to the PMU in the preparation of the Annual Progress Report (APR) and technical reports for submission to UNDP, the AFB, other donors, and Government Departments.
- Provide support to PMU in mobilizing staff and consultants in the conduct of a mid-term project evaluation, and in undertaking revisions in the implementation program and strategy based on evaluation results.
- Provide assistance to the PMU in liaison work and mobilizing alternative financing sources with project partners, donor organizations, NGOs, and other groups to ensure effective coordination and sustainability of project activities.
- Provide support to the PMU in the handling of any complaints received and provide advice on addressing them.





- Provide support to the PMU in documenting lessons from project implementation and make recommendations to the Project Steering Committee for more effective implementation and coordination of project activities.

Delivery of Project Outcomes

- Ensure that the project activities lead to improved livelihood for a sustainable partnership and community-based approach to reef restoration.
- Provide technical advice to ensure that coral farming and nursery facilities are established at a sufficient scale in Mauritius, Rodrigues, and Seychelles as per project document.
- Provide technical recommendations on all reports relating to coral reef status, sea water quality and other key environmental and social parameters and Environmental and Social Impact monitoring carried out by either Responsible Parties, Activity Partners or Consultants.
- Ensure that the activities conducted under the project are ensuring that the health of degraded coral reefs are restored through proper restoration work, maintenance, and monitoring.
- Provide guidance to ensure that improved understanding and knowledge management of use of reef restoration as an adaptation measure is achieved.
- Provide recommendations in the composition and operation of the Regional Scientific Advisory Committee (RSAC), assist in the selection of members and form part of the RSAC.
- Conduct a comprehensive review of Coral Reef Restoration globally and in the region and support to project partners with regard to coral taxonomy, reef ecological resilience and connectivity and ecosystem-based management.
- Update the inventory of corals in Mauritius and updating the booklet describing the corals of Mauritius and Rodrigues and highlighting the ecological resilience and connectivity.
- Provide technical inputs on latest reef restoration methodologies, innovative coral reefs restoration methodologies, concepts and guidelines on best practices and advise on the best practice to be adopted for specific sites and review the Coral Reef Restoration Toolkit for Seychelles.
- Perform other tasks as may be requested by the PMU and UNDP.

D. Expected Outputs and Deliverables

The Chief Technical Advisor shall be remunerated in accordance with the time schedule and deliverables approved by UNDP. UNDP will be represented as appropriate by the Regional Project Manager, Head of Environment Unit, the Regional Technical Adviser, or the Independent Evaluation Office. The Project Steering Committee, the Project National Coordinating Committees in Mauritius and Seychelles, and the Technical Committees set up for the project will also review and comment on the deliverables as appropriate. The list of Deliverables is shown in Table 1.





Table 1: List of Deliverables of the Chief Technical Adviser

	Activity	Tentative date	% Fee	Means of verification	Home-based/ Mission
1	Produce an approved assignment work plan	April 2021	1%	Approved assignment work plan	Home-based
2	Review Annual progress reports for Adaptation Fund (AF) and UNDP, and review of progress reports from activity partners/responsible parties	Progress reports for UNDP (Jan 2022, 2023, 2024) Report to AF (July 2021, 2022 and 2023)	1% p.a = 3%	Approved annual and progress reports	Home-based
3	<ul style="list-style-type: none"> Provide recommendations on the composition and operation of the RSAC, assist in the selection of members and form part of the RSAC. Provides a strong support to harmonize political and technical strategies in Mauritius and Seychelles and enhance the regional dimension of the project. 	Composition of RSAC by July 2021 RSAC and PSC will meet at least once every year	2% p.a = 6%	<ul style="list-style-type: none"> _ Approved report on constitution of RSAC _ RSAC notes of meeting approved _ Advice provided at Project Steering Committee meetings and to PMU to strengthen regional collaboration 	Home-based
4	Conduct a comprehensive review of Coral Reef Restoration globally and in the region and support project partners with regard to coral taxonomy, reef ecological resilience and connectivity and ecosystem-based management. The review shall include the development and publishing on latest reef restoration methodologies, innovative coral reefs restoration methodologies, concepts,	August 2021	10%	Report on _ Coral Reef Restoration globally and in the region, including innovative methodologies and guidelines on best practices, with recommendations on the best practice to be adopted for specific sites.	home-based and mission

