



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT

**Technical Assistance for the Conduct of the Evaluation of the Water for Life Sector
Plan 2012-2016 and Update the Water for Life Sector Plan 2016-2020**

REQUEST FOR QUOTATIONS

RFQ Reference: MNRE_WSCU/2015/TA_03

Letter of Invitation

1. Request for Quotations

The Ministry of Natural Resources and Environment, hereinafter the Procuring Entity, is seeking to recruit a suitably qualified expert to conduct the Review of the Water for Life Sector Plan 2012-2016 and Update of the Water for Life Sector Plan 2016-2020.

2. Eligibility of Consultants.

The expert must not have been convicted within the last year of, or currently under indictment for, a criminal offence involving corruption or other misconduct reflecting a lack of suitability to participate in procurement.

3. Terms of Reference

The Procuring Entity herewith invites quotations (CV and Technical Proposal + Cost Estimate) for the services described in Annex 1 of this RFQ.

4. Curriculum Vitae

You are hereby invited to submit your Curriculum Vitae (CV). Please find below in Annex 2 a sample form of a CV to be utilized when submitting your quotation. This should be accompanied by a technical proposal which should demonstrate a clear understanding of the services to be provided including a defined approach and methodology to undertaking the requested technical assistance and a proposed workplan. There is no template for the technical proposal and workplan. However, bidders are required to provide a clear and concise proposal and workplan.

5. Cost Estimate of Services

You should also provide a Financial Quotation. Please find below in Annex 3 a sample form "Cost Estimate of Services and Schedule of Rates".

6. Preparation and Submission of Quotations

Quotations must be delivered with one original and two copies. The CV and Technical Proposal shall be placed in a sealed envelope clearly marked "Curriculum Vitae and Technical Proposal" followed by the name of the assignment, as indicated above.

Similarly, the Financial Quotation shall be placed in a sealed envelope clearly marked "Financial Quotation" followed by the name of the assignment as indicated above in the present letter and with a warning "Do Not Open With the Curriculum Vitae and Technical Proposal." The envelopes containing, respectively, the CV and Technical Proposal and the Financial Quotation shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, RFQ number, name of the assignment, submission deadline and offer validity, and be clearly marked "Do Not Open, except during the proposal opening session." The address for submission is as follows:

**Secretary Tender's Board
4th Floor, Central Bank Building,
Beach Road
Ministry of Finance,
Private bag
Apia, Samoa.**

Submission must be by hand delivery, mail or courier. Email or fax submissions will not be accepted.

The Procuring Entity will not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may cause the rejection of the quotation. If the Financial Quotation is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejecting the Proposal. **The CV and Technical Proposal shall not include any financial information which may totally or partially disclose the quoted price.** A CV or Proposal containing such financial information shall be rejected.

7. Information on tax in Samoa

This Contract is subject to taxation in Samoa, namely VAGST and withholding tax. However, the Principal is responsible for forwarding the value of the tax charged by the Consultant on the Consultancy Fee direct to the Ministry of Revenue. This means that the value of the tax charged by the Consultant on the Consultancy Fee will not be included in payments made to the Consultant under the Contract. Withholding tax is not payable if the consultant is paying income tax in his country of residence. The Consultant must quote fee rates excluding any taxes payable in Samoa.

8. Evaluation Procedure

a) Evaluation of CVs and Technical Proposals

The Evaluation Committee shall evaluate the CVs and Technical Proposals on the basis of their compliance with the requirements of the TOR, experience and qualifications of the Consultant, suitability to the assignment and knowledge of local conditions. Each acceptable CV and Technical Proposal will be given a technical score (St). A CV and Technical Proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 70 points.

CVs will be evaluated in accordance to the following criteria:

Criteria	Maximum score
<ul style="list-style-type: none"> Qualifications Minimum of Master's degree in Environmental Science/ Studies specifically in the areas of Water and Sanitation or a related field 	25
<ul style="list-style-type: none"> Minimum of 7 years at the national or international level in designing and undertaking evaluations preferably in the water and sanitation field (or equivalent) and ideally with experience in the Pacific, Samoa specifically 	30
<ul style="list-style-type: none"> At least 5 years of experience in Business and Public Administration, Economics Analysis, Project Management or related field. 	20
<ul style="list-style-type: none"> At least 5 years experience in working with a wide variety of implementing partners and stakeholder 	25
TOTAL	100

b) Evaluation of the Financial Quotation

The lowest quote will be noted 100 points. The formula for determining the financial score Sf is the following:

$Sf = 100 \times Pi/Pm$, where Sf is the point given to the quotation

Pi is the lowest quote

Pm is the price of the evaluated quotation

c) Global evaluation of the Quotation

The CV is given a weight of 70% and the financial quotation 30%. The global score is determined as follows: $S = 70\% St + 30\% Sf$

Where: S is the global score
 St is the score of the technical proposal
 Sf is the score of the financial proposal

The quotation achieving the highest combined technical and financial score will be selected.

