



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: April 5, 2021
	REFERENCE: RFPMUSCRR2021-001

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Coral Resilience and Genetic Connectivity consultancy services for the UNDP supported Adaptation Fund financed 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' project**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday 23 April 2021 (16 00 pm Mauritius time)** and via email to Procurement Unit at procurement.mu@undp.org

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files. [Please submit technical and financial proposals in two separate pdf documents.](#)

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Fatuma Musa
Operations Manager
4/5/2021

Description of Requirements

Context of the Requirement	This consultancy service is being funded under the UNDP supported and Adaptation Fund financed 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' regional project in Mauritius and Seychelles Climate change has intensified coral bleaching events and mortality in Mauritius and Seychelles over recent decades. To reduce the adverse impact of climate change on local communities and coral reef-dependent economic sectors in both countries, this project proposes the rehabilitation of coral reef using naturally thermal tolerant corals as an adaptation measure to increase climate resilience at regional and local levels. At the same time, this assignment will assist in establishing genetic connectivity amongst selected coral species in Mauritius, Rodrigues and Seychelles.
Implementing Partner of UNDP	Responsible Parties: Ministry of Blue Economy, Marine Resources, Fisheries and Shipping in the Republic of Mauritius and Ministry of Agriculture, Climate Change and Environment in the Republic of Seychelles
Brief Description of the Required Services ¹	Under this project, the service provider awarded the contract is expected to:- • Elaborate specifications of equipment required; • Conduct capacity building to the stakeholders in Mauritius, Rodrigues and Seychelles on the use of genetics for the determination of clade diversity and genetic connectivity (if any) in selected coral species; • Provide technical assessment on clade analysis of resistant/ resilient coral species in Mauritius, Rodrigues and Seychelles, and • Provide technical assistance and guidance on the assessment of genetic connectivity amongst selected coral species in Mauritius, Rodrigues and Seychelles.
List and Description of Expected Outputs to be Delivered	Refer to Annex 3 (Terms of reference) for detailed description of services required and outputs to be delivered
Person to Supervise the Work/Performance of the Service Provider	Regional Project Manager, <i>Coral Restoration Project</i>
Frequency of Reporting	Weekly

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Progress Reporting Requirements	Progress Report as per Template to be provided by the Project Management Team			
Location of work	Home-Based, Mauritius, Rodrigues and Seychelles			
Expected duration of work	98 person-days (both field missions and home-based) until January 2023 with the following breakdown: 54 field mission-days and 44 home based			
Target start date	May 2021			
Latest completion date	January 2023			
Travels Expected	54 field mission-days			
	Destination/s	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
	Mauritius	25	In-house capacity building and training workshop to Mauritian and Seychellois counterparts on the use of genetics or heat shock proteins or other novel techniques for the determination of clade diversity and genetic connectivity	Sep -Oct 2021
	Rodrigues	4		
	Seychelles	10		
	Mauritius	15	Regional capacity building and training workshop on the use of genetics or heat shock proteins or other novel techniques for the determination of clade diversity, coral resilience and genetic connectivity in coral species	May 2022
Special Security Requirements	☐ Security Clearance from UN prior to travelling ☒ Completion of UN's BSAFE Training ☐ Comprehensive Travel Insurance ☐ Others <i>[pls. specify]</i>			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☒ Office space and facilities			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required			

Names and curriculum vitae of individuals who will be involved in completing the services	Required				
Currency of Proposal	United States Dollars				
Value Added Tax on Price Proposal ²	Must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals (Counting for the last day of submission of quotes)	120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	Not permitted				
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release	
	Work Plan approved	3	May 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	Baseline report endorsed	2	June 2021		
	- Specifications finalized - Evaluation report for equipment approved and - Contract for equipment awarded - Needs Assessment/Feasibility report finalised	5	June 2021		
	Report on Capacity building and training, attaching training materials used, and attendance records	15	September – October 2021		
	Technical Report approved, including optimized methodology/ies (SOPs) for the sampling and analysis of resilient coral species from Mauritius (and Rodrigues) and Seychelles	25			

