United Nations Development Programme/Government of Mauritius

Terms of Reference for procurement of consultancy services for a National Consultant (Civil Engineer) for the ‘Supporting the Economic Empowerment of the Artisanal Fishing Community of the Republic of Mauritius’ project

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>National Consultant (Civil Engineer) for the upgrading of five fish landing stations around Mauritius and Rodrigues</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTOR:</td>
<td>Climate and Disaster Resilience</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Republic of Mauritius</td>
</tr>
<tr>
<td>DUTY STATION:</td>
<td>UNDP Mauritius CO and home based</td>
</tr>
<tr>
<td>DURATION:</td>
<td>60 working days until May 2024</td>
</tr>
<tr>
<td>STARTING DATE:</td>
<td>April 2022</td>
</tr>
<tr>
<td>END DATE:</td>
<td>May 2024</td>
</tr>
<tr>
<td>CONTRACT PERIOD</td>
<td>60 days spread over 2.5 years</td>
</tr>
</tbody>
</table>

A. Project Title:

Supporting the Economic Empowerment of the Artisanal Fishing Community of the Republic of Mauritius

B. Project Description:

The United Nations Development Programme (UNDP) Mauritius and Seychelles Country Office (CO) has applied and benefitted the above-mentioned project from the European Union under the ECOFISH Programme.

The project aims at empowering the artisanal fishers of the Republic of Mauritius in getting out of poverty by improving their economic situation through the provision of advanced technology for the identification and exploration of new fishing grounds. The action will assist the artisanal fishers in moving out of the over-exploited lagoon to more sustainable fishing grounds.

The Government is already providing grants and loans for the purchase of off-lagoon fishing vessels. This project complements the government’s initiative by filling a gap which prevented an essential outcome from being reached. An improved catch will lead to better economic situation for the fishers and will be followed by better social inclusion. A higher catch will also provide additional work for the youth and women who are mostly involved in post-harvest processing.

The project will thus involve 3 phases:

1. **Harvest**: Assembly and deployment of FADs and training of fishermen in their use,
2. **Post-Harvest Infrastructure**: Fish Landing Station (FLS) improvement, fitting of green equipment (solar panel, solar ice-making machine, rainwater harvesting system, solar chiller) and training in operation of these equipment,
3. **Post-Harvest processing**: Training in fish hygiene, fish processing and marketing.
The activities of this project are consequently geared to the attainment of 3 clear-cut Outcomes which are linked to:

- Better harvest efficiency and sustainable management of resources,
- Improved post-harvest processing infrastructure; and
- Enhanced fish processing techniques.

C. Scope of Work

For the project implementation, a National Consultant (Civil Engineer) will be recruited. The Civil Engineer will be responsible for the design and supervision of civil works under the project. He will ensure the technical quality control of all civil works; its proper and timely implementation and he/she will provide necessary support through advisory and capacity building services to the overall process.

For this project, the Civil Engineer will render technical support through design and supervision of civil related works to the Project Management Unit (PMT). He/she will provide technical/engineering inputs, trainings (where necessary), prepare/review of Terms of Reference/specifications and review of the outputs and deliverables of civil contractors and other sub-contractors, build capacities (where applicable) and provide technical support to stakeholders in the areas of artisanal fishing using infrastructure of fish landing stations and fish hygiene. The Civil Engineer will report directly to the Project Manager and the UNDP.

Duties and Responsibilities

Key functions:

- Field Visits and design works,
- Provision of effective support throughout all stages of procurement processes,
- Monitoring of progress of works; and
- Provision of general office support.

1. Field Visits and design works

- Field visits to 4 identified FLSs around Mauritius Island and 1 in Rodrigues to do an assessment of work required for improvement of facilities in the respective FLS,
- Prepare a Programme of work for the implementation of specific civil engineering tasks as required by the project,
- Carry out all the necessary assessment for the following:
  - The feasibility of using solar powered ice-making v/s solar ice machines and any associated electrical requirements as backup in 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,
  - Requirements related to the retrofitting of rainwater harvesting system to 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,
  - Requirements for the upgrading of 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,
  - Requirements for construction of a Cold room using solar absorption chiller in the Port area at Trou Fanfaron in collaboration with the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping (MoBEMRFS),
  - Suitability for existing fish landing stations to cater for installation of PV Panels in 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,
- Prepare and submit specifications/tender document for engineering works including preliminary designs, detailed designs, bidding documents for works contract, specifications and
technical descriptions, Bill of Quantities (BoQs), cost estimates and any other relevant document (where necessary) for the following:

- For procurement and installation of solar powered ice-making or solar ice machines in 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,
- For retrofittting of rainwater harvesting system to 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,
- For upgrading of 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island including rehabilitation/provision for WC & water connection system,
- For the construction of a Cold room using solar absorption chiller in the Port area at Trou Fanfaron,
- For procurement and installation of PV Panels in 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,

- Arrange for all necessary surveys, tests, design, and detailed drawing clearances and permits from all statutory bodies as required,
- Ensure that project activities adhere to the local legislation, construction standards, UNDP construction policies and guidelines and the UNDP Social and Environmental safeguards.