9. Date for Submission

You are requested to provide your quotation at the latest **by 11am (local Samoan time) on Monday 16th November 2015**

10. Validity of Quotation

The quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

11. Please note that the cost of preparing a quotation and of negotiating a contract is not reimbursable as a direct cost of the assignment.

12. The following documents are attached to this Letter of Invitation:

- | | | |
|------|--|---------|
| I. | Terms of Reference | Annex 1 |
| II. | Sample Format of Curriculum Vitae (CV) | Annex 2 |
| III. | Sample Cost Estimate of Services and Schedule of Rates | Annex 3 |

13. If you require further information on the assignment and the local conditions, you may contact Ruth Ueselani, email: ruth.ueselani@mnre.gov.ws or Lepale Aussie Simanu aussie.simanu@mnre.gov.ws

14. The Client is not bound to accept any of the quotations submitted.

Yours sincerely,

Suluimalo Amataga Penaia
CHIEF EXECUTIVE OFFICER

ANNEX I: TERMS OF REFERENCE

REVIEW AND UPDATE OF WATER FOR LIFE SECTOR PLAN

1. BACKGROUND

The Water for Life Sector Plan 2012 – 2016 provides a framework for water and sanitation sector developments which focused on the overarching development goal for the Sector which is "Reliable, clean, affordable water and basic sanitation within the framework of Integrated Water Resources Management, for all people in Samoa to sustain health improvements and alleviate poverty". It identifies a prioritised 4-year programme which is based on 6 key sectoral objectives that underpin Samoa's national development agenda as articulated in the SDS 2012- 2016 aimed "For every Samoan to achieve a better quality of life for all".. The successful implementation of these objectives has further assisted Samoa in achieving its MDGs in particular Goal 7 which aims to "halve by 2015 the proportion of people without sustainable access to safe drinking water and basic sanitation".

The domain of the sector includes the regulation, development and use of all fresh water resources as well as the receiving coastal waters in Samoa. Over the years, sanitation has been a priority issue in the sector and following endorsement of the National Sanitation Policy by the Cabinet Development Committee in February 2010, a policy framework is now in place to improve wastewater systems and management in Samoa and securing it as a priority issue in the sector. Climate Change and Disaster Risk Reduction and Management are expected to have a growing impact on the sector and this needs to be mainstreamed in the new phase of the sector plan.

With the signing of a financing agreement with European Union under the 10th EDF for sector budget support from 2005-2015, the Samoa Government assumes ownership and leadership of sector development whilst development partners are continually encouraged to contribute to a government driven program. It is anticipated that sector budget support continues to root the water sector in a favourable public finance management and macroeconomic environment.

The transition to sector budget support led to a review of the existing institutional arrangements to ensure effective sector coordination and implementation of the sector wide programme. In doing so, care was taken to align the sector coordination framework with sectoral objectives, ensuring sector priorities are being addressed and measured against the sector performance management framework already in place.

