



*Ministry of Industry, SME and Cooperatives
(Industry Division)*

Expression of Interest *for*

the shortlisting of suitable Consultants to act as
Administrative and Finance Assistant
(on Contract basis)

under the

**Project: Accelerating the Transition to a Net-Zero
Nature-Positive Economy in Mauritius (NZNPA)**

Issued on: 01 August 2025

Procurement Reference No: EOI/02/2025 2026

**Client: Ministry of Industry, SME and Cooperatives
(Industry Division)**

Section 1

Request for Expression of Interest for the shortlisting of suitable Consultants to act as Administrative and Finance Assistant under the project: Accelerating the Transition to a Net-Zero Nature-Positive Economy in Mauritius (NZNPA)

[Authorized under Section 24 (2) (a) of the Public Procurement Act 2006]

1. Introduction

The purpose of this Expression of Interest is to invite and shortlist national qualified consultants, who wish to submit their respective proposals, to act as **Administrative and Finance Assistant (AFA)**, on a full-time basis for a period of 4 years, for the implementation of the NZNPA Project.

The AFA will form part of a Project Management Unit which will be responsible to execute the project activities, as per the approved NZNPA Project Document, over the next four years.

The project aims at accelerating the decarbonisation of the manufacturing sector for higher productivity and enhanced competitiveness, as well as establishing the enabled environment to support the integration of nature-based solutions at national level.

The project is funded by the Global Environment Facility (GEF). The Executing Agency for the implementation of this project in Mauritius is this Ministry whilst the United Nations Environment Programme (UNEP) is the GEF Implementing Agency.

Consultant shall for the purpose of this procurement mean an individual qualified person submitting his\her respective proposal, to act as Administrative and Finance Assistant (AFA) for the implementation of the NZNPA Project.

2. The objective of the assignment

The Administrative and Finance Assistant (AFA) will form part of the personnel in the Project Management Unit (PMU), which will be responsible to manage the implementation, monitoring and evaluation of the Mauritius NZNPA project.

2.1 The scope of the assignment

The AFA will carry out both administrative and financial management duties, as per the Terms of Reference (TOR) in Section 2 below.

3. The duration of the assignment

The project will span over a period of 4 years (2025-2029). The start date for the consultancy services for the post of the Administrative and Finance Assistant will be as from the date of signature of contract between the Ministry and the Consultant, expected to be during the month of September 2025.

4. Procurement Process for the selection of the consultant for this assignment

4.1 This Request for Expression of Interest is for the shortlisting of a minimum of three qualified consultants who would be invited to submit their proposals for the assignment referred to above.

4.2 The procurement process has been planned as follows:

Closing date for submission of Expression of Interest: **Tuesday 19 August 2025 at 11 30 hrs**

Date of issue of Request for Proposal: **20 August 2025**

Closing date for submission of Request for Proposal: **03 September 2025 at 11 30 hrs**

Date of Award of Contract: **Mid-September 2025**

Implementation Period: **A maximum of four years**

5. Fund for assignment

The assignment for the AFA will be funded by the Global Environment Facility (GEF).

6. Client's requirements

<i>Qualifications</i>	<ul style="list-style-type: none">• at least a first degree in Project or Business Management, Finance or any other <u>related</u> field of study. <p>(The onus of submitting certificate of equivalence will be on the applicant.)</p> <p><i>(Documentary evidence is to be provided)</i></p>
<i>Experience and skills</i>	<ul style="list-style-type: none">• at least 3 years of experience working in similar projects or has prior experience in assisting in the implementation of at least one GEF-funded project;• at least 1 year of experience working with ministries or other public institution(s); and• computer literate with good working skills in Excel. <p><i>(Documentary evidence is to be provided)</i></p>
<i>Language Requirements</i>	<ul style="list-style-type: none">• oral and written skills in English.

7. Shortlisting criteria

Shortlisting of consultants will be based on:

- Qualifications of the candidates;
- details of skills, experience or similar assignments undertaken in the previous 5 years, including their locations;
- the focus on the Consultant's role in similar assignments in the region or elsewhere;

8. Preparation and Submission of EOI

The Expressions of Interest and all accompanying documentation shall be submitted, **at latest, by 11 30 hours on Tuesday 19 August 2025.**

9. Supplementary Information

Any request for supplementary information should be made not later than 7 days prior to the deadline for submission of EOI online and any response from the Client shall be made not later than 7 days prior to the said deadline.

10. Opening of the Expression of Interest

Expression of interest shall be opened by the Client on **Tuesday 19 August 2025 at 11 30 hours at the Ministry of Industry, SME and Cooperatives (Industry Division).**

Section 2

Terms of Reference for the Consultancy Service

<i>Job Title:</i>	Administrative and Finance Assistant (on Contract basis)
<i>Duration and Type of Assignment:</i>	4 years duration on a full-time basis
<i>Client:</i>	Ministry of Industry, SME and Cooperatives (Industry Division) 7 th Floor, Air Mauritius Building, President John Kennedy Street, Port-Louis

1.0 Introduction

The Ministry of Industry, SME and Cooperatives (Industry Division) is seeking consultancy services for the post of an **Administrative and Finance Assistant** for the implementation of a project for which funding has been secured from the Global Environment Facility (GEF).

