



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

Expression of Interest *for*

the shortlisting of suitable Consultants to act as

Project Technical Coordinator

(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/01/2025 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 Project Technical Coordinator 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 Project Technical Coordinator (PTC), on a full-time basis for a period of 4 years, for the implementation of the NZNPA Project.

The PTC 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 Project Technical Coordinator (PTC) for the implementation of the NZNPA Project.

2. The objective of the assignment

The Project Technical Coordinator will head 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 PTC will carry out both project management and technical 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 Project Technical Coordinator 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: **Friday 15 August 2025 at 10 30 hrs**

Date of issue of Request for Proposal: **Monday 18 August 2025**

Closing date for submission of Request for Proposal: **Monday 01 September 2025 at 10 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 PTC 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 Engineering, Climate Change, Environmental Sciences, Sustainability, or any other <u>related</u> field of study; and• at least a post graduate qualification in Project Management, or any other related 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 5 years of experience in managing similar projects;• has prior experience in managing at least one GEF-funded project;• at least 2 years of experience working with ministries or other public institution(s); and• is computer literate. <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 and French.

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' 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 in at latest by **Friday 15 August 2025 up to 10 30 hours.**

9. Supplementary Information

Any request for supplementary information should be made not later than 7 days prior to the dead line 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 **Friday 15 August 2025 at 10 30 hrs at the Ministry of Industry, SME and Cooperatives (Industry Division).**

Section 2

Terms of Reference for the Consultancy Service

<i>Job Title:</i>	Project Technical Coordinator (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 a **Project Technical Coordinator** 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 **Project Technical Coordinator (PTC)** shall be a Mauritian National who will be selected by the Ministry of Industry, SME and Cooperatives (Industry Division).

The PTC will report to the National Project Director (Principal Industrial Analyst - Project and Programme Unit, Industry Division). He/she will head the Project Management Unit (PMU), which will be responsible to manage the implementation and, monitoring and

evaluation of the Mauritius NZNPA project. He/she will carry out both project management and technical duties, namely:

- Take responsibility for day-to-day project operations and manage the overall conduct of the project;
- Ensure that project implementation is according to the approved NZNP Project Document which describes the project design, outputs and outcomes;
- Deliver to the required standard of quality within the approved timeframe and budget;
- Deliver the outputs and demonstrate his/her best efforts in achieving the project outcomes;
- Coordinate project execution and liaison with national stakeholders (relevant ministries, national agencies, private sector, NGOs, etc.);
- Manage financial resources and process all financial transactions;
- Prepare all annual and year-end project revisions;
- Organise and facilitate inception and other relevant workshops as well as prepare relevant reports thereon;
- Organise and facilitate the holding of meetings of the national Project Steering Committee (PSC) – usually on a bi-annual basis; act as Secretary to the PSC and prepare relevant documents (e.g. agenda, progress report, etc.)
- Coordinate with the project team of consultants, consultancy firms and other subcontractors;
- Coordinate with strategic taskforces (i.e. thematic or Technical Working Groups);
- Organise and facilitate relevant trainings, meetings and other events planned as part of the project and prepare technical/financial reports as may be required by the Ministry and UNEP;
- 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.
- Periodic reporting to UNEP and the Project Steering Committee for allocation of the GEF grant according to the approved workplan and budget, in coordination with UNEP and the Executing Agency;

- Track project achievements against the Project Results Framework, Core Indicator Worksheet and Gender Action Plan;
- Support data and information retrieval and research by actively liaising with national stakeholders and consultants;
- Notify UNEP and the Project Steering Committee in writing if there is need for modification to the agreed implementation plan and budget, and to seek their approval;
- Address and rectify any issues or inconsistencies raised by the GEF Implementing Agency (UNEP);
- Support compilation and submission of progress, financial and audit reporting to the GEF Implementing Agency (UNEP);
- Supervise the tasks conducted by the Administrative and Finance Assistant who will also form part of the PMU; and
- Prepare, at the end of the project, the Project Final Report.

The PTC will also be responsible for delivering the technical work under the project Components and Outputs as detailed below:

- Ensure technical quality of products, outputs and deliverables;
- Develop ToRs for the recruitment of consultants/consultancy firms/other subcontractors;
- Assess all associated risks to the project, monitor risk management plan;
- Oversee/develop/coordinate implementation of all safeguard related plans;
- Ensure social and environmental grievances are managed effectively and transparently;
- Review the Social and Environment Safeguards annually, and update and revise corresponding risk log; mitigation/management plans as necessary;
- Ensure full disclosure with concerned stakeholders (using the process outlined in the grievance redress mechanism in the Stakeholder Engagement Plan (SEP));
- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation;
- Monitor progress in implementation of the project Gender Action Plan (GAP) ensuring that targets are fully met and the reporting requirements are fulfilled;
- Oversee/develop/coordinate implementation of all gender-related work; and

- Review the Gender Action Plan (GAP) annually, and update and revise corresponding management plans as necessary;

Deliverables under the direct responsibility of the PTC:

Deliverable 1.3.1	Support the preparation of the Stakeholder Engagement Plan on NZNP to ensure multi-stakeholder engagement for long-term NZNP planning process, including the means of engagement.
Deliverable 2.5.2	Support the preparation of two Concept Notes for leveraging international finance for NZNP outcomes
Deliverable 3.1.1	Inception Workshop (prepare report and attendance lists)
Deliverable 3.1.2	Project Steering Committee meetings (prepare reports and attendance lists)
Deliverable 3.2.1	Monitoring of Project Results framework and GEF core indicators.
Deliverable 3.2.2	Monitoring of Project Plans.
Deliverable 3.2.3	Monitoring of social and environmental safeguards.
Deliverable 3.4.2	Support to the “Knowledge Management Expert” in the preparation of annual reports on lessons learned.
Deliverable 3.4.3	Support to the “Knowledge Management Expert” in the dissemination of lessons learned.
Deliverable 3.4.4	Support to the participation of national stakeholders in the knowledge events organised by the NZNP Global Platform.

4.0 Key Results Expected

The PTC 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>

- Project Results Framework is implemented as per set targets and milestones; and
- Promote knowledge management.

5.0 Requirements

<i>Qualifications</i>	<ul style="list-style-type: none"> • at least a first degree in Engineering, Climate Change, Environmental Sciences, Sustainability, or any other <u>related</u> field of study; and • at least a post graduate qualification in Project Management, or any other related 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 5 years of experience in managing similar projects; • has prior experience in managing at least one GEF-funded project; • at least 2 years of experience working with ministries or other public institution(s); and • is computer literate. <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 and French.

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 PTC 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 by Mid - September 2025 and will be 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 112,628 (Approx. Rs 5 Million) (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/01/2025 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 similar experience in **at least one GEF-funded project and at least 2 years 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