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CALL FOR PROPOSALS

Call for Proposals from NGOs for the implementation of Coral Reef Restoration activities in Rodrigues

CFP No.: CFPMUSCRR2021-002

Project: UNDP Supported - Adaptation Fund financed "Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future" and GEF Funded "Mainstreaming Biodiversity into the Management of Coastal Zones of the Republic of Mauritius"

Country: Mauritius

Issued on: 1 April 2021

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Call for Proposals (CFP) for the above-referenced subject. This CFP includes the following documents and the Standard Terms and Conditions of Contract:

Section 1: This Letter of Invitation

Section 2: Instructions

Section 3: Terms of Reference

Section 4: Request for Information Template

Section 5: Proposal Template

Annex I: Partner Capacity Assessment Tool (PCAT) (for information only)

Annex II: Responsible Party Agreement (for information only)

If you are interested in submitting a Proposal in response to this CFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this CFP and submit it by the deadline for Submission of Proposals.

The contact person for this call for proposals is Mrs Rachna Ramsurn, Regional Project Manager. Email. rachna.ramsurn@undp.org. UNDP will organise a pre-bid meeting on 15 April 2021, on Zoom platform @ 14 hrs Mauritius time (meeting details in Section 2 – Instructions). Interested bidders should inform the Regional Project Manager accordingly.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:



Name: Satyajeet Ramchurn

Title: Head of Environment Unit

Date: **March 31, 2021**

Section 2. Instructions

I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

This Call for Proposals (CFP) is specifically related to the **UNDP/Adaptation Fund 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' project**, directly implemented by the UNDP. In the Republic of Mauritius, the project is implemented in collaboration with the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping (MBEMRFS), more specifically the Albion Fisheries Research Centre (AFRC) and the Mauritius Oceanography Institute (MOI) and the Rodrigues Regional Assembly (RRA). This initiative is also partly being funded from the 'GEF Mainstreaming biodiversity into the Management of Coastal Zone in the Republic of Mauritius' project.

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. In the Republic of Mauritius, the project objective will be achieved through the development of a sustainable partnership and community-based approach to reef restoration, the establishment of coral farming and nursery facilities, and the active restoration of degraded reefs.

Therefore, as part of the project, NGOs will be selected to carry out coral restoration and associated work, awareness raising activities and training for alternative livelihoods. NGOs entering into contracts with UNDP should be aware that in all expenditure to be incurred under the project, the UNDP Financial Regulations and Rules and the UNDP Social and Environmental Safeguards policies and procedures will be applicable to all project activities.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

The objective of this CFP is to select **one NGO in Rodrigues** to implement, contribute and support the achievement of specific project outcomes and activities. The project approach is to ensure that targeted beneficiaries acquire the technical skills required to become engaged in coral reef plantation and restoration activities, monitoring and maintenance of nurseries and coral reef sites restored.

The UNDP Project Management Team, MOI and AFRC will also conduct extensive orientation to selected staff of the NGO and relevant stakeholders to familiarise them with the overall scope and structure of the project as well as specific training on coral restoration techniques, building, monitoring and maintenance of nurseries and coral restoration sites.

The activities to be conducted by the selected NGO are as follows:-

- (i) A stakeholder analysis for the selection of communities/individuals who will work under the project;
- (ii) Training on Advanced scuba diving for 2 representatives of the RRA and 2 staff of the selected NGO;
- (iii) Training of beneficiaries selected following the stakeholder analysis on the following:-
 - a) Snorkelling and Emergency First Response (First Aid)
 - b) Construction of rope nurseries
 - c) Coral plantation techniques
 - d) Establishing and maintaining coral nurseries in the ocean
 - e) Transplantation of corals
 - f) Monitoring and maintenance of restoration sites
- (iv) Sensitisation and awareness campaigns on coral restoration;

- (v) Manufacturing, deployment, population and maintenance of ocean-based nurseries;
- (vi) Transplantation of corals and regular monitoring and maintenance;
- (vii) Development of a strategic plan for self-sustaining nurseries and building partnership with the private/hotel sector;
- (viii) Conducting of Environment and Social Impact Monitoring; and
- (ix) Carrying out a livelihood survey and produce the necessary reports.

The detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Section 3**

Final Beneficiaries

Eligible proposals will be those focused on **achieving the specified results** in the terms of reference and targeting coastal communities, including participants from female-headed households as the direct and final beneficiaries. The final beneficiaries will benefit from:

- Improved shoreline protection and from the growth of the economy through receiving benefits through remuneration for work done, including tourism and direct employment on restoration initiatives;
- Reduction in the impact of climate change on local communities and coral reef-dependent economic sectors in Mauritius and Seychelles by implementing coral reef restoration with thermal tolerant corals as adaptation to climate change.

III. ELIGIBILITY & QUALIFICATION CRITERIA

The parameters that will determine whether a NGO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template.