2.0 Job Purpose and Organisational Context

Project Background

Mauritius, as a Small Island Developing State, faces significant challenges to decarbonise the manufacturing sector and reverse the loss of biodiversity at national level. While there is a general effort to achieve Net-Zero emissions in the long-term, the same cannot be said regarding biodiversity loss, left alone enhancements in ecosystems functions and services – i.e. the Nature-Positive aspect. This is due to prevailing barriers in achieving Net-Zero, Nature-Positive (NZNP) targets, including: inadequate level of integrated long-term policy

planning; lack of conceptual and practical knowledge on NZNP; lack of tools and lack of capacities on NZNP aspects; limited financing to support investments in NZNP initiatives; and the need to revise regulatory framework to protect natural capital and their ecosystem more effectively.

The Project

The Ministry of Industry, SME and Cooperatives (Industry Division) has secured funding from the GEF to implement the Project '*Accelerating the Transition to a Net-Zero Nature-Positive Economy in Mauritius*' (NZNPA). It is the Executing Agency to lead the project implementation and the United Nations Environment Programme (UNEP) is the GEF Implementing Agency. The project will span over a period of 4 years.

The overarching objective of the project is to accelerate the decarbonisation of the manufacturing sector for higher productivity and enhanced competitiveness, as well as establish the enabling environment to support the integration of nature-based solutions at national level. In effect, the project seeks to address the barriers mentioned above, as well as their root causes. The specific objectives of the Mauritius NZNPA project are:

Specific objective 1: Formulation and adoption of net-zero strategies that incorporate biodiversity conservation and land degradation neutrality that adopts a whole-of-government approach in terms of national-level institutional coordination and long-term, integrated macroeconomic planning supported by the Ministry of Financial Services and Economic Planning, and Maurice Stratégie. A specific outcome will be a NZNP Vision for Mauritius accompanied by NZNP targets;

Specific objective 2: Adoption of the climate-nature nexus approach for low-carbon, climate-resilient planning, implementation, monitoring and evaluation, and reporting to implement the provisions of the Climate Change Act 2020, as well as delivering on the Sustainable Development Goals and producing global environmental benefits in terms of Green House Gas emissions reductions and conservation of ecosystem services;

Specific objective 3: Investments in NZNP-aligned projects in the manufacturing sector; namely, in Nature-Positive solar photovoltaic installations, energy efficiency measures and materials circularity; and

Specific objective 4: Integrating Nature-Positive indicators in the MauNDC Registry for monitoring progress towards NZNP targets.

These specific objectives are expected to be achieved through three project Components and Outcomes as follows:

Component 1: Country-wide NZNP actions – The expected outcome is ‘The Government of Mauritius takes steps to adopt a long-term Mauritius NZNP Strategy and Action Plan’;

Component 2: Manufacturing sector NZNP enabling environment and investments – The expected outcome is ‘Manufacturing sector actors take steps to adopt a sectoral NZNP strategy and de-risking mechanisms to incentivise investments in NZNP solutions’; and

Component 3: Monitoring and Evaluation, and Knowledge Management – The expected outcome is ‘Project is monitored and evaluated, and knowledge is effectively managed for scaling up investments in NZNP initiatives’.

These project components comprise 13 outputs, 34 deliverables and 4 core indicators.

Additional information on the project can be obtained at the following link:

<https://industry.govmu.org/Pages/NZNPA-Project.aspx>

3.0 Job Duties, Responsibilities and Deliverables

The **Administrative and Finance Assistant (AFA)** shall be a Mauritian National who will be selected by the Ministry of Industry, SME and Cooperatives (Industry Division).

The AFA will report to the National Project Director (Principal Industrial Analyst - Project and Programme Unit, Industry Division). He/she will form part of the personnel in the Project Management Unit (PMU) which will be responsible to manage the implementation and, monitoring and evaluation of the Mauritius NZNPA project.

The AFA will carry out both administrative and financial management duties, namely:

- Budgetary control and processing of all financial transactions;
- Assist in the preparation of financial reports;
- Support to process procurements and other administrative tasks;
- Assist with the annual audit exercise and reporting;
- Assist in the preparation of progress reports;
- Assist in the organisation of meetings, trainings, workshops and any other relevant events;
- Provide secretarial assistance in the organisation of national Project Steering Committee;
- Provide assistance to the Project Technical Coordinator who will head the PMU and in the overall management and oversight of project activities;
- Deliver to the required standard of quality within the approved timeframe and budget;
- Assist in coordinating project execution and liaison with national stakeholders (relevant ministries, national agencies, private sector, NGOs, etc.);
- Ensure project documentation (e.g., expenditure reports, progress reports, Project Implementation Reports, minutes of meetings, deliverables from consultants, inventory reports, co-financing reports, audit reports, cash advance requests to UNEP, correspondences from stakeholders, etc.) are properly maintained in hard and electronic copies for audit purposes and when required by the Executing Agency, UNEP or the Project Steering Committee;
- Maintain an inventory of all assets procured under the project;
- Undertake timely reporting to the National Project Director (NPD) and the GEF Implementing Agency (UNEP) as per the Monitoring and Evaluation (M&E) Plan and the Project Cooperation Agreement (PCA) requirements;
- Demonstrate his/her best efforts in achieving the assigned tasks;

- Carry out other cognate duties as assigned by the Project Technical Coordinator and the National Project Director.

