



**United Nations Development Programme/Government of Mauritius**

**Terms of Reference for procurement of consultancy services for a Biodiversity Conservation Expert for the UNDP/GEF  
'Mainstreaming Invasive Alien Species (IAS) Prevention, Control and Management' project**

<b>TITLE:</b>	Independent Contractor – Local Biodiversity Conservation Expert (Mauritian Nationals only)
<b>SECTOR:</b>	Biodiversity
<b>LOCATION:</b>	Republic of Mauritius
<b>DUTY STATION</b>	Home and office based – Republic of Mauritius
<b>DURATION</b>	48 weeks (240 days) over 3 years
<b>STARTING DATE</b>	July 2021
<b>END DATE</b>	June 2024
<b>CONTRACT PERIOD</b>	240 days spread over 3 years

**A. Project Title:**

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

**B. Project Description:**

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

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

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

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

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

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

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

## **C. Scope of Work**

A National Biodiversity conservation expert will be recruited to collaborate with and support the CTA in conducting his/her tasks.

S/he should have a solid expertise in biodiversity conservation initiatives, coordinating/facilitating several working groups and maintaining integrity of the outputs. Under the supervision of the CTA, S/he will provide in-depth technical advice and proactive support to the PMU and other national specialists.

Throughout the assignment the Biodiversity Conservation expert will work under the direct supervision of the CTA and Project Manager under overall guidance of UNDP's Head of Environment Unit. The Consultant shall establish close cooperation with other national and international experts involved in the corresponding activities of the project.

### Duties and Responsibilities

The local Biodiversity conservation expert will assist the CTA in all aspects of the project implementation, mainly on – but not limited to – the following elements:

1. Preparatory Technical Studies and Reviews: Prepare inputs and support the required analyses/studies, as agreed with the CTA
2. Assist in preliminary action with regards to the implementation status of previous NIASSAP and identify the gaps and propose the way ahead in close collaboration with the Consultant (NIASS/NIASSAP) and assess the progress and deliverables
3. Assist in the assessment of the deliverables of the company recruited to support the establishment of national and inter-island biosecurity priorities and resource needs
4. Support the preparation of costed IAS management plans for all the pilot sites- Mauritius (3 sites), Rodrigues (2 sites) & St Brandon (1 Site)
5. Participate in the preparation of nomination files and securing gazettelement for Mourouk Valley as a Nature Reserve in collaboration with PMU
6. Assist in the preparation of draft PA management plans, stakeholder participation plans and PA sustainable financing plans for Mourouk Nature Reserve.

7. Support in the drafting TORs and evaluation exercise for the recruitment of the consultant for the finalising of PA management plans, stakeholder participation plans and PA sustainable financing plans for Mourouk Nature Reserve.
8. Support in the drafting TORs and evaluation exercise for the recruitment of 2 local consultants to assist the international consultants to undertake the climate change and IAS scenario mapping as well as the cost benefit analysis of IAS management and control
9. Support in the drafting TORs and evaluation exercise for the recruitment of 2 international consultants to undertake the climate change and IAS scenario mapping as well as the cost benefit analysis of IAS management and control. benefit analysis of IAS management and control
10. Provide assistance in the drafting TORs and evaluation exercise for the recruitment of to develop the database and design the IAS information management system
11. Assist in the assessment of the deliverables of the company recruited to to develop the database and design the IAS information management system
12. Provide assistance in finalising a monitoring protocol to review the effectiveness of Project communication and outreach activities
13. Provide technical assistance and backstopping for awareness activities
14. Assist in the review of all training materials and the implementation of the technical training programme in technical training modules in IAS management for institution staff
15. Produce quarterly progress reports

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

The Biodiversity Conservation Expert shall be remunerated in accordance with the time schedule and deliverables approved by UNDP. UNDP will be represented as appropriate by the Project Manager, Head of Environment Unit, the Regional Technical Adviser, or the Independent Evaluation Office. The Project Steering Committee, the Project National Coordinating Committees in Mauritius, and the Technical Committees set up for the project will also review and comment on the deliverables as appropriate. The list of Deliverables is shown in Table 1.

