



**Terms of Reference for procurement of consultancy services for a Chief Technical Advisor for the UNDP/GEF**

**‘Mainstreaming Invasive Alien Species (IAS) Prevention, Control and Management’ project**

<b>TITLE:</b>	International Consultant - Chief Technical Advisor
<b>SECTOR:</b>	Biodiversity
<b>LOCATION:</b>	Republic of Mauritius
<b>DUTY STATION</b>	Home based and Regional Travel – Republic of Mauritius (Mauritius, Rodrigues and St Brandon)
<b>DURATION</b>	175 working days (6 field missions and home-based) until May 2024 with the following breakdown: (80 field mission days and 95 working days home based)- Lump Sum contract based on set deliverables.
<b>STARTING DATE</b>	May 2021
<b>END DATE</b>	May 2024
<b>CONTRACT PERIOD</b>	175 days spread over 3 years

**A. Project Title:**

PIMS 5503- UNDP/GEF Mainstreaming Invasive Alien Species (IAS) Prevention, Control and Management.

**B. Project Description:**

The project was received by GEF on 14<sup>th</sup> of July 2016 and the preparation grant was approved on 28<sup>th</sup> of September 2016. The concept was approved on the 3<sup>rd</sup> of October 2016 and project was approved for implementation on 27<sup>th</sup> of July 2019. A Memorandum of Understanding between the Ministry of Agro Industry and Food Security and UNDP was signed on 6<sup>th</sup> of August 2019. The total cost of the project is 28,547,793 USD with 4M USD from GEF Project Grant and 24.5M USD as co- financing. The project implementation started in 2021 and the duration is six years (72 months).

The ‘Mainstreaming Invasive Alien Species (IAS) Prevention, Control and Management’ project seeks to safeguard globally significant biodiversity in vulnerable ecosystems, through the prevention, control, and management of Invasive Alien Species (IAS) in the Republic of Mauritius through strengthening the systemic, institutional and operational capacity by:

- Creating the policy and institutional frameworks needed for effective prevention, control and management of IAS to secure ecosystem goods and services under pressure from IAS. It builds the right enabling environments (policies, institutional coordination) for mainstreaming IAS prevention, control, and management;
- Establishing a multi-tier strategy for effective tackling of IAS - The strategy includes improved preventative measures at points of entry into the country and inter-Islands, early detection and rapid response programmes to eradicate new incursions. It also includes improved capacity to upscale proven methodologies for managing IAS on a landscape level &

- c) Up-to-date information for raising public awareness and enhancing understanding of the centrality of IAS programmes for protecting biodiversity, ecosystems, the economy, and livelihoods. It ensures that knowledge management supports monitoring, assessment and learning and forms the basis for adaptive project implementation, achievement of results, impacts, and upscaling of experiences in the Republic of Mauritius and in the region. This will ensure that the interventions of the project inform and influence the behaviours of a wider IAS constituency.

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

- Project Manager
- Project Officer
- Project Assistant
- Gender Officer (part-time)
- Communications Officer (part-time)

This project is being implemented by the National Parks and Conservation Service operating under the aegis of the Ministry of Agro Industry and Food Security.

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 advise on overall strategic direction and partnerships building. In view of achieving the relevant project strategies, objectives and outputs, additional technical specialists will be recruited for the following work:

1. Update the National Invasive Alien Species Strategy (NIASS) throughout a consultative and gender sensitive/responsive process;
2. Analyze gaps, weaknesses and constraints in the current border control and quarantine systems;
3. Develop plans for a future border control and quarantine system that builds upon existing measures and international models and experience;
4. Update the list of all alien species currently in the country;
5. Produce the two official lists (black and white);
6. Support the training & capacity building service providers in their tasks;
7. Design costed IAS management plans (including a system for monitoring IAS impacts on soil erosion, hydrology, IAS distribution & abundance);
8. Assist the RRA with the gazettelement of the Mourouk Valley PA, preparing the nomination files and developing the PA management plan for the new PA, with Sustainable Financing and Stakeholders Participation Plan;
9. Supervise the cost benefit analysis for selected IAS;
10. Supervise development of an M & E system for the project and lead the knowledge management aspect of the project &
11. Identify opportunities for technical publications and be the lead writer, linking the project to INVASESNET and other knowledge sharing platforms.
12. Assist in the drafting TORs and evaluation exercise for recruitment of consultancy services.