4.0 Key Results Expected

The AFA will ensure:

- achievement of project objectives, outcomes and outputs as per the “NZNPA Project Document” which can be obtained at the following link:
<https://industry.govmu.org/Pages/NZNPA-Project.aspx>

5.0 Requirements

<i>Qualifications</i>	<ul style="list-style-type: none"> • at least a degree in Project or Business Management, Finance or any other <u>related</u> field of study. <p>(The onus of submitting certificate of equivalence will be on the applicant.)</p> <p><i>(Documentary evidence is to be provided)</i></p>
<i>Experience and skills</i>	<ul style="list-style-type: none"> • at least 3 years of experience working in similar projects or has prior experience in assisting in the implementation of at least one GEF-funded project; • at least 1 year of experience working with ministries or other public institution(s); • is computer literate with good working skills in Excel. <p><i>(Documentary evidence is to be provided)</i></p>
<i>Language Requirements</i>	<ul style="list-style-type: none"> • oral and written skills in English.

6.0 Facilities to be provided by the Ministry:

Office accommodation; equipment such as a laptop and a printer; and stationeries will be provided to the AFA during the assignment.

7.0 Contract Duration and Fees

7.1 Duration of initial Contract

The Contract will be for a period of four (4) years. It is estimated to start as from the date of signature of contract between the Ministry and the Consultant, expected to be during the month of September 2025, on a full-time basis.

7.2 State whether contract is on a lump-sum or time-based

The contract is lump-sum based and the selection will be made under Fixed Budget Selection. Under Fixed-Budget Selection, the Client will select the consultant that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected and the selected consultant will be invited for negotiations.

The available budget is **USD 61,395 (Approx. Rs 2,762,640) (VAT Excl.)** and your Financial proposal shall not exceed this budget.

7.3 Payment

Payment of fees will be fixed and made on a monthly basis upon submission of a monthly progress report, approved by the National Project Director to ensure quality of work being delivered.

Section 3

Response forms

Consultants will have to respond to this invitation for Expression of Interest by filling in the response templates below and submitting the documents requested.

Expression of Interest (EOI) – Consultancy Services

Consultants are required to submit a covering letter and a Motivation letter along.

Respondent's Submission

Consultants are required to fill in the response templates. The data to be submitted as Respondent's Submission has been grouped into the following templates:

1. Section I
2. Section II
3. Section III, IV and V
4. Enclosures

Procurement Reference No	EOI/02/2025 2026
Project Name	Accelerating the Transition to a Net-Zero Nature-Positive Economy in Mauritius (NZNPA)
Project Country	Mauritius

I. Consultant's Information

Date:	Country of Incorporation ¹ (if applicable)
Consultant Name:	Acronym:
EOI Submission Authorized by:	Position
Address:	Email Address:

Signature:

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I confirm that:

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Documentation regarding my signed CV, motivation letter, academic and professional qualifications and work experience has been enclosed.

¹ The Consultant must submit a copy of the Certificate of Incorporation of itself (if applicable)

II. Assignment Specific Qualifications and Experience

I list hereunder my project references which demonstrate my technical competence and geographical experience.

(Please provide relevant project information in Section D below).

A. Technical Competence

Project References, highlighting the technical qualifications in undertaking assignments and details of past experiences working with project authorities.

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B. Similar Experience

Project References, highlighting the technical qualifications-in undertaking similar assignments and details of past experiences working with similar project authorities.

C. Other relevant Information (maximum of 500 words)

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D. Project References

I list hereunder the most relevant projects to demonstrate my technical qualifications and the following:

1. At least 3 years of experience working in similar projects or has prior experience in assisting in the implementation of at least one GEF-funded project; and
2. At least 1 year of experience working with ministries or other public institution(s);

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	

Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

III. I submit my comments on Terms of Reference

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IV. I list hereunder the Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

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V. The details of the Key Experts available for this assignment

(a) Relevant Experience of the individual consultants are listed hereunder:

SN	Name	Qualification	Years of experience	Relevant Experience				
				Name of assignment - Duration	Client	Position	Duration	
							From	To
1								
2								
3								
4								
5								

(Please insert more rows as necessary)

VI. EOI Enclosures

SN	Description
1	Signed Covering letter
2	Signed Motivation letter
3	Signed CV
4	Copies of Certificates of academic and professional qualifications
5	Any relevant supporting document with respect to work experience mentioned above