	Activity	Tentative date	% Fee	Means of verification	Home-based/ Mission
	<p>and guidelines on best practices, with recommendations on the best practice to be adopted for specific sites earmarked under the project.</p> <p>The consultant will also review the Coral Reef Restoration Toolkit for Seychelles and incorporate the recommendations as agreed.</p>			_ Revised Coral Reef Restoration Toolkit for Seychelles	
5	<p>Review and provide technical recommendations on assessment conducted by Responsible parties/ Activity Partners in Mauritius, Rodrigues, and Seychelles, including:</p> <ul style="list-style-type: none"> i. Sites selected for ocean-based nurseries, ii. GIS mapping of donor sites, donor corals and ocean-based nurseries, iii. technical assessment and selection of coral species for transplantation, iv. monitoring report on water quality at donor and sea nurseries sites, v. maintenance and monitoring report of land-based and ocean-based nurseries, vi. monitoring report of restoration sites for live coral cover, fish and other fauna and flora, and vii. survey on spatial and temporal variations in coral spawning and recruits 	April 2021-April 2024	1.5% for each report = 10.5%	Updated Reports /Assessments on (i) to (vi) finalised	home-based and mission

	Activity	Tentative date	% Fee	Means of verification	Home-based/ Mission
6	Technical assistance and backstopping to ensure delivery of project outcomes and I project activities and assess the quality of all deliverables of the Activity Partners in Mauritius, Rodrigues and Seychelles and comment on the adequacy of deliverables and compliance with project requirements.	On an annual basis April 2022 April 2023 April 2024	2% p.a = 6%	Annual project report of the CTA	Home-based and mission
7	Submit the 1 st mission report, highlighting project outputs/ deliverables status lesson learned and recommendations to PSC and PMU to ensure project is on track	September 2021	8%	Mission Report 1	15-person days mission in Mauritius, Rodrigues, and Seychelles
8	Vet the quality of the Tender documents and assistance in the evaluation exercises for the design and construction of land-based nurseries in Mauritius and Seychelles and installation of seawater pumping system in Mauritius.	Apr 2021-June 2022	2%	-Tender Documents finalized -Evaluation reports approved	Home-based
9	Support the PMU in ensuring implementation to the ESMP in Mauritius, Rodrigues, and Seychelles, including monitoring of environmental and social Impacts and livelihood survey reports.	June 2021-April 2024	1.5 % p.a =4.5%	Implementation report on the ESMP, Environmental and social Impact monitoring reports and Livelihood survey reports	Home-based and mission
10	Review and provide inputs Business Plans and MPA Strategic plan developed for the Activity Partners in Seychelles	June 2021-December 2022	1%	_Business Plan finalised _MPA Strategic plan finalised	Home- based

	Activity	Tentative date	% Fee	Means of verification	Home-based/ Mission
11	Assistance in the drafting TORs and evaluation exercise for the expert for the setting up of ecological and coral sexual propagation laboratories including training and capacity building in sexual coral propagation and micro-fragmentation	October 2021	1%	<ul style="list-style-type: none"> - TORs finalized - Evaluation report approved 	Home-based
12	Submit the 2 nd mission report, highlighting project outputs/ deliverables status, lesson learned and recommendations to PSC and PMU to ensure project is on track	January 2022	8%	- Mission Report 2	15-person days mission in Mauritius, Rodrigues and Seychelles
13	Review and provide inputs in the coral restoration economic and financial strategy and partnership agreements established with community groups.	January 2022-December 2022	2%	_Economic and Financial Strategy on Coral Reef Restoration developed _Partnership agreements with community groups signed	Home-based and mission
14	Support the PMU so that lessons learned are generated and disseminated through various communication channels and knowledge exchange fora on practical topics relevant to coral restoration efforts at scale.	The briefs are expected at the following timelines: <ul style="list-style-type: none"> • January 2022 • December 2022 • January 2023 • December 2023 	0.5% per brief = 2%	<ul style="list-style-type: none"> • 1 high quality brief on coral restoration activities and women and youth empowerment • 1 high quality brief on stakeholder and/or private sector engagement • 1 high quality brief on coral restoration financing and 	Home-based