## C. Scope of Work

The Chief Technical Advisor (CTA) will be responsible for the technical quality control of Projects and support through advisory and capacity building services to the overall process.

For this project, he/she will render technical support to the Project Management Unit (PMU) and other project counterparts and develop an overall strategy for dynamic implementation by providing an international perspective on IAS management. He/she will provide technical inputs, trainings, prepare/review of Terms of Reference and review of the outputs and deliverables of consultants and other sub-contractors, build capacities and provide technical support to stakeholders in the areas management of Invasive Alien species, knowledge and information management, communication and marketing, monitoring, and impact assessment. He/She will report directly to the Project Manager and the UNDP.

### Duties and Responsibilities

#### ***Project Coordination***

- Provide advice on strategic direction, lead on partnerships building, networking at the regional level and ensure 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 GEF, 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 an effective synergy among the various consultancies and sub-contracted activities for the timely and effective implementation of all components of the project;
- Contribute to the preparation of Terms of Reference / Request for Proposals for consultants and sub-contractors, participate in the selection process and assessment of consultants' CVs or Firms proposals; review CVs and technical proposals and provide comments to the Bid Evaluation Committee on procurement and recruitment as required;
- Contribute to the update the National Invasive Alien Species Strategy (NIASS) throughout a consultative and gender sensitive/responsive process;
- Contribute to analyze gaps, weaknesses and constraints in the current border control and quarantine systems; develop plans for a future border control and quarantine system that builds upon existing measures and international models and experience; update the list of all alien species currently in the country (from existing knowledge and from new surveys) and their status as captive species, pets, wild/feral, etc., noting species benefits where appropriate; and produce the two official lists (black and white);
- Provide support for the training & capacity building of service providers in their tasks to:
  - i) provide the country access to taxonomic experts who can rapidly identify species of concern;
  - ii) establish teams of trained personnel who can be employed to delimit the extent of any new incursion and undertake activities to eradicate it; iii) develop an EDRR plan that assigns roles and responsibilities of all EDRR partners, (iv) develop a protocol for rapid response actions with a central hotline that the public can use to report suspicious new plants and animals, (v) design a regime of regular monitoring surveys at likely introduction sites for IAS (e.g., ports, nurseries) to discover new incursions, (vi) design and implement an outreach strategy to inform residents and institutional stakeholders of the need for vigilance and rapid reporting of new pests (financed under outcome 3); and (vii) set up and capitalize (using government co-finance) a dedicated rapid response fund to pay for program activities;
  - Design costed IAS management plans (including a system for monitoring IAS impacts on soil erosion, hydrology, IAS distribution & abundance);
  - Assist the RRA with the gazettelement of the Mourouk Valley PA, preparing the nomination files and developing the PA management plan for the new PA, with Sustainable Financing and Stakeholders Participation Plan;
  - Supervise the cost benefit analysis for selected IAS;
  - Track the implementation of the Action Plan in response to the Mid-Term Review;
  - Support the Project Manager in preparing and revising project action plans, work plans and financial plans;
  - Contribute to the development of the Project's sustainability plan;
  - Provide any required input to ensure timely submission of the Combined Project Implementation Review/Annual Project Report (PIR/APR), Technical Reports, quarterly financial reports, and other reports as may be required by UNDP, GEF, DGA and other relevant agencies, as per his role of Technical Quality Control;

- He/She will link the project to all the baseline projects, including those from which lessons have been drawn to inform the design of the IAS project, to continue collaboration and optimize synergies. S/he will identify opportunities for technical publications and be the lead writer, linking the project to INVASESNET and other knowledge sharing platforms;
- Advise personnel responsible for marketing and communication, for documentaries, TV spots, guidebooks and awareness campaign, and review all communications and awareness raising material produced for technical soundness, clarity and conciseness, etc &
- Perform other tasks as may be requested by the PMU and UNDP.

