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**Notes of the pre-bid meeting for  
CFPMUSCRR2021-001 and CFPMUSCRR2021-002**

**Call for Proposals from NGOs for the implementation of Coral Reef Restoration activities in  
Mauritius and Rodrigues  
under**

**‘Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate  
Future’ and ‘Mainstreaming Biodiversity into the Management of the Coastal Zone in the Republic  
of Mauritius’ project**

**Date and time:** *Thursday 15 April 2021 at 14 00 hours, Mauritius time*

**Venue:** *Zoom platform*

Were Present:

SN	Name	Designation	Organisation
1	Mrs. R. Ramsurn	Regional Project Manager, Coral Restoration project (Chairperson)	UNDP Mauritius
2	Ms. F. Musa	International Operations Manager	
3	Mr. S. Ramchurn	Head of Environment Unit	
4	Mr. P. Ragen	Project Manager, Mainstreaming Biodiversity project	
5	Ms. D. Seeburn	Procurement Assistant	
6	Ms. S. Varaden	Finance and Procurement Assistant – Coral Restoration Project (Secretary)	
7	Ms. A. Aumeeruddy	Project Assistant – Coral Restoration Project (Secretary)	
8	Mr. S. Bacha Gian	Research Scientist	Mauritius Oceanography Institute
9	Mr. P. K. Chumun	Head of Scientific Team	Ecosud
10	Mr. V. Seetapah	Scientific Coordinator	
11	Mr. S. P. Mundil	Scientific Officer	
12	Mr. Florent	-	Ducray Lenoir
13	Ms. A. Espiegle	Scientific Officer	Shoals Rodrigues
14	Mr. R. Raffaut	Ag. Officer-in-Charge	
15	Ms. E. Meunier	Representative	
16	Mr. J. Edouard	Representative	
17	Mr. J. J. M. Ravina	President	Ter Mer Rodriguez
18	Mrs. M. L. Raphael	Representative	
19	Mr. J. L. Azie	Treasurer	
20	Ms. K. Young	Managing Director	Reef Conservation

## **1.0 Opening**

The Regional Project Manager opened the meeting. She welcomed the participants present and led a round of introductions. She then invited the Finance and Procurement Assistant to deliver the presentations on e-Tendering.

## **2.0 Presentation on UNDP eTendering**

The Finance and Procurement Assistant delivered a power point presentation to on the e-Tendering process and method of registration was explained to the participants. Two eTendering video guides on “How to register in the UNDP eTendering system as a Bidder Profile” and “How to Submit a Bid on eTendering” were also presented. The videos may be accessed as below: -

**a) Video Guide on How to register in the UNDP eTendering system as a Bidder Profile:**

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

**b) Video Guide on How to Submit a Bid on eTendering:**

<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>

The participants were reminded to clear their browser every time and were recommended to use the company email instead of their personnel email in case the employee resigned. The profile should also remain active with regular logins. Otherwise, the profile could be deactivated after 3 months. The participants were informed that the deadline was based on the New York time zone.

The participants were informed that once the bid was submitted, a bid receipt mail with the list of attachments would be sent to the bidder.

The participants were also informed that the User Guide link included in the ITB tender document was not working anymore, and they should instead consult the user guide and videos at UNDP website:

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

## **3.0 Presentation of Call for Proposals (CFP)**

The Regional Project Manager (RPM) presented the Call for Proposals documentation. She highlighted that selected proposers would have to undergo a Partner Capacity Assessment before signature of the Responsible Party Agreement.

The RPM provided a background of the CFP and noted that it was partly funded by the GEF-financed Mainstreaming Biodiversity project in addition to the Adaptation Fund-financed Coral Restoration project. The Mauritius CFP was also co-funded from budget for activities to be implemented in the context of the Wakashio oil spill.

The activities forming the scope of the work under the CFP were listed. It was highlighted that NGOs submitting applications for the Mauritius Call for Proposals should have their seat in Mauritius and similarly for Rodrigues. The NGOs were also reminded that the filled Request for Information form had to be submitted mandatorily, in addition to their detailed proposal,

CVs of the proposed Site Coordinator and Project Assistant, audited financial statements, copy of registration certificates and recommendation/endorsement letters.

The NGOs were advised to refer to the evaluation criteria when preparing their methodology. In terms of evaluation, the RPM explained that the procurement method is based on Quality Based Fixed Budget Selection. As such, the assessment would be based mainly on the methodology and technical information provided by the applicants.