Request for Information template – **Section 4**

IV. PROPOSAL

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO's response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

The proposal template is at **Section 5**

V. EVALUATION CRITERIA & METHODOLOGY

a) Proposals will be evaluated based on the following criteria:

- 1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.

- 2) High impact interventions directly targeting and responding to the needs established in the ToR.
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

The evaluation criteria applicable for the call for proposals are shown in the Tables below.

Table 1: Summary of Technical Proposal Evaluation

Overall Criteria		Score Weight	Points Obtainable
1.	NGO Eligibility and qualifications	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
Total			1000

Table 2: Detailed sub-criteria

NGO Eligibility and Qualifications		Points obtainable
1.1	Achievements of the NGO in past and current projects in marine biodiversity	15
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial stability - Age/size of the NGO - Strength of project management support - Project co-financing capacity (at least 25% of the grant amount: in-cash or in-kind) - Project management controls 	20 20 20 20 20
1.3	Extent to which any work would be subcontracted, including agreement with the sub-contractor, mentioning work to be sub-contracted and the professional capacity of the sub-contractors	20
1.4	Quality assurance procedures, warranty	40
1.5	Relevance of: <ul style="list-style-type: none"> - Specialised Knowledge - Experience on Similar Programme / Projects - Experience in managing/implementing projects of value above USD 200,000 - Experience on Projects in the Region - Experience in managing donor-funded projects 	25 25 25 25 25
Total points obtainable for NGO Eligibility and Qualifications		300
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30

NGO Eligibility and Qualifications			Points obtainable
2.2	Have the important aspects of the task been addressed in sufficient detail?		25
2.3	Are the different components of the project adequately weighted relative to one another?		20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?		55
2.5	Is the conceptual framework adopted appropriate for the task?		65
2.6	Is the scope of task well defined and does it correspond to the TOR?		120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		85
	Total points obtainable for Proposed Methodology, Approach and Implementation Plan		400
Management Structure and Key Personnel			
3.1	Site Project Coordinator		130
	-Educational qualifications - Minimum MSc in Marine Sciences or related fields	20	
	- Professional experience – at least 5 years in marine conservation and at least 2 years in coral restoration	30	
	- Experience in conducting training and working with the community	20	
	- Diving qualifications - Minimum Advanced Scuba diving certification, e.g. PADI Rescue Diver, CMAS 3 stars or other equivalent certification	20	
	- Experience in working in Rodrigues / Mauritius and Knowledge of the SEMPA region	20	
	- Language Qualifications - Excellent written and oral English, French and Mauritian Creole competency required	20	
3.2	Site Project Assistant		130
	- Educational qualifications - Minimum BSc in Marine Sciences or related fields	20	
	- Professional experience – at least 3 years in marine conservation and at least 1 year in coral restoration	30	
	- Experience in conducting training and working with the community	20	
	- Diving qualifications	20	
	- Experience in working in Rodrigues / Mauritius and Knowledge of the SEMPA region	20	

NGO Eligibility and Qualifications			Points obtainable
	- Language Qualifications - Excellent written and oral English, French and Mauritian Creole competency required	20	
3.3	Expertise of any additional staff allocated to the project		40
	Total points obtainable for Management Structure and Key Personnel		300

b) Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/ NGO proposed approach and methodology. CSO have to provide their best technical proposal and financial breakdown (within the budget) ,clearly stating proposed overheads. Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. **CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be rejected.**

Proposals have to translate community needs into implementable activities by the NGOs/CSOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

c) Budget size and duration

It is intended to select **one NGO in Rodrigues** through this CFP. Proposals' amounts should be of a maximum of **USD 350,000. The NGO should have its seat in Rodrigues.**

The amount requested in the proposal should commensurate with the organization's administrative and financial management capabilities. The project duration will not exceed **5 years**. As regards the budget of the proposal, UNDP retains the right to negotiate with the selected NGO, prior to signing agreement, to ensure value for money.

VI. SELECTION PROCESS:

The UNDP will review proposals through a five-step process:

- (i) determination of eligibility;
- (ii) technical review of eligible proposals;
- (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal;
- (iv) round of clarification (if necessary) with the highest scored proposal; and
- (v) Responsible Party Agreement (RPA) signature

VII. SUBMISSION PROCESS

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals through the e-Tendering system (<https://etendering.partneragencies.org>)
The following documents must be submitted in order for the submission to be considered:

- 1) Documentation requested in the Request for Information (RFI) (**template at Section 4**)
- 2) Detailed Proposal (**template at Section 5**)
- 3) CVs of key personnel proposed
- 4) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.
- 5) Copy of the registration certificate of the NGO at national level.

- 6) Any recommendation and endorsement letters from UN partners and international NGOs.