#### **D. Expected outputs**

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 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 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**

	<b>Activity</b>	<b>Tentative date</b>	<b>Fee (%)</b>	<b>Means of verification</b>	<b>Home-based/ Mission</b>
1	Produce an approved assignment work plan	May-21	10	Approved assignment work plan	Home-based
2	Assistance in the drafting TORs and evaluation exercise for the recruitment of the consultant for the review and update National Invasive Alien Species Strategy (NIASS) and NIASSAP in a consultative and gender sensitive/responsive process and implementation arrangements and funding provided.	Jun-21	1	TORs finalized and Evaluation report approved	Home-based
3	Initiate preliminary action with regards to the implementation status of previous NIASSAP and identify the gaps and propose the way ahead in close collaboration with the Consultant (NIASS/NIASSAP) and assess the progress and deliverables	2021-2024	15	Preliminary report completed (8%) and ongoing assessment of the deliverables (7%)	Home-based & mission

4	Assistance in the drafting TORs and evaluation exercise for the recruitment of the consultant for supporting the establishment of national and inter-island biosecurity priorities and resource needs, including baseline; implementation of pre-border, border and post-border inclusive of training establishment of national and inter-island biosecurity priorities and resource needs, including baseline; implementation of pre-border, border and post-border	Aug-21	1	TORs finalized and Evaluation report approved	Home-based
5	Assess the deliverables of the company recruited to support the establishment of national and inter-island biosecurity priorities and resource needs	2021-2024	5	Comments on the quality of the deliverables reported officially to the PMU	Home-based & mission
6	Prepare costed IAS management plans for all the pilot sites- Mauritius(3 sites), Rodrigues(2 sites) & St Brandon (1 Site)	Jun-22	12	Costed IAS Management Plans finalised	Home-based & mission
7	Prepare of nomination files and secure gazettelement for Mourouk Valley as a Nature Reserve in collaboration with PMU	Mar-22	5	Nomination dossier with all relevant information and with no further amendments submitted to Gouvernement	Home-based & mission
8	Prepare draft PA management plans, stakeholder participation plans and PA sustainable financing plans for Mourouk Nature Reserve.	Apr-22	5	Draft plans submitted	Home-based & mission
9	Assistance in the drafting TORs and evaluation exercise for the recruitment of the consultant for the finalising of PA management plans, stakeholder participation plans and PA sustainable financing plans for Mourouk Nature Reserve.	2021-2024	6	TORs finalized and Evaluation report approved (1%) and Management plans finalised (5%)	Home-based & mission
10	Assistance in the drafting TORs and evaluation exercise for the recruitment of 2 local consultants to assist the international consultants to undertake the climate change and IAS scenario mapping as well as the cost benefit analysis of IAS management and control	Sep-21	1	TORs finalized and Evaluation report approved	Home-based

11	Assistance in the drafting TORs and evaluation exercise for the recruitment of 2 international consultants to undertake the climate change and IAS scenario mapping as well as the cost benefit analysis of IAS management and control. benefit analysis of IAS management and control	Sep-21	1	TORs finalized and Evaluation report approved	Home-based
12	Assistance in the drafting TORs and evaluation exercise for the recruitment of to develop the database and design the IAS information management system	Sep-21	1	TORs finalized and Evaluation report approved	Home-based
13	Assess the deliverables of the company recruited to to develop the database and design the IAS information management system	2024	3	IAS information Management System Operational	Home-based & mission
14	Finalise a monitoring protocol to review the effectiveness of Project communication and outreach activities	2021-2024	3	Approved monitoring protocol to review the effectiveness of Project communication and outreach activities	Home-based & mission
15	Provide technical assistance and backstopping for awareness activities	2021-2024	3	Approved Annual CTA report on Awareness Raising activities (1%/yr)	Home-based & mission
16	Review of all training materials and the implementation of the technical training programme in technical training modules in IAS management for institution staff	2021-2024	4	Approval of all training materials and the implementation of the technical training programme in technical training modules in IAS management for institution staff	Home-based & mission
17	Identify opportunities for technical publications and be the lead writer, linking the project to INVASESNET and other knowledge sharing platforms	2021-2024	3	At least 3 information or scientific papers shared in platforms	Home-based
18	Support PMU in mid-term review, management response and updated project strategy	2021-2024	3	Mid-term review report finalized Management response completed - updated project strategy	Home-based