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Technical Report on resilient species for culture approved	10	January 2022	
	Technical Report on study of genetic connectivity approved	5	March 2022	
	Report on M&E framework approved	5	March 2022	
	Report on the proceedings of the Regional Workshop, including presentations, and attendance records approved	10	May 2022	
	At least two scientific publications in recognised journals, giving due credit to the project scientific team and ensuring visibility guidelines of UNDP and Adaptation Fund.	20	July 2022	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Head of Environment Unit, UNDP Mauritius			
Type of Contract to be Signed	☒ Purchase Order ☒ Facesheet			
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> The Minimum technical score required to be responsive is 70% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. <u>Detailed Technical Evaluation Criteria</u> ☒ Expertise of the Firm [21%] ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [28%] ☒ Management Structure and Qualification of Key Personnel [21%]			

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000
Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Eligibility of the organization	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300
Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70

	2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50	
	Total Section 2		400	
	Section 3. Management Structure and Key Personnel			Points obtainable
	3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
	3.2	Qualifications of key personnel proposed		
	3.2 a	Lead Consultant*		75
		- Doctoral degree (PhD) in Biology/Marine Biology or any other field relevant acceptable to the recruiting body	10	
		- At least three years of post-doctoral experience in the field of coral reef ecosystem.	20	
		- Has conducted workshops and trainings and demonstrates supervisory skills, with proof of having supervised both undergraduates and post-graduates	15	
		- Proof of recent publications (e.g. 2017-2020) in the field of coral reef ecosystem using advanced techniques	5	
		- Knowledge on the latest technologies in the field of coral genetics	10	
		- Excellent analytical, writing, advocacy, presentation, and communications skills in English	10	
		- Experience in working in SIDS or tropical islands	5	
	3.2 b	Expert in Clade Analysis*		55
		- At least a MSc in Biology/Marine Biology or any other field relevant acceptable to the recruiting body	10	
		- At least three years of post-graduate experience in coral clade analysis using contemporary techniques such as genotyping or any other novel techniques.	15	
		- Proof of recent publications (e.g. 2017-2020) in the field of clade analysis using advanced techniques	5	
		- Experience in the facilitation of training in clade analysis	10	
		- Excellent analytical, writing, advocacy, presentation, and communications skills in English	10	
		- Experience in working in SIDS or tropical islands	5	
	3.2 c	Expert in Coral Genetic Connectivity*		55
		- At least a MSc in Biology/Marine Biology or any other field relevant acceptable to the recruiting body	10	

		- At least three years of post-graduate experience in the field of coral genetic connectivity, with particular focus on genetic connectivity, including <i>in silico</i> skills in analysis of coral genetic dataset	15	
		- Proof of recent publications (e.g. 2017-2020) in the field of coral genetics using advanced techniques	5	
		- Experience in the facilitation of training in coral genetic connectivity	10	
		- Excellent analytical, writing, advocacy, presentation, and communications skills in English	10	
		- Experience in working in SIDS or tropical islands	5	
	3.2 d	Expert in Coral Resilience*		55
		- At least a MSc in Biology/Marine Biology or any other field relevant acceptable to the recruiting body	10	
		- At least three years of post-graduate experience in the field of coral resilience	15	
		- Proof of recent publications (e.g. 2017-2020) in the field of coral resilience using proteomics or any other advanced techniques	5	
		- Experience in the facilitation of training in identification of coral resilient species and the study of heat shock proteins or any other novel techniques to assess genetic resilience in corals.	10	
		- Excellent analytical, writing, advocacy, presentation, and communications skills in English	10	
		- Experience in working in SIDS or tropical islands	5	
	Total Section 3		300	
	*A consultant (including the Lead Consultant) may be proposed by the contractor in the role of more than one expert if he/she possesses the required experience and qualifications. However, the contractor should bear in mind the expected delivery schedule. Having the same consultant in the role of different experts will not constitute an acceptable justification for any delay in the submission of deliverables. The formula for the rating of the Proposals will be as follows: Rating the Technical Proposal (TP): TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100 Rating the Financial Proposal (FP): FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 Total Combined Score: Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)			
UNDP will award the contract to:	☒ One and only one Service Provider			