The maximum amount provided per NGO is USD 550,000 for Mauritius and USD 350,000 for Rodrigues. The Head of Environment Unit informed the NGOs present that while the proposal submission is in USD, the contracts will be signed in Mauritian Rupees at the prevailing UN Operational exchange rate at the time of award. The contract will be of a duration of five years. The Head of Environment Unit highlighted that it is important for the activities to be completed on time, and in compliance with UNDP Financial Regulations and Rules as well as Social and Environmental standards. UNDP GEF rules on duration and implementation modalities are very strict and so the selected NGOs will have to shoulder their responsibilities to the best of their ability.

With respect to the proposal template, the NGOs were informed that the budget for some items, such as materials for nurseries, was fixed by the project team and cannot be reduced or increased.

The participants were informed that the deadline for submission of proposal was 30 April 2021 (New York time). The assessment of proposals will be initiated by 03 May 2021 and selected applicants will be notified by the end of June 2021.

#### 4.0 Replies to queries

Following the presentation, the Regional Project Manager invited the potential bidders present to raise any query they might have on eTendering and technical aspects of the CFP. The queries addressed were as follows: -

**Table 1. Replies to Queries**

Query No.	Query	Response
1.	Can applicants form a consortium and jointly submit a proposal?	Consortium will not be acceptable. The application can be submitted by a lead NGO with subcontracting arrangements clearly specified in the proposal. It is expected that if such an arrangement is selected, then the subcontracts will be made available to UNDP upon signature of the RPA with the lead NGO. .
2.	Will the qualifications of the sub-contractors be evaluated?	As mentioned in the Call For Proposals document, the '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' are sub-criteria. Hence the proposed sub-contractors will be evaluated accordingly.

Query No.	Query	Response
3.	Does the call for proposal budget include monetary incentives for trainees?	The proposal template provides for incentives to community members providing assistance in the installation, deployment and monitoring of nurseries and for transplantation of corals to and monitoring of restoration sites. As regards training activities, monetary incentives are not provided to trainees. However, if the NGO decides to give any monetary incentive to trainees, this will be within the purview of its own proposal and RPA, and no additional cost can be claimed to UNDP.
4.	Does the subcontracting agreement have to be submitted with the proposal?	Yes, proposed subcontracting documentation have to be provided.  As mentioned above, if such an arrangement is selected, then the subcontracts will be submitted to UNDP upon signature of the RPA with the lead NGO.
5.	Can additional items be added to the proposal template?	New or additional items cannot be added to the proposal template. All financial elements/costings should be apportioned among the items already provided in the template.
6.	In the case of Mauritius, will the Call for Proposals be re-launched if only one NGO is considered eligible?	If following the Call for Proposals, only one NGO is eligible, then that NGO will be awarded the contract. The CFP will then be immediately relaunched to ensure that the project objectives are met, and the services of an additional NGO are procured.
7.	What are the requirements for the management fee and cost-sharing?	As per the CFP evaluation criteria, the minimum cost-sharing required is 25% (in cash or in-kind).  The management fee is capped at 15%. An Addendum to the Call for Proposals will be issued as well.
8.	Does the management fee relate to the salary of the Site Project Coordinator and the Site Project Assistant?	Yes, the management fees relate to Site Project Manager and Site Project Assistant.  All other costs have to be built into the execution of activities for the benefit of the communities.  It may also be noted that the NGO, is expected to provide co-financing and this could be in terms of additional human resources to the project.
9.	Is there a pass mark?	The pass mark is 70% and same is specified in the Addendum to the Call for Proposals.

Query No.	Query	Response
10.	Is there a deadline for submitting requests for clarifications?	The deadline for submitting requests for clarifications is 23 April 2021 and same is specified in the Addendum to the Call for Proposals.

#### 5.0 Additional information provided

The participants were informed that the presentations and videos shown during the meeting will be shared with them. Furthermore, to clarify certain issues raised, an Addendum to the Call for Proposals will also be uploaded on the UNDP procurement website.

#### 6.0 Closing

The meeting ended at 1530 hrs with a vote of thanks from the Chairperson.

**Prepared by:**




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**Sevika Varaden**  
**Finance and Procurement Assistant**  
**Coral Restoration Project**  
**Date: 18 April 2021**

**Approved by:**




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**Fatuma Musa**  
**International Operations Manager**  
**UNDP Mauritius**  
**Date: 18 April 2021**