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**Notes of the pre-bid meeting for  
CFPMUS2021-003**

**Call for Proposals from NGOs for the implementation of Coral Reef Restoration activities in  
Mauritius  
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’ projects**

**Date and time:** *Tuesday 28 September 2021 at 14 00 hrs 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 A. Aumeeruddy	Project Assistant – Coral Restoration Project	
3	Ms S. Varaden	Finance and Procurement Assistant – Coral Restoration Project (Secretary)	
4	Dr D. Dumur Neelayya	Associate Research Scientist	Mauritius Oceanography Institute
5	Ms. Rachel Warnick	President	Nature Océan Indien
6	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 PowerPoint 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 e-Tendering system as a Bidder Profile” and “How to Submit a Bid on e-Tendering” were also presented. The videos may be accessed on the following links:

#### 1) 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>

**2) 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 once they submitted a bid, they would not be able to edit it.

The participants were informed that they could access the e-Tendering 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 HACT (Harmonised Approach to Cash Transfer) Micro Assessment by an audit firm, hired by UNDP, before signature of the Responsible Party Agreement.

The activities forming the scope of the work under the CFP were highlighted. 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 certificate of the NGO at national level 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 NGO eligibility and qualifications, methodology and management structure and key personnel and technical information provided by the applicants.

The price per NGO was fixed at USD 550,000, and the contract would be of a duration of four years and 8 months. The ceiling for the management fee (i.e Salary of Site Project Coordinator and Salary of Site Project Assistant) was 15% of the total grant allocated by UNDP.

For the purpose of this Call for Proposal a CSO/NGO should be: -

(i) registered with the Registrar of Associations; and

(ii) recognised by the either Mauritius Council of Social Services (MACOSS), or by the Ministry of Environment, Solid Waste Management and Climate Change or by the National Social Inclusion Foundation.

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. Training costs include any associated costs relevant to conducting the training (e.g. insurance, catering, travel by boat, etc).

The participants were informed that the deadline for submission of proposal was Monday 18 October 2021 - 23:59 New York Time. The selection process would take place between 19 October to 31 December 2021, including the HACT assessment. The selected applicant was expected to be notified by 7 January 2022.

#### 4.0 Clarifications requested by bidders

Following the presentation, the Regional Project Manager invited the potential bidders for any further clarifications which they might have on e-Tendering process and the technical aspects of the CFP. The table below shows the response to the clarifications sought during the meeting.

**Table 1. Clarifications requested from bidders**

	Clarification requested	Response
1.	What are the trainings which will be provided to the NGOs?	<p>As per the CFP, 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 in order to familiarize them with the overall scope and structure of the project as well as specific training on</p> <ul style="list-style-type: none"> <li>• coral reefs restoration techniques</li> <li>• building of rope nurseries</li> <li>• maintenance of ocean-based nurseries and coral reef sites restored</li> <li>• Transplantation of corals</li> <li>• Monitoring of ocean-based nurseries and coral reef sites restored</li> <li>• Environment and Social Impact Monitoring</li> <li>• Livelihood Impact survey</li> </ul> <p>In addition, a Social and Environmental Safeguard Consultant will conduct training sessions to the NGO on the Social and Environment Safeguards, including on how to 1) implement the Environmental and Social Management Plans, the Livelihood Action Plans, the Environmental and Social Impact Monitoring Plans 2) collect information, 3) work out the indicators for monitoring and 4) conduct and properly record the monitoring results for the ESMP and Livelihood surveys.</p>
2.	Are expenses incurred to carry out project activities such as IT equipment (computers and laptops, etc.) considered as eligible costs?	<p>IT equipment can be considered as an eligible expense and has to be included within existing relevant items under the "Budget and Cost breakdown" table in section 6 of the proposal template. No additional budget items are to be included in the "Budget and Cost breakdown" table.</p>

	Clarification requested	Response
3.	Does the budget of USD 550,000 include the 25% co-financing expected from the NGO?	The USD 550,000 is the total grant from UNDP to the NGO. The 25% co-financing is over and above the USD 550,000. Project co-financing should be at least 25% of the grant amount: in-cash or in-kind.
4.	Will specifications be provided for the building of rope and table nurseries?	Specifications for both rope and table nurseries will be provided to the selected NGOs after signature of the Responsible Party Agreement.
5.	Will the NGO require permits to do the coral restoration activities?	Authorisation for ocean nurseries and Interference Permit to carry out coral restoration activities in the Marine Protected Areas will be required from the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping. The Project Management Team will facilitate the obtention of such permits.
6.	How will the donor nubbins be selected?	The Mauritius Oceanography Institute and the Albion Fisheries Research Centre will assist in identifying sites for donor nubbins.

## 5.0 Closing

The meeting ended at 15 15 hrs with a vote of thanks from the Chairperson.

**Prepared by:**



**Sevika Varaden**  
**Finance and Procurement Assistant**  
**Coral Restoration Project**  
**Date: 04 October 2021**

**Approved by:**



**Sameer Khudaroo, for**  
**International Operations Manager**  
**UNDP Mauritius**  
**Date: 04 October 2021**