Contract General Terms and Conditions ⁴	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	☒ Form for Submission of Proposal (Annex 2) - please submit separately, the technical proposal (sections A to C) and financial proposal (sections D and E) ☒ Detailed TOR (Annex 3)
Contact Person for Inquiries (Written inquiries only) ⁶	<i>Sevika Varaden</i> <i>Finance and Procurement Assistant</i> sevika.varaden@undp.org With copy to: <i>Rachna Ramsurn</i> <i>Regional Project Manager</i> rachna.ramsurn@undp.org Deadline to request clarifications: 13 April 2021 Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Develop a work plan for the assignment, including the regional training workshop for clade analysis and genetic connectivity of corals for stakeholders in Mauritius, Rodrigues, and Seychelles.	3%	
2	Baseline assessment and stocktaking on clade analysis of resistant/ resilient coral species in Mauritius, Rodrigues, and Seychelles	2%	
3	Elaborate the specifications for the equipment and laboratory supplies to be purchased to conduct the clade diversity and genetic connectivity analyses at MOI, assist in the evaluation of the equipment and laboratory supplies and conduct a needs assessment/feasibility analysis for equipment required to carry out the coral clade and genetic connectivity analyses in Seychelles.	5%	
4	Conduct in-house capacity building and training workshop to Mauritian and Seychellois counterparts on the use of genetics for the determination of clade diversity and genetic connectivity.	15%	
5	Conduct a technical assessment on clade analysis of resistant/ resilient coral species and genetic connectivity in Mauritius, Rodrigues, and Seychelles	25%	
6	Assist in the selection of coral species for culture.	10%	
7	Assist in the study to establish the genetic connectivity of selected coral species.	5%	
8	Establish a M&E Framework and oversee regular monitoring to demonstrate with clear evidence the impact of the project.	5%	
9	Conduct a regional capacity building and training workshop on the use of genetics for the determination of clade diversity and genetic connectivity to identify resilient coral species.	10%	
10	Publication of scientific reports/articles. The consultancy firm will contribute in authoring scientific publications as well as technical reports, especially for parts or sections relating to coral genetics.	20%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]



United Nations Development Programme

Terms of Reference for procurement of Coral Resilience and Genetic Connectivity consultancy services for the UNDP supported Adaptation Fund financed 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' project

TITLE:	Coral Resilience and Genetic Connectivity consultancy services
SECTOR:	Climate and Disaster Resilience
LOCATION:	Republic of Mauritius and Republic of Seychelles
DUTY STATION:	Mauritius Oceanography Institute in Mauritius and Ministry of Agriculture, Climate Change and Environment in Seychelles
DURATION:	98 person-days (both field missions and home-based) until January 2023 with the following breakdown: 54 field mission-days and 44 home based
STARTING DATE:	May 2021
END DATE	January 2023
CONTRACT PERIOD:	98 person-days over 20 months

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). Executing partners involved are the Mauritius Oceanography Institute (MOI) and the Albion Fisheries Research Centre (AFRC) under the aegis of the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping in the Republic of Mauritius, the Marine Conservation Society (MCSS), Nature Seychelles, the Seychelles National Park Authority (SNPA) and the Ministry of Agriculture, Climate Change and Environment (MACCE) in the Republic of Seychelles. The project implementation started in 2020 and the duration is six years (72 months).

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.