	Activity	Tentative date	% Fee	Means of verification	Home-based/ Mission
				technical and financial sustainability <ul style="list-style-type: none"> 1 high quality brief on coral restoration at scale and climate resilience 	
15	Submit the 3 rd mission report, highlighting project outputs/ deliverables status, lesson learned and recommendations to PSC and PMU to ensure project is on track	June 2022	8%	Mission Report 3	15 person-days mission in Mauritius, Rodrigues, and Seychelles
16	Support PMU in mid-term review, management response and updated project strategy	June 2022- August 2023	1% for each output= 3%	Mid-term review report finalized - management response completed - updated project strategy	Home-based and mission
17	Submit the 4 th mission report, highlighting project outputs/ deliverables status, lesson learned and recommendations to PSC and PMU to ensure project is on track	February 2023	8%	Mission Report 4	15 person-days mission in Mauritius, Rodrigues, and Seychelles
18	Updated inventory of corals in Mauritius and updated booklet describing the corals of Mauritius and Rodrigues and highlighting the ecological resilience and connectivity	April 2023-2024	3.5%	Booklet on inventory of corals and their description in Mauritius, highlighting the ecological resilience and connectivity	Home-based and mission

	Activity	Tentative date	% Fee	Means of verification	Home-based/ Mission
19	Submit the 5 th mission report, highlighting project outputs/ deliverables status, and recommendations to ensure project is on track	November 2023	8%	Mission Report 5	15 person -days mission in Mauritius, Rodrigues, and Seychelles
20	Submission of Final report, highlighting project outcomes, outputs/ deliverables status, lesson learned and recommendations to PSC and PMU to ensure project is on track	April 2024	4.5%	Final Report	

Important Note

All deliverables shall be submitted in appropriate format, in MS Word and in PDF as per requirement of the Client to the address of the Regional Project Manager and with copy to the Head of the Environment Unit. The regional project manager will be responsible for further distribution. The deliverables should be of high quality in form and substance and with appropriate professional presentation. The CTA should fully comply with the requirements of UNDP in terms of content and presentation and respect UNDP and Adaptation Fund visibility guidelines, since unsatisfactory performance may result in termination of contract. Tables of content should be cleared with the PMU before reports are produced.





E. Institutional Arrangement

The Chief Technical Adviser (CTA) will provide high quality services to the project management team and report to the UNDP. S/He will prepare a brief activity report on a quarterly basis, to be sent to the UNDP Programme Officer. All deliverables shall be paid only after approval by the PMU and UNDP.

F. Duration of the Work

The Chief Technical Adviser shall be for 170 working person days over 3 years (5 field missions and home-based) until April 2024 with the following breakdown: 75 field mission days and 95 days home based. This is a lump sum-based contract, based on set deliverables.

G. Duty Station

During the field-based part of the assignment, the Chief Technical Adviser will be based at the Ministry of Agriculture, Climate Change and Environment in Seychelles, at the Mauritius Oceanography Institute in Mauritius and at the Commission for Environment, Forestry, Fisheries and Marine Parks under the Rodrigues Regional Assembly, in Rodrigues.

Bidders should also take into consideration quarantine cost for 14 days while in Mauritius, including cost for 2 x Covid-19 tests under the quarantine facility. It is a pre-requisite for Passengers travelling to Mauritius to show the Carriers and Mauritius Port Authority 'proof of purchase of a travel package including accommodation, on a full board basis, at a designated hotel for a mandatory 14-day **in-room** quarantine'. Visit this link for more details: <https://www.mymauritius.travel/articles/notice-all-travellers-mauritius>.