**Table 1: List of Deliverables of the Biodiversity Conservation Expert**

	<b>Activity</b>	<b>Tentative date</b>	<b>Fee (%)</b>	<b>Means of verification</b>
1	Produced a detailed work plan based on the objectives and approaches outlined above	July -21	10	Approved assignment work plan
2	Assist in preliminary action with regards to the implementation status of previous NIASSAP and identify the gaps and propose the way ahead in close collaboration with the Consultant (NIASS/NIASSAP) and assess the progress and deliverables	2021-2024	15	Preliminary report completed (8%) and ongoing assessment of the deliverables (7%)

3	Assist in the assessment of the deliverables of the company recruited to support the establishment of national and inter-island biosecurity priorities and resource needs	2021-2024	5	Comments on the quality of the deliverables reported officially to the PMU
4	Support the preparation of costed IAS management plans for all the pilot sites- Mauritius (3 sites), Rodrigues (2 sites) & St Brandon (1 Site)	Jun-22	14	Costed IAS Management Plans finalised
5	Participate in the preparation of nomination files and securing gazettelement for Mourouk Valley as a Nature Reserve in collaboration with PMU	Mar-22	5	Nomination dossier with all relevant information and with no further ammendments submitted to Gouvernement
6	Assist in the preparation of draft PA management plans, stakeholder participation plans and PA sustainable financing plans for Mourouk Nature Reserve.	Apr-22	5	Draft plans submitted
7	Support in the drafting TORs and evaluation exercise for the recruitment of the consultant for the finalising of PA management plans, stakeholder participation plans and PA sustainable financing plans for Mourouk Nature Reserve.	2021-2024	6	TORs finalized and Evaluation report approved (1%) and Management plans finalised (5%)
8	Support in the drafting TORs and evaluation exercise for the recruitment of 2 local consultants to assist the international consultants to undertake the climate change and IAS scenario mapping as well as the cost benefit analysis of IAS management and control	Sep-21	3	TORs finalized and Evaluation report approved
9	Support in the drafting TORs and evaluation exercise for the recruitment of 2 international consultants to undertake the climate change and IAS scenario mapping as well as the cost benefit analysis of IAS management and control. benefit analysis of IAS management and control	Sep-21	3	TORs finalized and Evaluation report approved

10	Provide assistance in the drafting TORs and evaluation exercise for the recruitment of to develop the database and design the IAS information management system	Sep-21	3	TORs finalized and Evaluation report approved
11	Assist in the assessment of the deliverables of the company recruited to to develop the database and design the IAS information management system	2024	3	IAS information Management System Operational
12	Provide assistance in finalising a monitoring protocol to review the effectiveness of Project communication and outreach activities	2021-2024	3	Approved monitoring protocol to review the effectiveness of Project communication and outreach activities
13	Provide technical assistance and backstopping for awareness activities	2021-2024	3	Approved Annual CTA report on Awareness Raising activities (1%/yr)
14	Assist in the review of all training materials and the implementation of the technical training programme in technical training modules in IAS management for institution staff	2021-2024	4	Approval of all training materials and the implementation of the technical training programme in technical training modules in IAS management for institution staff
15	Produce quarterly progress reports	2021-2024	18	Approved progress reports (1.5 %/report)
	Total % under project		100	

#### **Payment Conditions**

The consultant must send a financial proposal based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Travel costs and daily allowance cost should be identified separately.

Payments will be made based on the agreed financial proposal (contract is based on daily fee) and released upon submission of a certificate of payment request, indicating deliverables achieved and days worked to be verified and cleared for payment by the supervisor.

#### **Important Note**

All deliverables shall be submitted in appropriate, editable, format, in MS Word and in PDF as per requirement of the Client to the address of the Regional Project Manager and with copy to the Head of the

Environment Unit. The regional project manager will be responsible for further distribution. The deliverables should be of high quality in form and substance and with appropriate professional presentation. He/she 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**

He/she will provide high quality services to the project management team and report to the UNDP. He/She will prepare a brief activity report on a quarterly basis, to be sent to the UNDP Programme Officer. All deliverables shall be paid only after approval by the PMU and UNDP.

#### **F. Duration of the work**

The duration of the consultancy service will be for 240 working days over 3 years from July 2021 until June 2024.

