Terms of Reference for procurement of consultancy services for a National Expert on Cost benefit analysis for the UNDP/GEF ‘Mainstreaming Invasive Alien Species (IAS) Prevention, Control and Management’ project

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Independent Consultant – National Expert on cost benefit analysis (Mauritian Nationals only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTOR:</td>
<td>Economy</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Republic of Mauritius</td>
</tr>
<tr>
<td>DUTY STATION</td>
<td>Home and office based – Republic of Mauritius</td>
</tr>
<tr>
<td>DURATION</td>
<td>10 weeks (50 working days)</td>
</tr>
<tr>
<td>STARTING DATE</td>
<td>February 2022</td>
</tr>
<tr>
<td>END DATE</td>
<td>October 2022</td>
</tr>
<tr>
<td>CONTRACT PERIOD</td>
<td>50 days spread over 9 months</td>
</tr>
</tbody>
</table>

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.

In this context, a National Expert in Economics, under the leadership of an International Expert, is required to undertake a comprehensive cost benefit analysis of IAS to provide understanding on their potential impacts on biodiversity, livelihoods, agriculture and forestry, human and animal health, and to determine the economic costs of specific established IAS. The exact species to include in the study will be determined during the initial stages of the study. This assessment will be conducted early on in the project to ensure that its findings inform the other components of the project. The economic analysis of these species and their impacts will improve understanding of the broader implications of IAS to the Republic of Mauritius and improve IAS prevention and management activities, and buy-in, including long-term governance and diversified financing and commitment to biosecurity and effective IAS management. In addition, the project will undertake an assessment of likely impacts of climate change on the spread of invasive alien species. The two studies will pull together experiences from elsewhere to make the case for strengthened IAS prevention, control, and biosecurity. The findings of this study will also feed into knowledge management and the information dissemination strategy that will emphasize the fact that IAS prevention, management and control is everyone’s responsibility.

C. Scope of Work

The Local Consultant will work with the International Expert on cost benefit analysis (under recruitment) as well as work in consultation with the International and local experts on climate change scenarios mapping (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.

The National Expert on cost benefit analysis will work under the leadership of an International Consultant. The consultants will undertake a comprehensive cost benefit analysis of IAS to provide an understanding on their potential impacts on biodiversity, livelihoods, agriculture and forestry, human and animal health, and to determine the economic costs of specific established IAS. The exact species to include in the study will be determined during the initial stages of the study. This assessment will be conducted early on in the project to ensure that its findings inform the other components of the project.

To the extent possible, the assessments will be based upon the types of methodology outlined in studies such as Pimentel, et al. (2001), Pimentel, et al. (2005), Reinhardt et al. (2003), Colautti et al. (2006), and Gren et al. (2009).
Duties and Responsibilities

The National Expert on cost benefit analysis will assist the International expert (Lead Author) in all aspects of the project implementation, mainly on – but not limited to – the following elements:

1. Preparation of a work plan and a summary of the context, the scope and detailed methodology of the IAS cost benefit analysis.
2. Collecting/compiling 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, University of Mauritius (UoM), Mauritian Wildlife Foundation (MWF) other NGOs and private sector.
3. Conducting a preliminary analysis.
4. Production of a comprehensive IAS cost benefit analysis so as to provide a better understanding on their potential impacts on biodiversity, livelihoods, agriculture and forestry, human and animal health, and to determine the economic costs of specific established IAS (the list of the species will be agreed in consultation with the PMU).

D. Expected outputs

The National 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, National Project Director, 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 Expert

<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 producing a detailed work plan based on the objectives and approaches outlined above including a detailed assignment methodology</td>
<td>Feb-22</td>
<td>10</td>
<td>Approved assignment work plan</td>
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<tr>
<td>2</td>
<td>Consultative workshop with Stakeholders</td>
<td>Mar-22</td>
<td>10</td>
<td>Approved report</td>
</tr>
<tr>
<td>3</td>
<td>Assist in the production of a draft comprehensive cost benefit analysis of selected IAS</td>
<td>Apr-22</td>
<td>30</td>
<td>Approved report</td>
</tr>
<tr>
<td>4</td>
<td>Assist in the production of a final cost benefit analysis report of selected IAS</td>
<td>Jul-22</td>
<td>40</td>
<td>Approved report</td>
</tr>
<tr>
<td>5</td>
<td>Production of a completion report describing the process for the development of cost benefit analysis of selected IAS</td>
<td>Jul-22</td>
<td>10</td>
<td>Approved report</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</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 9 months from February 2022 until October 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

Education
- He/she should have a least a post graduate degree in economics or related field.

Experience
- Minimum 5 years of demonstrable experience in the technical area related to field projects and programmes .
- He/She should have at least 5 years of experience in Cost Benefit Analysis.
- In addition, he/she should have been involved in at least 1 project of similar nature. Experience with socio economic aspects in managing protected areas will be also an advantage.

Skills
- Good interpersonal and communication skill with the ability to effectively interact at senior levels of Government in a multi-disciplinary and multi-cultural environment;
- Strong drafting and reporting skills

Language:
- Fluency in English (both written and verbal) and a good knowledge of French is an advantage.

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.

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;
- Strong IT competencies.

Leadership and Self-Management
- Focuses on result for the client and responses positively to feedback; and
- A good personality with strong leadership skills.
I. Scope of bid price and schedule of payments

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, all travel costs, per diem, etc.). In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Travel costs will be paid as per actual travel costs* claimed by the consultant after each mission and after written confirmation from the Regional Project Manager and verification by UNDP that the services have been satisfactorily performed. Should the consultant wish to travel on a higher class he/she should do so using their own resources.

The contract price is fixed regardless of changes in the cost components. In the case of unforeseeable travel (additional mission for example), payment of travel costs including tickets, accommodation and terminal expenses should be agreed upon prior to travel between UNDP and Individual Consultant and will be reimbursed.

Payments will be effected based on deliverables as per section D.

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.
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 Beedassy, Head of Environment Unit a.i, UNDP CO

Date of Signing 06/12/21