United Nations Development Programme/Government of Mauritius

Terms of Reference for procurement of consultancy services for an National Expert on climate change scenarios mapping for the UNDP/GEF ‘Mainstreaming Invasive Alien Species (IAS) Prevention, Control and Management’ project

**TITLE:** Independent Consultant – Local Expert on climate change scenarios mapping (Mauritian Nationals only)

**SECTOR:** Climate Change

**LOCATION:** Republic of Mauritius

**DUTY STATION:** Home and office based – Republic of Mauritius

**DURATION:** 10 weeks (50 working days) over 11 months including a field mission to Rodrigues

**STARTING DATE:** February 2022

**END DATE:** December 2022

**CONTRACT PERIOD:** 50 days spread over 11 months

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**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 14th of July 2016 and the preparation grant was approved on 28th of September 2016. The concept was approved on the 3rd of October 2016 and project was approved for implementation on 27th of July 2019. A Memorandum of Understanding between the Ministry of Agro Industry and Food Security and UNDP was signed on 6th 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:

a) 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

b) 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

The overall objective of the assignment is to produce an analysis report on impacts of climate change on IAS in Mauritius.

The National Expert on climate change scenarios mapping will assist the international expert on the same subject. The International Consultant will lead and work with the National Expert on climate change as well as work in close collaboration with the International and local expert on cost benefit analysis (under recruitment). All work will be under the supervision of the Project Management Unit (PMU) and the National Project Director. They will be assisted in this task by the Project Technical Committee and the Chief Technical Advisor.

Together, they will assess the likely impacts of climate change on IAS in the Republic of Mauritius, and the likely evolution of the IAS – biodiversity interactions.

Specifically, they will:
(a) map the distribution of selected key invasive alien species in the Republic of Mauritius;
(b) conduct a vulnerability assessment of different climatic zones to different biological invaders.

To the extent possible, the assessments will be based upon the types of methodology outlined in studies such as:


Duties and Responsibilities
The National Expert will assist the International expert on climate change (Lead Author) in all aspects of the project implementation, mainly on – but not limited to – the following elements:

1. Assist in the preparation of a detailed workplan and summary of the context, the scope of the analyses and detailed methodology of Climate Change projection/modelling and risk and
vulnerability assessment

2. Assist in conducting baseline assessment on the likely impacts of climate change on IAS in the Republic of Mauritius, and the likely evolution of the IAS – biodiversity interactions under the direction of the International Expert. Collect/compile data from relevant agencies including but not limited to, the National Parks and Conservation Service (NPCS), Forestry Service (FS), Food and Agricultural Research and Extension Institute (FAREI), Mauritius Cane Industry Authority (MCIA), Mauritius Oceanography Institute (MOI), Rodrigues Regional Assembly (RRA), Shipping Division, Ministry of Blue Economy, Marine Resources, Fisheries and Shipping, Mauritian Wildlife Foundation (MWF), University of Mauritius (UoM), and supervising the organisation of the data by the National Expert.


4. Assist in the analysis of the vulnerability of different climatic zones to different biological invaders.


D. Expected outputs

The National expert on climate 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 Technical Committee set up will review and comment on the deliverables as appropriate. The list of Deliverables is shown in Table 1.

Table 1: List of Deliverables of the National Expert on climate change IAS mapping

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Activities/Deliverables</th>
<th>Time schedule</th>
<th>Payment schedule (%)</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assist in the preparation of a detailed workplan and a summary of the context, the scope of the analyses and detailed methodology of Climate Change projection/modelling and risk and vulnerability assessment</td>
<td>Feb-22</td>
<td>10</td>
<td>Workplan and context summary approved</td>
</tr>
<tr>
<td>2</td>
<td>Assist in conducting baseline assessment on the likely impacts of climate change on selected key IAS in Mauritius, and the likely evolution of the IAS – biodiversity interactions</td>
<td>Apr-22</td>
<td>15</td>
<td>Report approved</td>
</tr>
<tr>
<td>3</td>
<td>Map the distribution of selected key invasive alien species in Mauritius</td>
<td>Jul-22</td>
<td>30</td>
<td>Maps with all the relevant data, including shape files approved</td>
</tr>
<tr>
<td>4</td>
<td>Assist in the analysis of the vulnerability of different climatic zones to different biological invaders.</td>
<td>Aug-22</td>
<td>15</td>
<td>Report approved</td>
</tr>
<tr>
<td>5</td>
<td>Provide technical advice to incorporate all deliverables, assessments and assignment modelling reports, guidelines into the development or incorporation in the new NIASSAP</td>
<td>Sep-22</td>
<td>20</td>
<td>Report approved</td>
</tr>
<tr>
<td></td>
<td>Assist in the production of a completion report describing the process for the development of the report, consultation held and compliance with UNDP social and environment standards</td>
<td>Sep-22</td>
<td>10</td>
<td>Report approved</td>
</tr>
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<td>---</td>
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</tr>
<tr>
<td>Total</td>
<td>100</td>
<td></td>
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</table>

**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 Project Manager and with copy to the Head of the Environment Unit. The 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 GEF 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 Arrangements**

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 50 working days over 11 months from February 2022 until December 2022.

**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.
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 specialised tasks related to Results Management, including support to design, planning and implementation of programme, 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 Environmental Sciences, Biological Sciences, GIS or its equivalent relevant to Vulnerability Assessment and Climate Change Adaptation.

Experience
- Minimum 5 years of demonstrable experience in the technical area related to field projects and programmes

Language
- Fluency in English (both written and verbal) and a good knowledge of French 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>
<thead>
<tr>
<th>A. Short listing Criteria</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification</td>
<td></td>
</tr>
<tr>
<td>· Master’s degree in Environmental Sciences, Biological Sciences, GIS or its equivalent relevant to Vulnerability Assessment and Climate Change Adaptation</td>
<td>15</td>
</tr>
<tr>
<td>· PhD</td>
<td>20</td>
</tr>
<tr>
<td>General Experience</td>
<td></td>
</tr>
<tr>
<td>· 5 to 10 years</td>
<td>3</td>
</tr>
<tr>
<td>· More than 10 years</td>
<td>5</td>
</tr>
<tr>
<td>Professional experience in an area relevant to Climate Change scenarios mapping</td>
<td></td>
</tr>
<tr>
<td>· 5 years</td>
<td>15</td>
</tr>
</tbody>
</table>

Table 2: Technical evaluation criteria:
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:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical score</td>
<td>70%</td>
<td>70</td>
</tr>
<tr>
<td>Financial score</td>
<td>30%</td>
<td>30</td>
</tr>
</tbody>
</table>

The candidate ranking highest shall be selected.

L. Approval

This TOR is approved by:

Signature

Name and Designation: Shakil Bedassy, Head of Environment Unit a.i, UNDP CO

Date of Signing 06/12/21