#### **G. Duty Station**

During the field-based part of the assignment, he/she will be based at the National Parks and Conservation Service operating under the aegis of Ministry of Agro Industry and Food Security.

Bidders should also take into consideration quarantine cost for 14 days while in Mauritius including cost for 2 x Covid-19 tests under the quarantine facility. It is a pre-requisite for Passengers travelling to Mauritius to show the Carriers and Mauritius Port Authority 'proof of purchase of a travel package including accommodation, on a full board basis, at a designated hotel for a mandatory 14-day in-room quarantine'. Visit this link for more details: <https://www.mymauritius.travel/articles/notice-all-travellers-mauritius>

#### **H. Competencies and Qualifications**

##### **Competencies**

##### **Corporate Competencies:**

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

##### **Functional Competencies:**

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

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

- Ability to make critical analysis of documentation and reports related to Environment, Climate Change, and associated fields;

- Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of program, managing data, reporting;
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems;
- IT competencies in Word, Excel, Power Point and internet.
- Leadership and Self-Management
- Focuses on result for the client and responses positively to feedback.

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

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

#### **Qualifications**

##### **Education**

- Master's degree or higher in a relevant field, such as biodiversity conservation or natural sciences.

##### **Experience**

- Minimum 5 years of demonstrable experience in the technical area of PA management, planning , marine conservation and managing biodiversity conservation projects and programmes in the country.

##### **Language**

- Fluency in written and spoken English and French. Knowledge of Creole is an advantage.

#### **I. Scope of bid price and schedule of payments**

The consultant must send a financial proposal based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Travel costs and daily allowance cost should be identified separately.

Payments will be made based on the agreed financial proposal (contract is based on daily fee) and released upon submission of a certificate of payment request, indicating deliverables achieved and days worked to be verified and cleared for payment by the supervisor.

#### **J. Recommended Presentation of Offer**

The following documents are requested:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- c) **Technical offer: Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a **methodology** on how they will approach and complete the assignment;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

#### **K. Criteria for selection of best offer**

Individual consultant will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract will be made to the candidate whose offer has been evaluated using the “Combined Scoring Method” whereby the selection will be based on a Combined Scoring Method where the technical proposal will be 70 percent and combined with the financial offer which will be weighted 30 percent.

When using this scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable technical proposal; and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

**Table 2: Technical evaluation criteria:**

<b>A. Short listing Criteria</b>	<b>Max. Point</b>
<b>Qualification</b>	
• Masters degree in a subject related to Biodiversity Conservation or Natural Sciences	15
• PhD	<b>20</b>
<b>General Experience</b>	
• Less than 5 years	0
• 5 to 10 years	3
• More than 10 years	<b>5</b>
<b>Professional experience in the technical area of PA management, planning , biodiversity and marine conservation.</b>	
• Less than 5 years	0
• 5 years	10
• More than 5 years	<b>15</b>
<b>Specific Experience relevant to the assignment i.e. management of biodiversity conservation projects and programmes in the country.</b>	
• No experience	0
• 1 to 2 projects	5
• More than 2 projects	<b>10</b>
<b>Language Qualifications</b>	
• Proficiency in English	<b>10</b>
• Proficiency in French	<b>10</b>
• Knowledge of Creole	<b>5</b>
<b>IT Skills</b>	
• Proficiency in IT and report writing	<b>5</b>
<b>Proposal and Methodology</b>	
• Methodology and approach for carrying out the activities and obtaining expected outputs. Understanding of the expected challenges and problems in implementation of this work and approach to address and resolve them	<b>15</b>
• Action plan and timeline	<b>5</b>
<b>Total maximum</b>	<b>100</b>



Candidates scoring 70 percent or above for technical evaluation will be selected for the analysis of their respective financial offers. The financial offers will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest offer. The final scoring of short-listed candidates will take into account the technical score and the financial score:

Criteria	Weight	Max. Point
Technical score	70%	70
Financial score	30%	30

The candidate ranking highest shall be selected.

## **L. Approval**

This TOR is approved by:

Signature:



Name and Designation: Satyajeet Ramchurn, Head of Environment Unit, UNDP CO

Date of Signing: 25 May 2021