Only one submission per organisation is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

All information related to E-tendering process :

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

Submission Deadline

Proposals, with supporting documents, should be submitted by **Friday 30 April 2020 - 23:59 New York Time**.

Potential applicants should refer to the "Frequent Asked Questions" posted in UNDP's website.

http://www.undp.org/content/undp/en/home/operations/about_us/frequently_askedquestions.html

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail rachna.ramsurn@undp.org, cc: ayesha.aumeeruddy@undp.org and sevika.varaden@undp.org

Note: UNDP reserves the right not to fund any proposals arising from this Call for Proposals

Estimate Competition Timeline

Below is an estimated timeline for this Call for Proposals.

01 April 2021: Call for Proposal opens and relevant documents are posted online and advertised in local newspaper.

15 April 2021: Information session via Zoom at 14 00 hrs Mauritius time

<https://undp.zoom.us/j/86293683269?pwd=ZGU0K2l1UjNjbWJvZVVMQ0V6Y0NtUT09>

Meeting ID: 862 9368 3269

Passcode: 045808

30 April 2021: Deadline for organizations to submit proposals under this Call.

03 May 2021 to 04 June 2021: Assessment and selection processes will take place.

26 June 2021: Selected applicants will be notified.

IMPORTANT ADDITIONAL INFORMATION

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

Section 3. Terms of reference

1. 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 overall objective of this project is to reduce the impact of climate change on local communities and coral reef-dependent economic sectors in Mauritius, Rodrigues and 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:

- (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.

Secondly, under the GEF funded Mainstreaming Biodiversity in the management of the coastal zones of the Republic of Mauritius project, the objective is to support alternative livelihoods while at the same time ensuring the mainstreaming of biodiversity in the productoon landscapes. As such the GEF funded Mainstreaming Biodiversity project will also contribute to the grants which will be allocated to the selected NGOs.

The purpose of this call for proposals is to select one NGO to carry out coral restoration related activities under the above projects and related objectives, specifically for the island of Rodrigues.

2. Target Locations and Beneficiaries

As per the project document, the site for coral restoration activities in Rodrigues will be within the South East Marine Protection Area (SEMPA). The sites within the SEMPA will be selected based on studies and assessments made by the Mauritius Oceanography Institute and the Albion Fisheries Research Centre, taking into account environmental parameters such as water quality and current pattern analysis.

The target beneficiaries for this initiative are:

- (i) The selected local partner which would be an NGO as main partner and can sub-contract other partners for specific activities.
- (ii) The beneficiaries which would be the fishermen communities, unemployed women in coastal communities and young unemployed persons, especially affected by the operationalisation of Marine Parks and Fishing Reserves in Rodrigues;
- (iii) Potential members of the community and hotel sector wanting to engage in coral restoration activities; and
- (iv) Relevant Government partner agencies

The region of SEMPA in Rodrigues has been identified for implementation of the activities. However, these may change depending on the prevailing situation and availability of suitable beneficiaries in the locations at the time of implementation.

3. Strategy and Activities

UNDP will be engaging with NGO's that will be selected through this competitive process to implement, contribute and support the achievement of the following outcomes and delivery of the project activities. The project approach is to ensure that targeted beneficiaries acquire the technical skills required to become engaged in coral reef plantation and restoration activities, monitoring and maintenance of nurseries and coral reef sites restored.

The UNDP project team, the Mauritius Oceanography Institute (MOI) and Albion Fisheries Research Centre (AFRC) will also conduct orientation **to staff of the selected NGO to become trainers** under the project and to other selected partners (such as RRA) to familiarize them with the overall scope and structure of the project as well as specific training on

- (i) coral reefs restoration techniques
- (ii) building of rope nurseries
- (iii) maintenance of ocean-based nurseries and coral reef sites restored
- (iv) Transplantation of corals
- (v) Monitoring of ocean-based nurseries and coral reef sites restored
- (vi) Environment and Social Impact Monitoring
- (vii) Livelihood Impact survey

3.1. Scope of Services, Expected Outputs and Target Completion

The activities to be conducted in Rodrigues will comprise the following:-

1. Carrying out a stakeholder analysis to select
 - a. **At least 30 members** to trained to implement activities under the project.
 - b. **At least 150 members** from the community and hotel sector to be trained in coral restoration activities.
2. Training on Advanced scuba diving e.g PADI rescue diver level, CMAS 3 stars or other equivalent accredited institution for the following:-
 - a. 2 representatives from RRA
 - b. 2 representatives from the NGO selected
3. Training of communities to implement project activities as follows:-

At least 30 stakeholders selected at 1(a) above on

- Snorkelling and Emergency First Response (First Aid)
- Construction of rope nurseries
- Coral plantation techniques
- Establishing, monitoring and maintaining coral nurseries in the ocean
- Transplantation of corals
- Monitoring and maintenance of restoration sites

