



United Nations Development Programme

Terms of Reference for a National Consultant for the assessment of needs and supervision of the development of a project website for the 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' project

TITLE	National Consultant
COUNTRY	Mauritius
REGION	Africa
DUTY STATION	Port-Louis
CONTRACT TYPE	Individual Contract/Reimbursable Loan Agreement
DURATION	50 person-days over 7 months
STARTING DATE	05 June 2021
Project Title	Assessment of needs and supervision of the development of a project website for the 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' project

A. 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 programmes 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.

In line with the outcomes of the project, a project website should be developed to disseminate information and lessons learned under the project, to act as an exchange forum on practical topics relevant to the coral restoration efforts at scale and to cater for web-based applications such as receipt of complaints and feedback. Under the project, a Regional Scientific Advisory Committee (RSAC) will also be established, and it will be composed of relevant scientists from each target country and

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including recognised international and regional coral reef restoration experts. The RSAC will be established to advise the Project Steering Committee and to ensure that the activities undertaken through the project are appropriately coordinated and communicated at the regional level. The RSAC will be a virtual committee.

In this context, the services of a National Consultant are being procured to

- (i) assess the requirements of the project website;
- (ii) develop the Terms of Reference for a Service Provider for the design, hosting and maintenance of the website in a constrained environment;
- (iii) assist in the evaluation exercise and selection of the Service Provider;
- (iv) prepare relevant notes of meetings and project progress reports pertaining to this assignment;
- (v) supervise the development of the website and review the deliverables prepared by the developers such as functional and technical documents; and
- (vi) finalise the hosting, maintenance and support plans.

B. Scope of Work

The duties of the National Consultant shall be in two phases as follows: -

Phase 1: Conceptual Design of website and Selection of Service Provider

- Carry out consultations with the Project Management Team, Responsible Parties from Mauritius and Seychelles and any other relevant stakeholders to identify the requirements of the project website;
- Provide detailed functional and technical requirements for the project website in terms of design, development and hosting, including quality standards as per best industry practices;
- Prepare a conceptual design for the website and a site plan, i.e. propose a website architecture in line with latest best practice in the field;
- Assist the Project Management Team in drafting the terms of reference for the procurement of consultancy services for the design, development and hosting of the project website;
- Form part of the evaluation panel to evaluate the bids received for the procurement of the services for the design, development and hosting of the project website;
- Advise the evaluation panel to ensure value for money procurement;
- Assist the evaluation panel in seeking clarification from the bidders, if required;
- Assist the evaluation panel in finalizing the evaluation report; and
- Assist the evaluation panel in answering any queries until final approval of the evaluation report has been obtained.

Phase 2: Supervision of development of project website – This phase will start once the Service Provider has been contracted

- Supervise the design and development of the website carried out by the awarded contractor to ensure compliance with the requirements of the terms of reference;
- Review the development process to ensure that defect tracking (identification, fixing, retesting and migration of defects) is properly addressed. If not, define the defect tracking process and incorporate it into the overall development process;

- Work with the Project team and the developers to determine the training schedule and deployment needs;
- Review of testing, training plans and user manuals drafted by the awarded contractor;
- Supervise testing and training carried out by the awarded contractor and provide training feedback;
- Review and finalise the hosting, maintenance and support plans (including service level and hosting agreements) proposed by the awarded contractor for post go-live;
- Sign off at each stage and on go-live; and
- Prepare and submit the lessons learnt and project closure report containing all information on the website – which would include, *inter alia*, the training manuals, the admin manual, the user requirements, website design information technical/hosting specifications, training evaluation, user acceptance documents as annexes.

C. Expected outputs

The National Consultant shall be remunerated in accordance with the time schedule and deliverables approved by UNDP. The list of Deliverables is shown in Table 1.

Table 1: List of Deliverables of National Consultant

	Activity	Tentative date	% Fee	Means of Verification
1	Submission of workplan	7 June 2021	10%	Approved workplan
2	Submission of requirements and design report including cost estimates for the Service Provider (Note that the consultant should submit drafts for discussion prior to finalisation)	20 July 2021	30%	Approved final requirements and design report (including cost estimates)
3	Completion of evaluation exercise, and contract awarded for the design, development and hosting of the project website	20 September 2021	10%	Approved Evaluation Report and awarded contract for procurement
4	<ul style="list-style-type: none"> • Supervision of development of website • Supervision of testing and training 	22 November 2021	20%	<ul style="list-style-type: none"> • Approved supervisory report on development, training and testing • Approved training plan • Approved testing plan • UAT Sign-off • Training sign-off • Post go-live sign-off
5	Finalise the hosting arrangement, maintenance and support plans	31 December 2021	20%	Approved hosting arrangement, maintenance and support plans
6	Project Closure Report including all relevant annexes	15 January 2022	10%	Approved project closure report

Notes to the above:

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- Payments are directly linked to deliverables.
- Price proposed must be in an all-inclusive fee, supported by a breakdown of costs.
- Contract price is fixed for the duration of the project.
- All deliverables must be submitted in an editable draft version in Word, Excel or other as well as a PDF version (for comments) and then final version, following incorporation of all comments and suggestions by the UNDP and its stakeholders.
- Contract signature does not warrant any advance payment.