Climate change has intensified coral bleaching events and mortality in Mauritius and Seychelles over recent decades. To reduce the adverse impact of climate change on local communities and coral reef-dependent economic sectors in both countries, this project proposes the rehabilitation of coral reef using naturally thermal tolerant corals as an adaptation measure to increase climate resilience at regional and local levels. Under this project, the service provider awarded the contract is expected to:-

- Elaborate specifications of equipment required -;
- Conduct capacity building to the stakeholders in Mauritius, Rodrigues and Seychelles on the use of genetics for the determination of clade diversity and genetic connectivity (if any) in selected coral species;
- Provide technical assessment on clade analysis of resistant/ resilient coral species in Mauritius, Rodrigues and Seychelles, and
- Provide technical assistance and guidance on the assessment of genetic connectivity amongst selected coral species in Mauritius, Rodrigues and Seychelles.

From past research experience in the field of coral biology, the MOI has already selected a list of corals based on their growth rates and resilience following culture. While the MOI benefits from laboratory space and basic equipment to facilitate DNA extraction and amplification, its laboratories need to be further equipped to undertake genetics studies on coral species. In the absence of any tools for DNA sequencing, the MOI generally sends its amplicons (PCR products) to an external service provider. Sequenced data is then cleaned and edited at the MOI. However, in depth analysis of next generation sequencing dataset will have to be set up at MOI.

In Seychelles, the project partners have already selected specific coral genus from past projects, based on their phenotypic response to increase of sea surface water temperature during warmer months of

the year. Moreover, a project led by the Seychelles Island foundation in collaboration with Ministry of Agriculture, Climate Change and Environment and the University of Oxford (UK) and funded by the Seychelles Climate Change Adaptation Trust is working to determine the connectivity of coral populations across Seychelles using genetic techniques to identify the source and sink dynamics among coral populations.

As Seychelles lacks laboratory, equipment and trained staff in terms of genetics the consultancy firm is required to gather existing data from various previous project with the aim of consolidating all available information and proposed a way forward for the Republic of Seychelles to develop capacity and equipment in this domain.

Under this project, a Chief Technical Adviser (CTA) will also be recruited and will be part of the team to assess the quality of the work delivered by the consultancy firm awarded this contract.

C. Scope of Work

The 1st phase of the assignment will be conducted remotely. The consultancy firm shall be able to carry out all necessary work remotely, using all available means, e.g., phone and IT technology.

The 2nd phase of the assignment will be mainly mission-based to Mauritius, Rodrigues and Seychelles. It will consist mainly of capacity building, a technical assessment of clade analysis, and genetic connectivity amongst selected coral species in Mauritius, Rodrigues, and Seychelles. The in-house training of MOI and AFRC staff will be conducted after the procurement of equipment.

Between the 2nd and 3rd phase the Mauritius Oceanography Institute will work in collaboration with Seychelles. As agreed between the Mauritian and Seychelles counterparts with regard to the genetic connectivity assessment, selected coral species from the Seychelles will be sampled and shipped to Mauritius for DNA processing and analysis. The Seychelles scientists will be trained on coral sampling, storage and preservation. In the absence of a functional genetics laboratory in the Republic of Seychelles, the coral fragments from selected species will be sent to Mauritius for analysis.

The 3rd phase of the assignment will be both home-based and mission-based. In this phase the genetic connectivity among selected coral species in Mauritius, Rodrigues and Seychelles will be assessed. Following the assessment, the consultancy firm(s) will conduct a regional training workshop in Mauritius and will assist in the write up of at least two scientific publications.

All mission travel costs will be borne by the project as per UNDP rates.