At least 150 stakeholders selected at 1(b) on: -

- Construction of rope nurseries
- Coral plantation techniques

- Establishing, monitoring and maintaining coral nurseries in the ocean
 - Transplantation of corals
 - Monitoring and maintenance of restoration sites
- 4 Sensitisation and awareness campaigns on coral reef restoration.
 - 5 Manufacture, deploy, populate and maintain ocean-based nurseries
 - 6 Transplantation of corals in SEMPA and conduct regular monitoring and maintenance.
 - 7 Develop a strategic plan for self-sustaining nurseries and building partnership with the private/hotel sector.
 - 8 Conduct Environment and Social Impact Monitoring and produce relevant reports annually in compliance with the UNDP Social and Environmental Safeguards policies.
 - 9 Carry out Annual livelihood survey report to assess the impact of the project activities on the community/beneficiaries.

3.2 Scope of technical proposal and technical format

In order to undertake the scope of work under this Terms of Reference (TOR) the NGO is **required to either 'have' or 'make available' a resource centre that can host at least 30 beneficiaries and has the necessary facilities undertaking the activities described in this TOR.** Therefore, the NGO needs to provide proof of existing resource centre to be able to host the project.

The potential NGO needs to come up and submit a proposal with a clear approach, methodology, implementation plan, budget and other relevant strategies and section to undertake and cover the following scope of work and deliver the expected outputs of the project outlined in the previous section. All reports and materials produced shall take into account the gender dimension in design, and implementation. All reports supplying information on project activities shall contain data which is gender disaggregated from the outset to facilitate reporting to the UNDP and Adaptation Fund.

1. Carrying out a stakeholder analysis to select

- (i) **At least 30 members to be trained implement activities under the project; and**
- (ii) **At least 150 beneficiaries from the community and hotel sector to be trained in coral restoration activities.**

Under this activity, the following sub-activities need to be undertaken:

- a) Develop selection criteria for the engagement with members under 1(i) and 1 (ii). This will be approved by the UNDP.
- b) Engage community members and authorities and other members explaining objectives and criteria for selection of targeted beneficiary groups in order to facilitate identification and manage community expectations.
- c) Systems (for Registration) and Service (Case Management) for beneficiaries developed, established, tested and implemented, including the following:
 - (i) Registration of beneficiaries between the age of 18 and 50, with around one-third beneficiaries being female, with particular attention given to female headed household, along with the initial health assessment.
 - (ii) During this phase, approach community members, to assist in screening processes for the identification and selection of the beneficiaries.
 - (iii) Through this process establish a pool of potential beneficiaries and approach the other beneficiaries and give them the opportunity to voluntarily enrol into the

- project
- (iv) Beneficiary attendance and profile is updated on a daily basis by the project coordinator.
- (v) Provision for the graduation ceremony with proper certification of graduates.

2. Training on Advanced scuba diving e.g PADI rescue diver level, CMAS 3 stars or other equivalent accredited institution (including the examination fees) for the following:-

- a. 2 representatives from RRA
- b. 2 representatives from the NGO selected

Two members of the NGO and RRA will be trained to acquire and Advance Scuba Diving certificate. The NGO needs to demonstrate how these two members will contribute in the implementation of project activities in its proposal.

The NGO will procure Diving sets for the 4 representatives to be trained and the Project Site Coordinator and a sum of USD 10,970 has been earmarked for this procurement exercise, including insurance for 5 years. The specifications will be cleared by the UNDP. The equipment procured will remain the property of UNDP. The equipment procured will remain the property of UNDP throughout duration of the project.

3. Conduct training for beneficiaries selected at 1(i) and 1(ii) above.

Under this activity, the following sub-activities need to be undertaken:

- a) Develop a training programme for each category of beneficiaries, including timeline, for each areas of training. Prior to the training programme being implemented by the NGO, the **training programme will be approved by UNDP**. The programme should be in line with the Environmental and Social Management Plan (ESMP) and the Security Plan/Plans in relation to Standard 7 on Labour and Working Conditions which will be developed by a consultant under this project.
- b) Establish a learning timetable for each category of beneficiaries The areas of training to be conducted are as follows:-

Training of **at least 30** stakeholders selected at 1(i) above on

- Snorkelling and Emergency First Response (First Aid)
- Construction of rope nurseries
- Deployment of rope and table nurseries
- Coral plantation techniques
- Establishing, monitoring and maintaining coral nurseries in the ocean
- Transplantation of corals
- Monitoring and maintenance of restoration sites

Training of **at least 150** stakeholders selected at 1(ii) on-

- Construction of rope nurseries

- Coral plantation techniques
- Establishing, monitoring and maintaining coral nurseries in the ocean
- Transplantation of corals
- Monitoring and maintenance of restoration sites

c) Procure the snorkelling equipment for the 30 direct beneficiaries working under the project, as per specifications provided by the PMT. *A sum of USD 13,500 has been earmarked for this procurement, including insurance for 5 years. The specifications will be cleared by the UNDP. The equipment procured will remain the property of UNDP throughout duration of the project.*