All deliverables shall be submitted in **English** and in appropriate format to the following address:

Mrs. Rachna Ramsurn

Regional Project Manager

Coral Reef Restoration project

Mauritius Oceanography Institute

Albion

Email : rachna.ramsurn@undp.org

Tel : +230 212 3726

and copied to Ms Ayesha Aumeeruddy at ayesha.aumeeruddy@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 consultant should fully comply with the requirements of UNDP in terms of content and presentation and respect UNDP and Adaptation Fund branding and visibility guidelines, since unsatisfactory performance may result in termination of contract.

D. Institutional Arrangement

This is a Directly Implemented Project by UNDP with Responsible Parties in Mauritius and Seychelles. In Mauritius, the Ministry of Blue Economy, Marine Resources Fisheries and Shipping is the Responsible Party and the key institutions are the Mauritius Oceanography Institute and the Albion Fisheries Research Centre. In Rodrigues, the Commission for Environment, Forestry, Fisheries and Marine Parks under the Rodrigues Regional Assembly, is the key partner. In Seychelles, the Ministry of Agriculture, Climate Change and Environment is the Responsible Party. The activity partners in Seychelles are Nature Seychelles, the Marine Conservation Society of Seychelles and the Seychelles National Parks Authority. The consultant will provide high quality services to the project management team and report to the UNDP Regional Project Manager.

E. Duration of the work

The National Consultant for the design and supervision of the development of a project website for the 'Restoring Marine Ecosystem Services by Rehabilitating Coral Reefs to Meet a Changing Climate Future' shall be for 50 person-days over a period of 7 months. This is a lump sum-based contract, based on set deliverables.

F. Duty Station

The consultant shall be home-based for the duration of the assignment. However, the Consultant shall remain available and shall attend meetings as required at the Mauritius Oceanography Institute and

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local institutions, as well as at UNDP, for data gathering and any discussions required. Furthermore, the consultant shall liaise with Seychelles stakeholders to ensure that a consultative approach is adopted. The consultant should be reachable by phone/ email/ video conference throughout the entire contract duration.

G. Competencies and Qualifications

Important Note: The Consultant is required to have the following professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

Academic Qualifications:

Master's Degree in Information System or Project Management or any closely related field

Experience:

- At least 10 years of experience in IT project planning and review
- Specific experience in designing and supervising website development or similar IT projects
- Experience in the implementation of multi-stakeholder projects

Corporate Competencies:

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

Functional Competencies:

- Shares knowledge and experience; and
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

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

Leadership and Self-Management

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

H. Scope of bid price and schedule of payments

Payment Conditions

This is a lump sum contract that should include costs of consultancy 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 C.

I. Recommended Presentation of Offer

The following documents are requested:

- a) Duly completed Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Technical Proposal: Brief description of why the individual considers him/herself as the most suitable for the assignment (including his/her experience and Tracking Tools), and a methodology on how they will approach and complete the assignment. **The technical proposal should be submitted along with the P11 in a single pdf file;** and
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP. **The financial proposal should be submitted as a separate file (marked “Financial Proposal_NC/ICT”) to procurement.mu@undp.org and should be locked with a password that would be provided upon request.**

J. Criteria for selection of best offer

The award of the contract should be made to the offer which has been evaluated using the ‘Combined Scoring Method’ and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specified below – (Technical Criteria with a weight of 0.7 and Financial Criteria of a weight of 0.3).

Only candidates scoring a minimum of 70 marks out of 100 in the Technical Evaluation would be considered for the Financial Evaluation. The technical criteria are shown in Table 2.

Table 2: Technical Evaluation Criteria


Criteria	Max. Point
Master’s Degree in Information System or Project Management or any closely related field	15
At least 10 years’ experience in IT project planning and review	30
Specific experience in designing and supervising website development or similar IT projects	25
Experience in the implementation of multi-stakeholder projects	25
Excellent analytical, writing, presentation, and communications skills in English	5
TOTAL max.	100

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Important Note:

Interested offerors above the age of 62: UNDP Regulations require them, at their own cost, to undergo a full medical examination including X-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above but will be requested should the candidate be chosen.

Approved by:

Name:	Mr Satyajeet Ramchurn
Position:	Head of Environment Unit, UNDP
Signature:	
Date:	26 April 2021