2. **Provision of effective support throughout all stages of procurement processes**

- Assist in the launching of bids, pre-bid meetings (where applicable), reply to prospective bidder’s queries, evaluation, and selection of Contractor for the following:
  - For procurement and installation of solar powered ice-making or solar ice machines in 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,
  - For retrofittting of rainwater harvesting system to 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,
  - For upgrading of 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island including rehabilitation/provision for WC & water connection system,
  - For design & built procurement related to the construction of a Cold room using solar absorption chiller in the Port area at Trou Fanfaron,
  - For procurement and installation of PV Panels in 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,

- Provide a report on the compliance of bids with specifications and provide reasons in case of deviations,
- Assist in the evaluation of contractor’s quotes for any variation of works, if required.

3. **Monitoring of progress of works**

- Ensure timely deliverables and quality of the work of all contractors and sub-contractors working under the project and coordinate services to be rendered by them,
- Arrange regular coordination and site meetings with relevant stakeholders during the Design & Supervision and Construction stages, including commissioning and submit regular progress reports and promptly attend to all problems arising on the project or advise on remedial actions,
- Review and validate all certificate of payments, any application for extension of time and any Loss and claim Expense from contractors engaged for this project,
- Undertake regular monitoring field visits to the project sites and report to the Project Management Team (PMT) on the status of activities including suggestions for improvements,
- Prepare and maintain status reports/progress for all activities and contracts under the project and submit a monthly progress report,
- Ensure that works are implemented in line with UNDP requirements to ensure high quality and compliance with the local legislation, construction standards as well as UNDP policy on construction, and Social and Environmental Safeguards, and support in handling of complaints if any,
- Arrange for testing, commissioning, and handing over of site at completion of works,
• Arrange for handing over complete sets of as-made drawings and operation and maintenance manuals, and 
• Ensure that the project is implemented within time and budget and as per the scope of works, 
• Provide a final commissioning report, including all relevant technical drawings and calculations, as well as an operation and maintenance manual where necessary, for ready handing over to the Government of Mauritius institutions namely the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping (MoBEMRFS). In this respect, the Engineer shall ensure that the necessary documents prepared by the various other contractors are handed over appropriately in hard and soft copies.

4. Provision of general office support

• Support in preparation of materials for the purposes of a) annual planning, b) resource mobilization, c) collaboration with partners; and d) reporting to donors and implementing partners, 
• Prepare Notes of meetings as required by the Project Manager, 
• Assist in the provision of any initial surveys required for the preparation of TORs, if required, 
• Prepare and deliver professional presentations in PowerPoint format to relevant institutions and governmental bodies, as required, 
• Assist and submit report in relation to queries from funding/governmental bodies, 
• Submit a quarterly report on progress of works and provide recommendations and suggestions to PMT for improvement of the Project’s implementation, if necessary; and 
• Assist in the management of logistical support to the PMT.

Note: For the project, the Civil Engineer will be required to effect at least two visits to Rodrigues Island. The relevant travel expenditures (air-ticket and per diem) will be catered by the project.