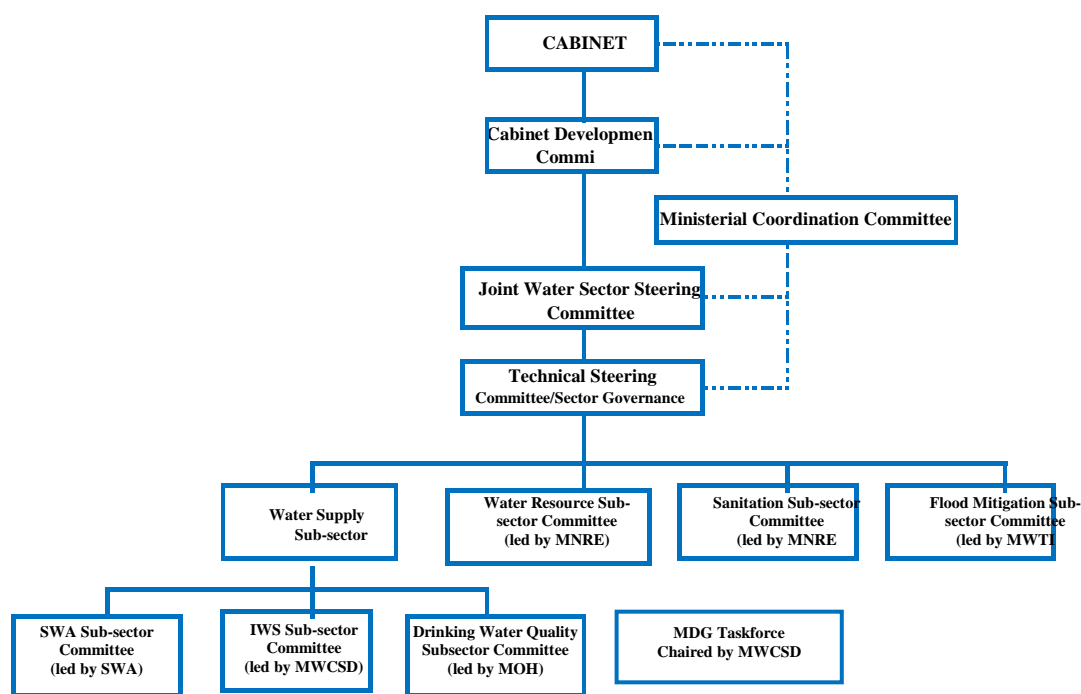


Figure 1: Sector Coordination Framework

The Joint Water Sector Steering Committee (JWSSC) was endorsed by Cabinet in June 2009 as a permanent Committee and therefore the national apex body for the sector providing overall leadership, policy guidance and monitoring for the Water & Sanitation Sector. This Committee reports to the Cabinet Development Committee (CDC) for formal endorsement of new policies and projects. The Committee aims to strengthen coordination efforts to ensure that synergies are maximized while minimizing overlaps and duplication. The JWSSC is supported by the Water Sector Coordination Unit which provides technical secretariat functions.

Providing support to the JWSSC's mandate are sub-sector coordination structures or 6 sub-sector committees led by key implementing agencies:

- i. Water Supply Sub-sector;
 - i. SWA Water Supply
 - ii. IWS Water Supply
- ii. Drinking Water Quality Sub-sector;
- iii. Water Resources Management Sub-sector;
- iv. Sanitation Sub-sector;
- v. Drainage and Flood Mitigation Sub-sector; and

vi. Sector Orientation.

These subsector committees are fully functional. All committees have a Terms of Reference defining objective; membership; frequency of meetings and roles and responsibilities of each committee. An additional taskforce committee has been set up to drive and facilitate the implementation of the MDG Initiative Programme funded by the European Union through additional budget support. The Taskforce was set up in 2012.

2. OBJECTIVE

The objective of the TA is to assist the sector to review and update the water for life sector plan 2012 – 2016 in line with current developments, focus on the implementation of key reforms and policies over the 2012-2016 timeframe and support the proposed Strategy for the Development of Samoa 2016-2020. As a result, this plan will then become the Water for Life Sector Plan 2016-2020.

Key aspects of the review will include an in-depth review of the following areas:

- Alignment of sector goals/objectives
- Sector Achievements/Failures including Constraints
- Policies and Legislation
- Sector Stakeholders
- Clients or customers
- Performance Measures
- Institutional Arrangements and Capacity
- Cross-cutting Issues
- Resource Needs/Availability

3. DETAILS OF THE ASSIGNMENT / Scope of Assignment

The scope of the review and update process is to be guided (but not limited to) by the following questions:

3.1 Stakeholder Analysis

- Are all interested and relevant stakeholders engaged in the sector? Consider especially NGOs, associations, clients or customer reps, and private sector organizations.

3.2 Alignment

- Do the goals and objectives need to be changed/updated? And why?

- Are goals/objectives clearly set out?
- Are the vision, goals, objectives aligned with themselves and the SDS?

3.3 Achievements

- What objectives or actions in the current plan have been achieved?
- Are there objectives under which there has been no progress?
- What are the reasons for failure/ What are the constraints effecting achievement? What remedial actions needed to be taken for improvements?
- Do strategies need to be reviewed/ changed or added to?