4. Sensitisation and awareness campaigns on coral reef restoration.

Under this activity, the following sub-activities need to be undertaken:

- a) Develop a plan for sensitisation and awareness campaigns which would be approved by UNDP. This will include the plan of action with details of methods, channels, approach and capacities like communications person.
- b) Deliver activities for sensitisation and campaigns, including launching event.
- c) Develop materials in creole language to facilitate dissemination of information
- d) Conduct Sensitization and awareness-raising within the community and users of SEMPA and at national level in Rodrigues on the objectives of the project conducted. This Activity should take into account the Community Development Plan and Youth and Gender Assessment and Action Plans developed under the project.
- e) Provide for visibility e.g. project signboards, banners, t-shirts, posters and other accessories for awareness.
- f) Produce photos, video clips, success stories and quotes/interviews from beneficiaries.

5. Manufacture, deploy, populate and maintain ocean-based nurseries

Under this activity, the following sub-activities need to be undertaken:

- a) Procure the equipment for the construction of 40 rope nurseries and 50 table nurseries. The specifications for these will be provided by the UNDP in collaboration with MOI and AFRC.

A sum of USD 36,000 has been earmarked for the purchase of rope nurseries and USD 55,000 for the purchase and construction of table nurseries, including the cost of sub-contracting, if any, for the construction of the table nurseries. The rope and table nurseries will remain the property of UNDP throughout duration of the project.

- b) Train the community members to manufacture the rope nurseries and construct or subcontract the construction of table nurseries, as per specifications to be provided.

With the assistance of the direct beneficiaries,

- c) Deploy the rope and table nurseries in the ocean at appropriate sites identified under the project at SEMPA.
- d) Populate the rope and table nurseries.
- e) Conduct regular monitoring and maintenance of the rope and table nurseries in the ocean

6. Transplantation of corals in SEMPA and conduct regular monitoring and maintenance

Under this activity, the following sub-activities need to be undertaken:

With the assistance of the direct beneficiaries,

- a) Once the corals planted in the ocean nurseries have reached a certain growth, transplant these corals at restoration sites identified under the project in SEMPA.
- b) Conduct regular monitoring of the restoration sites
- c) Conduct proper maintenance of the restored sites.

7. Developing a strategic plan for self-sustaining coral restoration work in Rodrigues and establishment of partnership

Under this activity, the following sub-activities need to be undertaken:

- a) Develop a plan on how to ensure sustainable financing mechanisms for maintenance and monitoring of coral restoration work, taking into advantage Corporate Social Responsibility (CSR) and other similar opportunities to leverage funding.
- b) Explore possibilities of establishing partnership agreements with hotels and community groups. This can include the “ Adopt- a-reef” approach which is used in some countries.

8. Environment and Social Impact Monitoring(ESIM) - The Environment and Social Monitoring Plan will include a matrix on what and how to collect information to ensure proper monitoring of indicators for the Activity Partners to report. Training on this aspect will also be provided by the ESMP consultant.

Under this activity, the following sub-activities need to be undertaken:

- a) Conduct the Environment and Social Impact Monitoring at the pre-defined intervals at each nursery and restoration site.
- b) Fill in the monitoring the matrix prepared by the ESMP consultant. This includes coral reef status and other key environmental and social parameters for potential nursery sites such as live coral cover, fish and other fauna and flora density.
- c) Report bi-annually to UNDP PMT and RRA, highlighting pertinent issues.

9. Carry out livelihood surveys and produce annual reports - A Livelihoods Action Plan for Rodrigues will be prepared by the ESMP consultant to address the project’s focus on income-generating activities in vulnerable target communities. The plan will include a survey questionnaire to be used as a guide by the NGO to measure and monitor the indicators and evaluate the impact of the project on direct and indirect beneficiaries.

The livelihood survey will be carried out annually to establish the baseline, to report on the impact of the project. Relevant training on this aspect will also be provided by the consultant to the NGO.

