



United Nations Development Programme/Government of Mauritius



Terms of Reference for procurement of consultancy services for a National Expert in Public Finance for the UNDP/GEF 'Mainstreaming Invasive Alien Species (IAS) Prevention, Control and Management' project

TITLE:	Independent Consultant – National Expert Public Finance (Mauritian Nationals only)
SECTOR:	Economy
LOCATION:	Republic of Mauritius
DUTY STATION	Home and office based – Republic of Mauritius
DURATION	4 weeks (20 working days)
STARTING DATE	May 2022
END DATE	August 2022
CONTRACT PERIOD	20 days spread over 4 months

A. Project Title:

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

B. Project Description:

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.

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. Rationale

One of the key outputs of the project is the proclamation of Mourouk Valley as a Protected Area.

Mourouk Valley is situated in the south east of Rodrigues Island. The valley containing Cascade Mourouk is flanked by two smaller valleys, one on each side. Although the three valleys are degraded, the more inaccessible slopes are still rich in native species, possibly making this the richest of the south-facing valleys. In the middle (Cascade) valley the only known individual of *Gouania laxiflora* is found in association with *Diospyros diversifolia*, *Terminalia bentzoe*, *Pleurostyliia putamen*, *Eugenia rodriguensis*, *Scutia myrtina*, *Asparagus umbellulatas*, *Cassine orientalis*, and *Ficus spp.* (*F. rubra* and *F. reflexa*). Patches of *Lobelia vagans* grow in accessible places next to the cascade, while above it two very old *Polyscias rodriguensis* occur in association with *Dracaena reflexa*.

The middle cascade valley contains rare *Foetidia rodriguensis*, *Terminalia* and *Sideroxylon galeatum*, which grow in association with *Mathurina penduliflora* and two *Hibiscus liliiflorus*, the only trees of this species known in the wild. Some rare species may grow at the head of the valley, surrounded by very steep, weathered cliffs, too dangerous to prospect adequately. Scientists collected *Dombeya rodriguensis* from this locality in 1956. It possibly still exists in the valley. The small valley east of the main cascade valley contains at least eight *Hyophorbe vershaffeltii* palms. This valley opens up next to Mont Cheri, where occasional *Terminalia*, *Pleurostyliia*, *Diospyros*, *Camptocarpus sphenophyllus* and a large localized population of *Carissa spinarum* are found. The three valleys of Cascade Mourouk are forested, generally, varying from isolated trees to an almost complete canopy. Invasions by *Litsea glutinosa*, *Lantana camara*, and *Furcraea foetida* are common in Mourouk Valley. Hence we are planning to develop a Management Plan and a Costed Action Plan for Mourouk Valley, Rodrigues.

D. Scope of work

The National Expert Public Finance, under the leadership of Project Manager, Chief Technical Advisor and the National Project Director, is required to **develop the Mourouk Valley fully costed yearly Operational plan for five year period and design cost recovery programme schemes to contribute to the sustainability of biosecurity operation**. He/she will assess the needs/gaps of the current management status and propose a budget for the planned activities will be developed, indicating the sources of financing and calculations; sustainable financing and resource mobilization. A holistic approach will be developed for long terms enabling activities and will comprise of the following:

- Cost of operation of each designated area: conservation, recreation, education zone etc;
- Estimation of the economic benefits of ecosystem services of the area, cost-benefit analysis;
- Financing sources, considering traditional public funding but also market-based instruments; lack of funding, staff costs, reproduction, conservation and protection of forests, forest management, wildlife, etc.;

The National Expert Public Finance will assist the Project Manager, Chief Technical Advisor and the National Project Director in all aspects of the project implementation, mainly on – but not limited to – the following elements:

1. Preparation of an assignment workplan and a summary of the context, the scope and detailed methodology of the development of a costed action plan.
2. Collecting/compiling data from relevant agencies including, but not limited to the National Parks and Conservation Service (NPCS), Forestry Service (FS), Rodrigues Regional Assembly, Mauritian Wildlife Foundation (MWF) other NGOs and private sector.
3. Conducting a preliminary analysis.
4. Production of a comprehensive costed action plan for incooperation in the Management plan.
5. Provision of technical advice in consultative meetings.
6. Production of a financial sustainability plan.

The National Expert shall be remunerated in accordance with the time schedule and deliverables approved by UNDP. UNDP and the implementing agency 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.

E. Expected outputs

Item	Project Activities/deliverables	Time schedule	Payment schedule (%)	Means of verification
1	Produce a detailed assignment work plan based on the objectives and approaches outlined above including a detailed assignment methodology	May-22	5	Approved assignment work plan by the NPD & Project Manager
2	Consultative workshop/meetings with Stakeholders.	May-22	20	Approved report by the NPD & Project Manager
3	Production of a draft comprehensive Costed Action Plan.	June-22	25	
4	Technical support workshops/consultative meeting	July-22	10	
5	Production of Costed Action Plan and facilitate incorporation in the Management plan	July-22	25	
6	Production of a financial sustainability plan	Aug-22	10	
7	Production of a completion report describing the process for the development of the Financial plan	Aug-22	5	
	Total		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 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.

F. Reporting

The successful candidate will work under the close and joint technical supervision by the project management team and the National Project Director(NPD)All deliverables shall be paid only after approval by the PMU and NPD.

G. Duration of the work

The duration of the consultancy service will be for 20 working days over 4 months from May 2022 until August 2022.

H. Duty Station

The assignment shall be undertaken in Reduit and/or remotely with possibility of traveling to project sites. During the field 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 or at the Commision of RRA in Rodrigues.

I. Qualifications

Education

- He/she should have a least a post graduate degree in Public Administration and Finance, Economic (social or agriculture) or any other 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 the development of budgets for management or operational plans.
- In addition, he/she should have been involved in at least 1 project of similar nature. Experience with socio/agro economic aspects in managing protected areas will be also an advantage.

Competencies

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 responds positively to feedback; and
- A good personality with strong leadership skills.

J. 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.

K. 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.

L. 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.

Technical evaluation criteria:

A. Short listing Criteria	Max. Point
Qualification	
• Degree in a subject related to Public Administration and Finance, Economic (social or agriculture) or any other related field	15
• Masters degree in a subject related to Public Administration and Finance, Economic (social or agriculture) or any other related field	20
General Experience	
• 5 to 10 years	3
• More than 10 years	5
Professional experience in the required technical field (Costed Action plan and budget preparation)	
• 5 years	10
• More than 5 years	15
Specific Experience relevant to the assignment i.e.Preparation of sustainable Budget and well versed relating to fund generating mechanism in projects and programmes in the country.	
• 1 project	10
• More than 1 project	15
Language Qualifications	
• Proficiency in English	10
• Good knowledge of French	5
IT Skills	
• Proficiency in IT and report writing	10
Proposal and Methodology	
• 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	15
• Action plan and timeline	5
Total maximum	100

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.

Payment Milestones and Authority

The prospective consultant receive his/her lump sum service fees upon certification of the completed tasks satisfactorily as per Table 1 above.

M. Approval

This TOR is approved by:

Signature: 

Name and Designation: Tanzila Watta Sankoh, Head of Environment Unit a.i, UNDP CO

Date of Signing: 20-Apr-2022