Duties and Responsibilities of the service provider

Phase 1: Baseline Assessment and Drawing of Specifications (Home -based)

- (i) The consultancy team will liaise with MOI, AFRC and Seychellois staff to identify and assess their training needs in relation to the investigation of clade diversity, coral resilience and connectivity of corals. The consultancy team will also develop a work plan for a regional training workshop for clade analysis, coral resilience and genetic connectivity of corals for stakeholders in Mauritius, Rodrigues and Seychelles.
- (ii) Baseline assessment on clade analysis of resistant/ resilient coral species in Mauritius, Seychelles and Rodrigues and genetic connectivity of selected coral species among Mauritius, Rodrigues and Seychelles. In this regard, the consultancy team will liaise with staff of the MOI.
- (iii) Elaborate the specifications for the equipment and laboratory supplies to be purchased to conduct the coral clade/resilience and genetic connectivity analyses at the MOI.
- (iv) Assist the Project Management Team in the evaluation exercise for the procurement of equipment and laboratory supplies as evaluation panel member, if required.
- (v) Conduct a needs assessment/feasibility analysis for equipment required to carry out the coral clade/resilience and genetic connectivity analyses in Seychelles.

Phase 2: Capacity Buiding and Technical Assessment (mission-based) – After two or three months to allow for the purchase of equipment.

- (vi) Conduct in-house capacity building and training workshop for Mauritian and Seychellois counterparts, on the use of genetics or any other novel techniques for the determination of clade diversity, coral resilience and genetic connectivity.
- (vii) Conduct a technical assessment on clade analysis of resistant/ resilient coral species in Mauritius, Seychelles and Rodrigues. The consultancy team will design and implement the pipeline for DNA analysis and also oversee the data processing aspects as well as analysis of the results obtained.

Phase 3: -Technical Assistance and Regional Workshop (Home-base and mission-based)

- (viii) Assist in the selection of coral species for culture. The consultancy team will support the formulation of appropriate sampling strategy required to meet the requirements of the project relating to the genetic analysis.
- (ix) Assist in the study to establish the genetic connectivity of selected coral species.
- (x) Establish an M&E Framework and oversee regular monitoring to demonstrate with clear evidence the impact of the project.
- (xi) Conduct a regional capacity building and training workshop on the use of genetics for the determination of clade diversity, coral resilience and genetic connectivity. The capacity building exercise will be held in Mauritius and will include stakeholders from Mauritius, Rodrigues, and Seychelles.
- (xii) The consultancy team will contribute in authoring scientific publications as well as technical reports, especially for parts or sections relating to coral genetics.

D. Expected Outputs and Deliverables

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

Table 1: List of Deliverables

	Activity	Tentative date	% Fee	Means of verification
1	Develop a work plan for the assignment, including the regional training workshop for clade analysis and genetic connectivity of corals for stakeholders in Mauritius, Rodrigues, and Seychelles.	May 2021	3%	Work Plan approved
2	Baseline assessment and stocktaking on clade analysis of resistant/ resilient coral species in Mauritius, Rodrigues, and Seychelles	June 2021	2%	Baseline report endorsed
3	Elaborate the specifications for the equipment and laboratory supplies to be purchased to conduct the clade diversity and genetic connectivity analyses at MOI, assist in the evaluation of the equipment and laboratory supplies and conduct a needs assessment/feasibility analysis for equipment required to carry out the coral clade and genetic connectivity analyses in Seychelles.	June 2021	5%	• Specifications finalised • Evaluation report approved • Contract for equipment awarded • Needs Assessment/Feasibility report finalised
4	Conduct in-house capacity building and training workshop to Mauritian and Seychellois counterparts on the use of genetics for the determination of clade diversity and genetic connectivity.	Sept -Oct 2021 as follows:-	15%	Report on Capacity building and training, attaching training materials used, and attendance records
5	Conduct a technical assessment on clade analysis of resistant/ resilient coral species and genetic connectivity in Mauritius, Rodrigues, and Seychelles	– 25 person days on mission to Mauritius; - 4 in Rodrigues; and - 10 in Seychelles	25%	Technical Report approved, including optimized methodology/ies (SOPs) for the sampling and analysis of resilient coral species from Mauritius (and Rodrigues) and Seychelles
6	Assist in the selection of coral species for culture.	January 2022 - home based	10%	Technical Report on resilient species for culture approved