The list of deliverables is detailed at Table 1 below:

Table 1: List of Deliverables and timeline

SN	Deliverables	Tentative Delivery date (will be discussed at contract agreement with selected NGO)	Percentage of Total Price and Triggers for Payment Tranches	Price (Lump Sum, All Inclusive)
1	Deliverable 1 Signature of contract and submission of agreed work plan	25 June 2021	10%	
2	Deliverable 2 The following reports will be delivered: <ul style="list-style-type: none"> Stakeholder Analysis and Selection Environmental and Social Impact Monitoring report Workplan for training programmes Livelihood survey initial report Plan on Sensitisation and awareness Financial report 	15 September 2021	10%	
3	Deliverable 3 Progress Report on the following activities (including relevant documentary evidence confirming the goods are being procured) <ul style="list-style-type: none"> Procurement of Snorkelling equipment Procurement of materials for the construction of rope and table nurseries Procurement of 4 diving sets Sensitisation and awareness campaigns on coral reef restoration – launching events, materials, signposts, banners, T-shirts, posters 	15 October 2021	15 %	

SN	Deliverables	Tentative Delivery date (will be discussed at contract agreement with selected NGO)	Percentage of Total Price and Triggers for Payment Tranches	Price (Lump Sum, All Inclusive)
	and other accessories for awareness <ul style="list-style-type: none"> Financial report 			
4	Deliverable 4 Progress report on the following activities <ul style="list-style-type: none"> Completion of Procurement of Snorkelling equipment Completion of Procurement of materials for the construction of rope and table nurseries Completion of Procurement of 4 diving sets Sensitisation and awareness campaigns on coral reef restoration Financial report 	15 February 2022	10%	
5	Deliverable 5 Report on <ul style="list-style-type: none"> Sensitisation and awareness campaigns on coral reef restoration Environmental and Social Impact Monitoring report Completion of construction of rope and table nurseries Deployment of ocean nurseries Training on Advanced Scuba Diving Training on Snorkelling Training on Coral plantation techniques Livelihood survey 2022 	15 July 2022	5%	

SN	Deliverables	Tentative Delivery date (will be discussed at contract agreement with selected NGO)	Percentage of Total Price and Triggers for Payment Tranches	Price (Lump Sum, All Inclusive)
	<ul style="list-style-type: none"> Draft report on the development of strategic plan Draft partnership agreement with private/hotel sector, with MOUs Financial report 			
6	Deliverable 6 Report on the following: <ul style="list-style-type: none"> Establishing, populating and maintaining coral nurseries in the ocean Environmental and Social Impact Monitoring report Livelihood survey 2023 Final strategic plan Final partnership agreement with private/hotel sector, with MOUs Financial report 	15 February 2023	7.5%	
7	Deliverable 7 Report on the status of the following activities: <ul style="list-style-type: none"> Environmental and Social Impact Monitoring report Sensitisation and awareness raising activities conducted Establishing, populating and maintaining coral nurseries in the ocean Financial report 	15 July 2023	5%	
8	Deliverable 8 Report on the status of the following activities: <ul style="list-style-type: none"> Maintenance and Monitoring of ocean-based nurseries. 	15 February 2024	7.5%	

SN	Deliverables	Tentative Delivery date (will be discussed at contract agreement with selected NGO)	Percentage of Total Price and Triggers for Payment Tranches	Price (Lump Sum, All Inclusive)
	<ul style="list-style-type: none"> • Transplantation of coral at the restoration sites • Sensitisation campaigns • Environmental and Social Impact Monitoring report • Livelihood survey 2024 • Financial report 			
9	Deliverable 9 Report on the status of the following activities: <ul style="list-style-type: none"> • Transplantation of coral at the restoration sites • Maintenance and monitoring of nurseries and restoration sites • Environmental and Social Impact Monitoring report • Financial report 	15 July 2024	5%	
10	Deliverable 10 Report on the status of the following activities: <ul style="list-style-type: none"> • Transplantation of coral at the restoration sites • Maintenance and monitoring of nurseries and restoration sites • Environmental and Social Impact Monitoring report • Livelihood survey 2025 • Financial report 	15 February 2025	7.5%	
11	Deliverable 11 Report the following activities: <ul style="list-style-type: none"> • Transplantation of coral at the restoration sites • Maintenance and monitoring of nurseries and restoration sites. • Environmental and Social Impact Monitoring report 	15 July 2025	5%	

SN	Deliverables	Tentative Delivery date (will be discussed at contract agreement with selected NGO)	Percentage of Total Price and Triggers for Payment Tranches	Price (Lump Sum, All Inclusive)
	<ul style="list-style-type: none"> Sensitisation and awareness raising activities conducted Financial report 			
12	<ul style="list-style-type: none"> Deliverable 12 Report on the status of the following activities: Transplantation of coral at the restoration sites Maintenance and monitoring of nurseries and restoration sites. Environmental and Social Impact Monitoring report Financial report 	15 February 2026	7.5%	
13	Deliverable 13 Report on the status of the following activities: <ul style="list-style-type: none"> Transplantation of coral at the restoration sites Maintenance and monitoring of nurseries and restoration sites. Environmental and Social Impact Monitoring report Livelihood survey 2026 Final Completion report Final Financial report 	24 July 2026	5%	
	Total		100%	

Management Arrangements

The selected NGO will be guided by the Project Management Team (PMT) of the Coral Reef Restoration project, who will be responsible for the overall coordination and ensure that each NGO is on target in terms of project implementation. The PMT will be advised by the CTA and the Responsible Parties.