D. Expected outputs

The National Consultant (Civil Engineer) shall be remunerated in accordance with the time schedule and deliverables approved by UNDP. UNDP will be represented as appropriate by the Project Manager or the Head of Environment Unit. The Project Steering Committee will also review and comment on the deliverables as appropriate. The list of Deliverables is shown in Table 1.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Tentative date</th>
<th>Fee (%)</th>
<th>Means of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stakeholders’ Consultation Meetings and Submission of Programme of work for the implementation of specific civil engineering tasks</td>
<td>Apr 2022</td>
<td>5%</td>
<td>Approval of workplan</td>
</tr>
<tr>
<td></td>
<td>Prepare and submit specifications/tender document for engineering works including preliminary designs, detailed designs, bidding documents for works contract, specifications and technical descriptions, Bill of Quantities (BoQs), cost estimates and any other relevant document (where necessary)/ Request for purchase document for the following:</td>
<td></td>
<td></td>
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<td>---</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2. | i. For procurement and installation of solar powered ice-making or solar ice machines in 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,  
|   | ii. For retrofitting of rainwater harvesting system to 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island,  
|   | iii. For upgrading of 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island including rehabilitation/provision for WC & water connection system,  
|   | iv. For design & built document relevant to the construction of a Cold room using solar absorption chiller in the Port area at Trou Fanfaron,  
|   | v. For procurement and installation of PV Panels in 4 identified FLSs around Mauritius Island and 1 in Rodrigues Island  
|   | Specifications/tender document for civil engineering, cost estimates/Request for purchase documents submitted and relevant procurement launched  
|   | May 2022  
|   | May 2022  
|   | Apr 2022  
|   | June 2022 25%  
|   | May 2022  
|   | Nov 2022 5%  
|   | Nov 2022  
|   | Certificate of works completion submitted  
|   | Sep 2022 10%
Notes to the above:

- For the project, the Civil Engineer will be required to effect at least two visits to Rodrigues Island. The relevant travel expenditures (air-ticket and per diem) will be supported by the project and thus shall be included in the financial package,
- 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.

Payment Conditions

In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor the ceiling of the offered and approved amount based on Certificate of
Payment (CoP) and supporting documents for the respective deliverables submitted by the consultant after the completion of each respective deliverable. The payment of consultancy fees would be based on the submission and approval of deliverables table above.

**Important Note**

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

**Mr. Jean Lindsay AZIE**  
Project Manager  
Supporting the economic empowerment of artisanal fishing community of the Republic of Mauritius project  
Fisheries Training & Extension Center (FiTEC), Pointes aux Sables  
Email: lindsay.azie@undp.org  
Tel: +230 55009341

and copied to Mrs. Raksha RAMLOLL at raksha.ramloll@undp.org.

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 of the reports to the relevant stakeholders for necessary views/ comments and approval. 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 EeOFISH Programme visibility guidelines since unsatisfactory performance may result in termination of contract. Tables of content should be cleared with the PMT before reports are produced.

**E. Institutional Arrangement**

This is a Directly Implemented Project by the UNDP with Responsible Parties in Mauritius and Rodrigues. In Mauritius, the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping is the Responsible Party, and the key institutions are the Fisheries Training and Extension Centre (FiTEC) and the Fisheries Protection Service (FPS) and the Rodrigues Regional Assembly (RRA) for Rodrigues. The consultant will provide high quality services to the project management team and report to the UNDP Project Manager.

For this assignment, a technical committee comprising of UNDP staff, the project team, and representatives from the FiTEC, FPS and the RRA will be set up to provide feedback on all deliverables. The Project Manager shall be the focal point for the technical committee.

**F. Duration of the work**

The National Consultant (Civil Engineer) shall be for 60 working days over 2.5 years, starting April 2022 until May 2024. This is a lump sum-based contract, based on set deliverables.
G. Duty Station

The consultant is expected to work from home/parent company premises, in Mauritius and shall remain available and shall attend meetings as required at the Fisheries Training and Extension Centre (FiTEC) and the Fisheries Protection Service (FPS), and at the UNDP. The consultant shall remain available for consultations, progress meetings, site visits, data gathering, and any other discussions as required. In such cases, the consultant shall attend in person whenever required. Furthermore, the consultant shall liaise with the PMT and stakeholders to ensure that a consultative approach is adopted. The consultant should be reachable by phone/ email/ video conference throughout the entire contract duration.

H. Competencies and Qualifications

The Consultant must have the following professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

Education

- Master’s degree or equivalent in civil engineering or construction works (mechanical and civil construction) or another relevant subject.
  Or
- A Bachelor’s Degree in civil engineering or construction works (mechanical and civil construction) or another relevant subject on condition the candidate has a master’s degree in Project Management or equivalent.

Experience

- Be a Registered Professional Engineer with the Council of Registered Professional Engineers of Mauritius,
- At least 10 years of professional experience post registration in the field of consulting engineering services including civil works, contract management and project site management,
- Proven experience in providing consulting engineering services to construction projects/sites of similar nature for the last 5 years,
- Experience in engineering design, supervision, commissioning, and official handover of construction projects/sites,
- Experience in preparation of Terms of Reference/ Tender Documents for construction/ civil works,
- Proven experience in providing consulting engineering services on coastal works project,
- Experience in assisting Mauritian institutions in assignments of similar nature,
- Experience in Bid Evaluation Exercises on behalf of Mauritian Institutions,
- Work experience with the international organizations / Government institutions, international companies and/or CSOs would be an asset,
- Experience in the usage of computers and office software packages (MS Word, Excel, MS Office, etc.).