H. Qualifications and Experience of the Successful Consultant

Education:

A PhD or post-doctoral qualification in marine biology, marine science, or any other relevant field

Experience:

- Specific expertise in the field of Coral Reef Restoration, a good understanding of conservation, sustainable use, and management of marine and coastal biodiversity in tropical zone.
- At least 15 years of professional experience in conservation, sustainable use, monitoring and management of marine and coastal biodiversity.
- Previous participation in Coral Reef Conservation and MPA management programmes.
- Demonstrable experience in implementing equivalent AFB or other multilateral donor-funded projects.
- Be an effective negotiator with excellent oral and presentation skills; and
- A good working knowledge of international best practice in marine conservation, sustainable use and management of marine ecosystem is desirable.
- Has worked in regional projects and demonstrate the ability to bring regional coherence
- Has worked in or with small island states and understand their specificities.

Skills:

- Knowledge of Project Adaptive Management, as applied to conservation or natural resource management projects;
- Ability to effectively coordinate a large, multi-stakeholder project;
- Ability to 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;
- A good working knowledge of international best practice in conservation, sustainable use and management of marine and coastal biodiversity is desirable,
- Holder of a scuba diving certificate
- Knowledge in GIS would be an advantage; and
- Fluency in English is required and a working knowledge of French is desirable.

I. Scope of Price Proposal and Schedule of Payments

Payment Conditions

This is a lump sum contract that should include costs of consultancy, travel and other costs required to produce the above deliverables.

In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor based on the Certificate of Payment (CoP) and supporting documents/respective against the deliverables stipulated in Section D.

Travel costs will be paid as per actual travel costs claimed by the consultant after each mission and after written confirmation from the Regional Project Manager and verification by UNDP that the services have been satisfactorily performed.

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.

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 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 (including his/her experience and Tracking Tools), and a methodology on how they will approach and complete the assignment. **The technical offer should be submitted along with the P11 in a single pdf file;** and
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP. **The financial proposal should be submitted as a separate file (marked "Financial Proposal _CTA") to procurement.mu@undp.org and should be locked with a password that would be provided upon request and subject to the candidate being shortlisted after the interview.**

K. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

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

- a) Responsive/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.

Table 2 below provides the Evaluation Criteria for the Shortlisting of applicants.

Table 2: Evaluation Criteria for Shortlisting

Technical Evaluation	
A. Shortlisting Criteria	Max. Point
Education - A PhD or post-doctoral qualification in marine biology, marine science or any other relevant field.	5
Specific expertise in the field of Coral Reef Restoration, a good understanding of conservation, sustainable use and management of marine and coastal biodiversity in tropical zone;	5
Professional experience in conservation, sustainable use, monitoring and management of marine and coastal biodiversity;	5
Previous participation in Coral Reef Conservation and MPA management programmes	5
Good working knowledge of international best practice in marine conservation, sustainable use and management of marine ecosystem is desirable	5
Experience in working with multi stakeholders donor funded regional projects, including private stakeholders and NGOs, and working in SIDS	5
Relevant experience in project management, budget administration	5
Knowledge in GIS and Holder of a Scuba Diving Certificate	5
Language (English mandatory/French is a desirable)	5
Proposal and Methodology <ul style="list-style-type: none"> - Methodology and approaching for carrying out the activities and obtaining expected outputs - Understanding of the expected challenges and problems in implementation of this work and explain your approach to address and resolve them. - Action plan and timeline 	25
B. Interview	30
TOTAL max.	100

Candidates scoring a minimum of 70% of the technical evaluation, excluding the interview, on the above shortlisting criteria (49 out of 70 Points) would be considered for the interview.

Candidates scoring above 70% on the technical evaluation (including interview) would be considered for the Financial Evaluation.

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 method of calculation of the final score is shown in Table 3 below.

Table 3: Calculation of Scores for Selection of the CTA

Criteriaa	Weight	Max. Point
Technical Evaluation (inclusive of Interview)	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, UNDP

Date of Signing 01-Mar-2021