The PMT will also ensure that activities implemented through NGO are in line with the objectives of the project, have higher standard of quality and implementation is in accordance with the plan and the resources are expended properly in accordance with the approved budget.

General Monitoring requirements

In accordance with the programming policies and procedures outlined in the UNDP User Guide, and at the requirement by the donor, the project will be monitored and reported through the following:

Within the Project cycle

- On a monthly basis, monitoring will be undertaken by either UNDP PMT and/or the MOI and AFRC Officials and RRA. This will take place through site visits, and progress meetings.
- The selected NGO would be doing their own monitoring and will share the monitoring reports and findings with UNDP and RRA.

Reporting and Visibility:

As part of the technical proposal, applicant organization is required to propose comprehensive reporting and visibility plan of action with details of methods, channels, approach, capacities like communications person in order to provide sufficient reporting and visibility for UNDP and its donors, in this case the Adaptation Fund. UNDP requires the following minimum report and visibility: -

- Quarterly progress reports with financial status as per UNDP template
- Ad-hoc reports: Upon the request of UNDP
- Annual Progress Reports, as per UNDP template and guidelines
- Final financial report, final narrative report (reflecting challenges, issues, risks, impact, roles of various stakeholders, reporting template will be provided by UNDP project team),
- Pictures, videos, press releases,
- Success stories and case studies
- Newsletter including progress of project activities, success stories and case studies.

The UNDP, the Adaptation Fund and GEF visibility guidelines shall be adhered to. The NGO shall arrange for high quality photographs to be taken at suitable points for inclusion in the various reports.

Duration of the Work

The work is expected to be performed from **June 2021 to June 2026**.

The target is to complete the project activities in five years.

The activities and outputs produced by the recipient institution will be reviewed quarterly.

Qualifications of the Successful Partner organization at Various Levels

The recipient organization should be non-profit, a non-affiliated, non-governmental organization registered in the Republic of Mauritius.

The recipient NGO should have excellent track record and adequate experience in implementing similar projects with the UN agencies or International NGOs in Rodrigues. The recipient organization should possess adequate financial, human resource and management capacity to undertake the project.

The recipient organization, its board members and its key staff members should be clean from any past corruption or misuse of funds or misuse of power of any kind. If there is a staff member of UNDP, who has any relationship with the organization, as an owner or relative of the owner or member of BOD or part of their management team, etc., should be officially reported prior to starting any process, if not reported prior to the selection process and then selected this will affect the organization.

This TOR is approved by:



Name: Satyajeet Ramchurn

Title: Head of Environment Unit

Date: **March 31, 2021**

Section 4. Request for Information Template

REQUEST FOR INFORMATION (RFI) FROM CSO/NGO

1. OBJECTIVE

This is a Request for Information (RFI) from national CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas:

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

2. INFORMATION REQUESTED

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO's alignment with UNDP requirements.

All CSOs/NGOs whose information are found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Partner Capacity Assessment Tool (PCAT), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the PCAT is attached **for information only**. **Please do not submit the PCAT form at this stage.**

Topic	Areas of Inquiry/ Supporting documentation	Response
1. Proscribed organizations	<p>1. <i>Is the CSO/NGO listed in the UN's list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?</i></p> <p>2. <i>Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.</i></p>	
2. Legal status and Bank Account	<p>1. <i>Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO? <u>Please provide copies of all relevant documents evidencing legality of operations.</u></i></p>	

Topic	Areas of Inquiry/ Supporting documentation	Response
	2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)	
3. Certification/ Accreditation	Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in: <ul style="list-style-type: none"> • Leadership and Managerial Skills • Project Management • Financial Management • Organizational standards and procedures • Other 	
4. Date of Establishment and Organizational Background	1. When was the CSO/NGO established? 2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs) 3. Who are your main donor/ partners? 4. Please provide a list of all entities that the CSO/NGO may have an affiliation with. 6. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.	
5. Mandate and constituency	1. What is the CSO/NGO's primary advocacy / purpose for existence? 2. What is the CSO/NGO's mandate, vision, and purpose? (no more than 2 paragraphs) 3. Is the CSO/NGO officially designated to represent any specific constituency?	
6. Areas of Expertise	1. Does the CSO/NGO have expertise in any of the key areas identified above in this RFI? 2. What other areas of expertise does the CSO/NGO have?	
7. Financial Position and Sustainability	1. What was the CSO/NGO's total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.	

Topic	Areas of Inquiry/ Supporting documentation	Response
	<p>2. <i>What is the CSO/NGO's actual and projected inflow of financial resources for the current and the following year?</i></p> <p>3. <i>Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).</i></p>	
8. Public Transparency	<p>1. <i>What documents are publicly available?</i></p> <p>2. <i>How can these documents be accessed? (Pls provide links if web-based)</i></p>	
9. Consortium	<p>1. <i>Do you have the capacity to manage a consortium?</i></p> <p>2. <i>Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.</i></p> <p>3. <i>Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.</i></p>	

3. CLOSING DATE

A completed RFI with requested attachments must be submitted through the eTendering system (<https://etendering.partneragencies.org>) by the deadline for the submission of proposals.