Skills

- Familiarity with the national construction legislation and construction norms and rules,
- Ability to manage a high workload and deliver to tight deadlines,
- High sense of responsibility.

Language

- Fluent in English,
- Knowledge of French and Mauritian Creole is an asset.
Corporate Competencies:
- Demonstrates commitment to the 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,
- 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.

Leadership and Self-Management
- Focuses on result for the client and responses positively to feedback,
- A good personality with strong leadership skills,
- Ability to manage conflict and creating synergies through self-control,
- Acts as a team player and facilitates teamwork.

I. 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 D.

J. Recommended Presentation of Offer

The following documents are requested and should be submitted to procurement.mu@undp.org:

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, samples of previous work and Tracking Tools), and a methodology on how he/ she will approach and complete the assignment. **The technical proposal should be submitted along with the P11 in a single pdf file.** The Applicant shall ensure that the single file includes all required information, and

d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by the UNDP. **The financial proposal should be submitted as a separate file (marked “Financial Proposal_NC/CE”) to procurement.mu@undp.org and should be locked with a password that would be provided upon request.**
K. Criteria for selection of best offer

The award of the contract should be made to the offeror 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>
<thead>
<tr>
<th>Technical Evaluation criteria</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree or equivalent in civil engineering or construction works (mechanical and</td>
<td>15</td>
</tr>
<tr>
<td>civil construction) or another relevant subject OR</td>
<td></td>
</tr>
<tr>
<td>A Bachelor’s Degree in civil engineering or construction works (mechanical and civil</td>
<td></td>
</tr>
<tr>
<td>construction) or another relevant subject on condition the candidate has a master’s degree</td>
<td></td>
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<tr>
<td>in Project Management or equivalent</td>
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<tr>
<td>At least 10 years of professional experience post registration in the field of consulting</td>
<td>10</td>
</tr>
<tr>
<td>engineering services including civil works, contract management and project site management</td>
<td></td>
</tr>
<tr>
<td>Proven experience in providing consulting engineering services to construction projects</td>
<td>10</td>
</tr>
<tr>
<td>/sites of similar nature for the last 5 years</td>
<td></td>
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<tr>
<td>Experience in engineering design, supervision, commissioning, and official handover of</td>
<td>8</td>
</tr>
<tr>
<td>construction projects/sites</td>
<td></td>
</tr>
<tr>
<td>Experience in preparation of Terms of Reference/Tender Documents for construction/civil</td>
<td>7</td>
</tr>
<tr>
<td>works</td>
<td></td>
</tr>
<tr>
<td>Proven experience in providing consulting engineering services on coastal works project</td>
<td>5</td>
</tr>
<tr>
<td>Experience in Bid Evaluation Exercises on behalf of Mauritian Institutions</td>
<td>5</td>
</tr>
<tr>
<td>Experience with Donor-funded (EU, UNDP, AFDB etc) and multi-stakeholder projects</td>
<td>5</td>
</tr>
<tr>
<td>Use of MS Word, Excel, and other relevant software for construction projects and engineering</td>
<td>5</td>
</tr>
<tr>
<td>fields</td>
<td></td>
</tr>
<tr>
<td>Proposed Methodology, Approach, and Implementation Plan</td>
<td>30</td>
</tr>
<tr>
<td>Total maximum</td>
<td>100</td>
</tr>
</tbody>
</table>

The financial offers will be evaluated giving the lowest price technically responsive proposal 30 marks and marking the other more expensive technically responsive proposals reverse proportionally to the cheapest offer. The method of calculation of the final score is shown in Table 3 below.

<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.
Applicants are required to provide names and contact details of Referees in order that the UNDP may conduct reference checks independently. At least 3 referees shall be provided, who shall be past Clients, at Director level, of the applicant.

**Important Note:**
Interested offerors above the age of 62: the UNDP Regulations require them, at their own cost, to undergo a full medical examination including X-ray report. 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.

<table>
<thead>
<tr>
<th>Approval</th>
</tr>
</thead>
</table>

This TOR is approved by:

[Signature]

Name and Designation: Shakil Beedassy, Environment Team Leader a.i, UNDP CO

Date of Signing: 14 January 2022