	Activity	Tentative date	% Fee	Means of verification
7	Assist in the study to establish the genetic connectivity of selected coral species.	March 2022 – home-based	5%	Technical Report on study of genetic connectivity approved
8	Establish a M&E Framework and oversee regular monitoring to demonstrate with clear evidence the impact of the project.	March 2022 – December 2022 both home-based and mission	5%	Report on M&E framework approved
9	Conduct a regional capacity building and training workshop on the use of genetics for the determination of clade diversity and genetic connectivity to identify resilient coral species.	May 2022 – 15 person days on mission to Mauritius	10%	Report on the proceedings of the Regional Workshop, including presentations, and attendance records approved
10	Publication of scientific reports/articles. The consultancy firm will contribute in authoring scientific publications as well as technical reports, especially for parts or sections relating to coral genetics.	–July 2022 Jan 2023 – home-based	20%	At least two scientific publications in recognised journals, giving due credit to the project scientific team and ensuring visibility guidelines of UNDP and Adaptation Fund.

Important Note

All deliverables shall be submitted in appropriate format, in editable MS Word and PDF as per requirement of the Client to the address of the Regional Project Manager Mrs Rachna Ramsurn rachna.ramsurn@undp.org and with copy to the Head of Environment Unit, Mr Satyajeet Ramchurn satyajeet.ramchurn@undp.org. 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 Consultancy firm 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

This is a Directly Implemented Project by UNDP with Responsible Parties in Mauritius and Seychelles. In Mauritius, the MOI, Albion will be the key host institution and in Rodrigues, it will be the Commission for Environment, Forestry, Fisheries and Marine Parks under the Rodrigues Regional Assembly. In Seychelles, the Ministry of Agriculture, Climate Change and Environment will be the Responsible Party.

The contractor will provide high quality services to the project management team and report to the UNDP Regional Project Manager.

F. Duration of the Work

The duration of the assignment will be 98 person days over 20 months, regardless of the number of team members proposed.

G. Duty Station

During field visits, the Consultants will be based at the Mauritius Oceanography Institute, Albion in Mauritius, the Ministry of Agriculture, Climate Change and Environment in Seychelles, and at the Commission for Environment, Forestry, Fisheries and Marine Parks under the Rodrigues Regional Assembly.

Bidders should also take into consideration quarantine cost for 14 days while in Mauritius, if applicable, 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-alltravellers-mauritius>.

H. Professional Qualifications of the Successful Contractor and its Key Personnel

The selected contractor is expected to provide a team of a maximum of 4 members (including a Lead Consultant) consisting of experts in the field of coral genetics, with particular focus on genetic connectivity and zooxanthellae clade analysis. The Lead Consultant should have a Doctoral degree (PhD) in Biology/Marine Biology or any other field relevant acceptable to the recruiting body and at least three years of post-doctoral experience in the field of coral genetics. The consultants provided by the contractor would be expected to have recent publications in the field of coral genetics using advanced techniques, to be knowledgeable about the latest technologies in the field of coral genetics and should have good technical skills on the manipulation of genetics tools and equipment. They should also possess *in silico* skills in analysis coral genetic dataset and have excellent analytical, writing, advocacy,

presentation, and communications skills. The consultants should preferably have experience in working in SIDS or tropical islands.

The detailed evaluation criteria for the successful contractor and its key personnel are detailed in Pages 7 to 10 of this RFP. A consultant (including the Lead Consultant) may be proposed by the contractor in the role of more than one expert if they possess the required experience and qualifications. However, the contractor should bear in mind the expected delivery schedule. Having the same consultant as different experts will not constitute an acceptable justification for any delay in the submission of deliverables.

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 contractor 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. Approval

This TOR is approved by :

Signature



Name and Designation : Satyajeet Ramchurn,
Head of Environment Unit,
UNDP Mauritius Country Office

Date of Signing 29 March 2021