Section 5. Proposal Template

Call for Proposals from NGOs for the implementation of activities in Rodrigues under the UNDP/Adaptation Fund 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' Project

CFPMUSCRR2021-002 Proposal Template

NGO Name:	
Contact person / Position / Contact details (e-mail, mobile):	
Site for which proposal is submitted (one proposal required per site):	
Total Value in USD:	

1. Proposed Methodology, Approach, quality assurance plan and Implementation Plan

This section should demonstrate the NGO's response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

*Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an **implementation timetable and a quality assurance**. The implementation timetable should be related to the budget breakdown provided at Section 6 and should provide a clear indication of the budget items required per activity and per Quarter.*

2. Management Structure and Resource (Key Personnel)

This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

3. Risk Management

Please provide brief details of any serious risks to the success of the project and how these will be mitigated; consider at which stage the risk should be flagged up to UNDP.

4. Measurement and Monitoring Provisions

Please describe how progress will be monitored and measured, with reference to baselines, indicators and targets in the Work Plan; please do not repeat what is in the Work Plan.

5. Partnerships and Upscaling

Please detail any plans for cost-sharing as well as potential for future upscaling of the initiative or knowledge outputs.

6. Budget and Cost breakdown

Please itemise the requested funds as well as the overall budget and cost-sharing.

Item no.	Item	Unit	No. of Units	Cost per unit (USD)	Total (USD)	Cost-sharing details
1	Salary of one Site Project Coordinator	Month	60			
2	Salary of one Site Project Assistant	Month	60			
3	Stakeholder Analysis Report					
4	Environmental and Social Impact Monitoring (twice per year)	Environmental Assessment	10			
	Training					
5	Training on Advanced scuba diving e.g PADI rescue diver level, CMAS 3 stars or other equivalent accredited institution for the following: a. 2 representatives from RRA b. 2 representatives from the NGO selected	Participant	4			
6	Training of 30 community members to implement project activities on: <ul style="list-style-type: none"> • Snorkelling and Emergency First Response (First Aid) • Construction of rope nurseries • Coral plantation techniques • Establishing, monitoring and maintaining coral nurseries in the ocean • Transplantation of corals • Monitoring and maintenance of restoration sites 	Minimum Participant	30			
7	Training of 150 members from the community and hotel sector in coral restoration activities: - <ul style="list-style-type: none"> • Coral plantation techniques • Establishing and maintaining coral nurseries in the ocean • Transplantation of corals • Monitoring and maintenance of restoration sites 	Minimum Participant	150			
8	Diving sets for the 4 members to be trained in Advance Scuba Diving and Project Site Coordinator (the cost includes insurance for 5 years)	Set	5	2,194*	10,970	
9	Snorkelling equipment set for community members implementing project activities (the cost includes insurance for 5 years)	Set	30	450*	13,500	

Item no.	Item	Unit	No. of Units	Cost per unit (USD)	Total (USD)	Cost-sharing details
10	Organisation of community training/beneficiary workshops and incentives to participants					
	<u>Manufacture, deployment, population and maintenance of ocean-based nurseries</u>					
11	Running costs associated with monitoring and maintenance of nurseries for years 1 to 3, e.g. petrol for boat, boat rental	Year	3			
	<i>Incentive to communities for nurseries</i>					
12	Manufacture (year 1)	Maximum Person-day	154			
13	Deployment (year 1)	Maximum Person-day	84			
14	Population of nurseries (year 1)	Maximum Person-day	154			
15	Maintenance of nurseries between years 2 to 3	Maximum Person-day	1200			
	<i>Materials for rope and table nurseries</i>					
16	Cost of materials for rope nurseries	Nursery	40	900*	36,000	
17	Cost of materials and construction for table nurseries	Nursery	50	1,100*	55,000	
	<u>Transplantation of corals, monitoring and maintenance</u>					
18	Running costs associated with transplantation of corals between years 3 to 5	Year	3			
	<i>Incentive to communities for transplantation</i>					
19	Transplantation of farmed corals between years 3 to 4	Maximum Person-day	300			
20	Maintenance of restoration sites between years 3 to 5	Maximum Person-day	450			
21	Strategic plan for nurseries and partnership with hotels/private sector	Report	1			
22	Livelihood survey reports - annually	Report	5			
23	Sensitisation and Awareness by NGOs to communities and at national level	Annual Reports (including photos, posters, etc)	4			
	Total USD					

*Maximum Budget allowed – Technical specifications to be provided by UNDP.