3.4 Policies and Legislation

- Are the policies in place appropriate and facilitating the aims of the sector?
- Is there any legislation that needs to be updated/ amended to achieve progress?
- Is there a reasonable division of tasks amongst implementing agencies (policy/regulation separate from service delivery)

3.5 Clients or customers

- Do we have enough information/ feedback from our primary clients or customers in the sector
- Who are we providing services for and are they satisfied with the services

3.6 Performance Measures

- Are the performance measures aligned to the objectives of the sector strategy?
- Are there measurable performance indicators, which are being used to monitor progress?
- Are new indicators needed?
- Do data collection systems need to be improved?
- Are performance measures presented and discussed at sector review meetings?
- Do performance measures influence resource/ budget decisions?

3.7 Institutional Arrangements and Capacity

- Does the sector have effective institutional structures to bring together all stakeholders to plan, implement and monitor the programme?

- Is there an effective steering committee with appropriate sub-committees?
- Is there an effective sector coordination unit in place to drive the process?
- Is there an annual review process established to present achievements, performance indicators constraints and future challenges?
- How can external and annual monitoring be improved?
- Do the key institutions in the sector have an appropriate structure and adequate capacity to implement the sector plan?
- If capacity building/technical support has been provided in the past - has it been effective? If not, why not?
- Is there a need to develop a comprehensive capacity building plan for the sector?

3.8 Cross-cutting Issues

- Has the sector given proper attention to cross-cutting factors or issues such as:
 - Environmental impact of actions/policies
 - Expected impacts of climate change - more extreme weather/ storms/ floods/ sea level rise
- Giving adequate consideration to the needs of the poor/minorities/ women/ disabled people/ children

3.9 Resource Needs/Availability

- Does the sector have adequate resources to implement its programmes / reform improvements?
- Are appropriate revenue/ fee rates being applied?
- Are investments economically sustainable i.e. generating revenue to cover operation and maintenance?
- Is there an MTEF for the sector - does it show all the sources of funds?
- Is there a priority investment plan linked to the MTEF and agreed by all stakeholders?

4. METHODOLOGY

In conducting the review the consultant will need to prepare a work plan/programme and should identify key elements of the update process including planned workshops to ensure a participatory process and full

ownership of the results and the need for any surveys or other consultative processes to provide input for the review/update process and key areas for updating.

4.1 Management of review and/or update

An adhoc technical group for the review and update of the sector plan (Water for Life Taskforce) will oversee the overall management of the review and update of the sector plan and will report to the Joint Water Sector Steering Committee. The consultant will liaise with the taskforce to agree on the approach, donor support and resourcing requirements for the sector.

The task force will act as interface between the JWSSC and the consultant and as such will ensure that the consultant has access to all relevant information and key officials involved in the sector programme, validate ToR, discuss and provide comments on notes and reports by the consultant and assist in facilitating feedback from the sector on findings, conclusions, lessons and recommendations from the study.

The task force will comprise officials from the Water Sector Coordination Unit, Ministry of Finance and Implementing Agencies.

4.2 Review Approach/Process

The Update/Review Process will undertake 4 phases;

4.2.1 Phase 1: Review of the Water for Life Sector Plan 2012-2016

- Review Water for Life Document and other relevant sector reports (annual and bi-annual review reports) including the Sector MTEF reports and Investment Plans;
- Review and comment on guiding review questions as itemized above (but not limited to) and propose alternative or complementary questions to better capture the scope of the review;
- Based on the analysis of existing sector plan and documentation and initial consultations develop a comprehensive review strategy within the framework provided above (together with any additional issues) to guide the overall update process;
- Review and confirm ToR in light of review findings
- Prepare and submit an Inception report.

4.2.2 Phase 2: Design and Update of Water for Life Sector Plan 2016-2020

Following confirmation of ToR and review of the WfL Sector Plan 2012-2016, Phase 2 will commence. The TA will work closely with WSCU during this phase.

- Present options or issues to the Task Force for Consultation;
- Arrange and conduct workshops, surveys, focus group discussions, etc as required and keep records of all consultations (be they individual or in a group) for reference and verification

processes. All data/information collected from IAs shall not be used for any purpose outside the agreed scope of the survey.

- Conduct Outcomes Mapping Exercise with Implementing Agencies/ Key stakeholders to frame the updated strategic direction for the Sector
- Develop an updated framework for action to achieve prioritized outcomes.
- Revise the M&E Framework in accordance to the Samoa Monitoring Evaluation Reporting Framework (SMERF)
- Reach an agreement on the outline (summary, content & annexes) of the updated Water For life document
- Summarise and present preliminary findings (draft report) to the Water for Life Taskforce who will also circulate report to all sector stakeholders including JWSSC.