19	Assist the National Project Director and Project Manager in the preparation of the Combined Project Implementation Review/Annual Project Report (PIR/APR), inception report, technical reports, quarterly financial reports & lesson learnt for submission to UNDP, the GEF, other donors and Government Departments, as required.	2021-2024	9	Reports produced (3%/yr)	Home-based
20	Support PMU to update the existing multi-year workplan for the remainder of the project	Dec-21	3	Approved multi-year workplan	Home-based
21	Produce Mission Reports	2021-2024	6	Approved Mission Reports.	Home-based
	Total % under project		100		

### 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 the ceiling of the offered and approved amount based on the signed time sheet for the actual days worked, Certificate of Payment (CoP) and supporting documents/respective deliverables submitted by the contractor on a quarterly basis. The payment of consultancy fee would be based on the actual days worked confirmed by UNDP as well as the confirmation of received deliverables on quarter basis.

### Important Note

All deliverables shall be submitted in appropriate, editable, 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. He/She 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 PMT and UNDP.

## F. Duration of the work



The Chief Technical Adviser shall be for 175 working days over 3 years (6 field missions and home-based), starting May 2021 until May 2024 with the following breakdown: 80 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 Advisor will be based at the National Parks and Conservation Service operating under the aegis of Ministry of Agro Industry and Food Security.

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. Competencies and Qualifications**

### **Education**

- A PhD or post-doctoral qualification in Environmental Science, Natural Resources Management with specific expertise in the area of Invasive Alien Species Management with a good understanding of conservation, sustainable use and management of biodiversity; post-doctoral qualification is desirable but not a requirement;

### **Experience**

- At least 15 years of professional experience in conservation, sustainable use and management of biodiversity;
- Minimum 5 years specific experience at international level in Invasive Alien Species management;
- Experience in Sustainable Development will be an advantage;
- Demonstrable experience in implementing equivalent GEF or other multilateral donor-funded projects;
- Working experience with private sector and project national stakeholder institutions and agencies is desired;
- Experience with GEF Tracking Tools (financial scorecard and METT) is an asset;
- Experience in carrying out Training Needs Assessment is an asset;
- Knowledge of SIDS Biodiversity challenges would be an asset.

### **Skills**

- Good interpersonal and communication skill with the ability to effectively interact at senior levels of Government in a multi-disciplinary and multi-cultural environment;
- Strong drafting and reporting skills

### **Language:**

- Fluency in English (both written and verbal) and a good knowledge of French is an advantage.

### **Corporate Competencies:**

- Demonstrates commitment to UNDP's mission, vision and values;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work effectively with counterpart staff at all levels and with all groups involved in the project; and
- Highest standards of integrity, discretion and loyalty.

#### **Development and Operational Effectiveness**

- Ability to report analytical outputs in a clear, concise manner to a non-technical audience;
- Ability to maintain appropriate records / uphold quality assurance integrity;
- Strong drafting, presentation and reporting skills, excellent written communication skills;
- Strong IT competencies.

#### **Leadership and Self-Management**

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

### **I. Scope of bid price 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.. 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. 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 effected 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 best offer**

Individual consultant 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/compliant/acceptable technical proposal; 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: Technical evaluation criteria:**

<b>A. Short listing Criteria</b>	<b>Max. Point</b>
Education- A PhD or post-doctoral in a subject related to Invasive Alien Species Management	5
At least 15 years of professional experience in conservation,sustainable use and management of biodiversity.	5
Minimum 5 years specific experience at International level in Invasive Alien species management.	5
Specific donor funded project experience in the area of IAS, Protected Areas, Biodiversity strategies and action plan & global biodiversity targets - Minimum 3 projects at similar level	5
Specific experience in preparation of local, national or regional strategies on IAS Management - Minimum 3 projects	4
Specific working experience in SIDS - Minimum 3 projects	3
Relevant experience in project management, budget administration	3
Specific experience completing at least one GEF PA Tracking Tool	3
Demonstrated experience with private stakeholders involvement projects in the IAS or Biodiversity focal area	3
Demonstrated Experience in carrying out Training Needs Assessment - minimum 3 projects	3
Demonstrated Experience as workshop facilitator/trainer	3
Language (English mandatory/French is a plus)	3
Proposal and 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 approach to address and resolve them; Action plan and timeline.	25
<b>B. Interview</b>	30
<b>Total maximum</b>	<b>100</b>

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**

Criteria	Weight	Max. Point
Technical score + 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 CO

Date of Signing: 26 March 2021