ACCELERATING THE TRANSFORMATIONAL SHIFT TO A LOW-CARBON ECONOMY IN THE REPUBLIC OF MAURITIUS (COMPONENT 1)

Notes of the site visit meeting at MARENA for RFPMAR2018/007:
Consultancy Services for the Design, Testing and Commissioning of a Management Information System (MIS) for the Mauritius Renewable Energy Agency (MARENA - Lot 1) and Utility Regulatory Authority (URA – Lot 2)

Date and time: *Monday 30 July 2018 at 13 00 hrs*
Venue: *MARENA, 4ᵗʰ floor, The Celicourt, Celicourt Antelme Street, Port Louis*

Were Present:

SN	Name	Designation	Organisation
1	Prof S. Rughooputh	Chief Executive Officer	MARENA
2	Dr K. Dookayka	Research Officer	
3	Mrs N. Puttoo	Administrative Officer	
4	Mr S. Dheerjah	Finance Officer	
5	Ms A. Gobin	Trainee	
6	Mr S. Beedassy	Project Coordinator – GCF Project	UNDP
7	Mr M. Raggoo	Project Manager – GCF Project Component 1	
8	Mr J. P. Anne	Business Development Executive	LCI
9	Mr S. Jafer	Support and Services Manager	
10	Mr R. Soobhany	Manager	
11	Ms Z. Auladin-Suhootoorah	Head of Engineering	
12	Mr M. Gangiah	Web Developer	Starlink
13	Mr H. Chummun	Web Developer	
14	Mr D. Hulkhoree	Manager	BDO IT Consulting
15	Mr D. Staub	Manager	Business at Work
16	Mr A. Sunassee	Manager	Deloitte
17	Ms A. Aumeeruddy (Secretary)	Project Assistant – GCF Project Component 1	UNDP

1.0 Opening

Prof. S. Rughooputh welcomed the bidders and gave a tour of the MARENA premises and physical infrastructure to all potential bidders present.

2.0   Discussions of MIS requirements for MARENA

2.1   Website of MARENA

Prof. S. Rughooputh presented the current website of MARENA, which was created in early 2018, and informed that it had to be re-designed. He elaborated on the different sections of the website, including downloadable forms for trainee applications. He informed the potential bidders that the new website to be created would have to include an introduction on MARENA, its Act, vision and mission, news and updates and links to social media.

A 'Resources' section containing facts and figures on renewable energy (RE), the history of RE and RE resource mapping, which would be generated by the GIS, would also be required. Publications on RE in the Republic of Mauritius could be made available in a Knowledge Centre' section.

The website of the International Renewable Energy Agency (IRENA) was shown as benchmark MARENA aspires to.

2.1   GIS requirements

Prof S. Rughooputh informed all potential bidders present that a workstation with multiple terminals would be required. At least 3TB of storage capacity and appropriate RAM would be necessary to process sub-metre resolution data for mapping purposes. Mr D. Staub suggested that a scalable cloud server could be used.

Prof S. Rughooputh also stated that ArcGIS Pro or Enterprise was being considered for the GIS software. He added that AutoCAD could also be required to obtain information on building aspects.

With respect to maps, Prof. S. Rughooputh informed that solar and wind data would have to be regularly updated. The selected GIS software would be required to calculate information for coordinates using information from different stations in the medium to long term.

2.2   Dr K. Dookayka expressed the wish to have sustainable and 'green' initiatives in the design of the MIS, e.g. servers powered by RE.

3.0   Presentation of revised RFP

Mr M. Raggoo gave an overview of the revised RFP. He indicated that e-licensing would be required for MARENA but not for URA. The licensing requirements for URA would be clarified during the site visit scheduled on the following day.

3.1   Software/Website development

Mr S. Beedassy indicated that the consultant would be expected to provide the terms of reference for the website/portal development. Mr M. Raggoo added that the consultant would also have to supervise the installation of equipment and the website development. Mr S. Beedassy stated that the consultant would have to provide the estimated timeframe for the software development, to ensure that the contract of

consultant would stay valid while software development was under way. He however indicated that the contract of the IT consultant would be extended if the need would arise.

3.2   Team composition

Mrs Z. Auladin-Suhootoorah suggested that the proposed consultancy team composition in the RFP be replaced by a list of the areas of expertise and experience required from the IT consultancy firm. Mr S. Beedassy indicated that the purpose of having a team is to clearly identify the team leader for ease of communication. He further proposed that an Information Systems Consultant be included in the consultancy team.

3.3   Training

With respect to training, it was agreed that detailed and specific training on the different components of the acquired MIS would be effected by the IT contractor. However, the IT consultant would be expected to provide training with respect to the integrated MIS using a holistic approach.

4.0   Discussions

4.1   Following the presentation, the potential bidders present were invited to raise any query they might have. The following questions were addressed:-

Query No.	Query	Response
General		
1	Would all information generated from GIS be available to the public for free?	Generic maps would be available for free. However, very specific maps requiring substantial processing time would be made available against a fee. The payment procedure would need to be addressed during the assessment stage which will be conducted by the MIS consultant.
2	Will there be a members' area on the website	Most of the information will be public. In case information would have to be shared with specific stakeholders, a login will have to be provided to the extranet.
3	Where will the website be hosted?	On MARENA's server. Cloud hosting could also be considered if all security requirements are adhered to. The use of the Sever facilities at the Government Online Centre can also be considered if applicable.
4	Will there be a requirement for online payment?	The MIS consultant would have to advise during the assessment stage

Query No.	Query	Response
5	What are the requirements for the accounting and payroll software?	The MIS consultant would need to submit his recommendations following the assessment stage at MARENA. It was indicated that all payroll activities are managed locally at MARENA and they have their own budget to manage.
6	Will MARENA stay in the same location in the short and medium term?	The space allocation for the equipment for the MIS would need to be assessed and recommendations on further space requirement be made thereafter.
7	Could there be an access between central government and MARENA for finance?	The current HRMIS and TAS system are available only for Ministries at the moment.
8	Would security be required as part of the MIS?	Yes, security requirements would be fine-tuned during the consultancy

5.0 Closing

Prof. S. Rughooputh informed the potential bidders that the presentations delivered during the site visit would be made available to them. Mr S. Beedassy added that the RFP would be relaunched and everyone would be notified accordingly.