4.2.3 Phase 3: Review MTEF and Prioritised Investment Plan 2016-2020.

The TA will work together with WSCU and the Sector's Implementing Agencies to undertake a costing exercise for updated framework for action 2016-2020 following which a prioritised program investment plan will be formulated to achieve the identified end of SP outcomes identified in the updated strategic framework.

4.2.4 Phase 4: Drafting of a revised Water for Life Sector Plan

Once outline is approved, the TA will then draft the revised Water for Life Sector Plan 2016-2020 (or an alternate timeframe as agreed).

- Draft revised Water for Life Sector Plan with emphasis on the identified key areas being reviewed;
- Develop a comprehensive sector performance framework based on the scope of the revised sector plan which should be incorporated as part of the document;
- Present draft sector plan including completed and comprehensive sections on the sector performance framework, sector MTEF and Investment Plan to the sector;
- Document proposed and approved changes by the sector for future reference;
- Submit draft to the WFL Update Task Force for comments
- Finalise draft sector plan based on changes and submit to WSCU.
- On receipt of comments on the draft "Water For Life" Sector Plan produce the final document **including translation into Samoan** for a final document ready for publication.

5. REPORTING REQUIREMENTS

The consultant is required to submit the following reports (1 hard copy and 1 electronic copy in word and pdf format) to the Water for Life Taskforce through the WSCU:

- 5.1 Inception Report including a detailed work programme after 15 days from the commencement of the contract for services;
- 5.2 Draft Outline and Summary of the Water For Life Update at the end of Phase 2
- 5.3 Draft Report with the Water For Life Sector Plan Update
- 5.4 Final Report with the Water for Life Sector **Plan in English and Samoan** after 15 working days from official receipt of Taskforce's comments on the draft report

6. TIMEFRAME

The contract for services is estimated to take up to 50 working days over a period of 10 weeks

Phase 1	5 working days/1 week
Phase 2	15 working days/3 weeks
Phase 3	10 working days/2 weeks
Phase 4	20 working days/4 weeks

7. QUALIFICATIONS

- Minimum of Master's degree in Environmental Science/ Studies specifically in the areas of Water and Sanitation or a related field
- Minimum of 7 years experience at the national or international level in designing and undertaking evaluations preferably in the water and sanitation field (or equivalent) and ideally with experience in the Pacific.
- At least 5 years of experience in Business and Public Administration, Economics Analysis and Project Management or related field.
- At least 5 years experience in working with a wide variety of implementing partners and stakeholder

8. COUNTERPART STAFF

The Sector Coordinator is the focal point for the management of this contract for services and will liaise directly with the consultant for the duration of the contract. The Coordinator will also be responsible for the set up and coordination of the Water for Life Taskforce who will be responsible for the supervision of the consultant's contract for services.

Annex 2

Sample Format of Curriculum Vitae (CV)

Name: _____ (insert as appropriate)

Profession: _____ (insert as appropriate)

Date of Birth: ____ (insert as appropriate)

Nationality: ____ (insert as appropriate)

Membership in Professional Societies:____ (insert as appropriate)

Key Qualifications: (Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.)

Education: (Summarize college/university and other specialized education, giving names of institution, dates attended, and degrees obtained. Use about one quarter of a page.)

Employment Record: (Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.)

Languages: (For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.)

Certification: I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signed:_____

Date: _____ (insert as appropriate)

Day/Month/Year

Note Alternative CV formats which include all the above information will be accepted

**Annex 3
Financial Quotation**

Cost Estimate of Services and Schedule of Rates

(1) Remuneration

<i>Name</i>	<i>Rate (Samoan Tala or USD as applicable)* (per working day)</i>	<i>Time spent (number of working days)</i>	<i>Total (Samoan Tala or USD applicable)*</i>
_____ (insert as appropriate)	_____ (insert number)	30	_____ (insert number)
Sub-Total (1)			

NOTE: The daily fee rate must be **inclusive of all costs, per diem (both working and weekend days), accommodation, living expenses** medical insurance, etc, but excluding from VAGST/withholding tax payable in Samoa and return airfares for the expert for each mission foreseen within the contract. **The fee rates will be based on 5 working days per week.** The expert will be expected to provide his own laptop computer. Separate funds will be available for training events.

TOTAL COST (Samoan Tala /USD as applicable)* _____ **(insert number)**

*** Currency applicable must be clearly indicated.**

Signed:

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