

**GOVERNMENT OF THE INDEPEDENT STATE OF SAMOA**



**REQUEST FOR PROPOSAL: LOW VALUE  
CONSULTANCY SERVICES**

**Development of Samoa's Invasive Species Emergency  
Response Plan 2025-2030**

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**Issued on: 22 July 2024**

**Procuring Entity: Ministry of Natural Resources and Environment**

## TABLE OF CONTENTS:

### LETTER OF INVITATION

#### SECTION 01: INSTRUCTIONS TO CONSULTANTS

#### SECTION 02: TERMS OF REFERENCE

#### SECTION 03: FORM OF PROPOSAL AND ATTACHMENTS

#### SECTION 04: FORM OF CONTRACT AGREEMENT

### SECTION 1: Instructions to Consultants

#### 1. Eligibility of the Consultant

A consultant must meet the following criteria to be eligible for an award of contract:

- The consultant shall not have a conflict of interest. All consultants found to have conflict of interest shall be disqualified. consultants may be considered to have a conflict of interest with one or more parties in the bidding process if they are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this bidding document; or that has been hired (or is proposed to be hired) by the procuring entity as Project Manager for the Contract.
- The consultant must not be ineligible in accordance with Clause 2, Fraud and Corruption, at the date of contract award.
- A firm that has been sanctioned by the Government in accordance with ITC 4 shall be ineligible to be awarded a contract, or benefit from a Government-financed contract, financially or otherwise, during such period of time as the Government shall determine.
- The consultant (regardless of its country of registration and including any director, officer, manager or supervisor of the consultant) shall not within a period of 3 years preceding the date of issuance of the request for proposals have been:
  - a) convicted of any criminal offence, whether in Samoa or elsewhere:
    - (i) relating to his or her professional conduct;
    - (ii) relating to the making of false statements or misrepresentations as to his or her qualifications to enter into a procurement contract;
    - (iii) involving dishonesty; or
    - (iv) under anti-corruption legislation; or

- b) suspended or disbarred by administrative or judicial proceedings from participating in procurements, whether in Samoa or elsewhere; or
  - c) convicted of an offence involving dishonesty, obstruction of justice or a lack of honesty or business integrity; or
  - d) convicted for an offence involving corruption; or
  - e) convicted for engaging in anti-competitive practices, whether or not involving collusion; or
  - f) deliberately neglectful or failed without good cause to perform a contract in accordance with its terms, if so serious in nature as to justify suspension or debarment.
- The consultant has received this invitation directly from the procuring entity.
  - consultants shall provide such evidence of their continued eligibility satisfactory to the procuring entity as the procuring entity shall reasonably request.
  - The consultant shall not have any competitive advantage over competing consultants.
  - The consultant may not sub-contract the whole of the services.
  - consultants may not associate with other consultants on the shortlist.

## 2. Fraud and Corruption

All participants in the selection process as well as consultants and their sub-consultants must observe the highest standard of ethics during the selection and execution of contracts. For the purposes of this section, the procuring entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - (v) “obstructive practice” means:
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from

disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts intended to materially impede the exercise of the Government's inspection and audit rights.

The procuring entity will:

- (i) reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (ii) cancel the portion of the funding appropriation allocated to a contract if it determines at any time that representatives of the procuring entity or of a beneficiary of the appropriation were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the procuring entity having taken timely and appropriate action satisfactory to the procuring entity to address such practices when they occur;
- (iii) sanction a consultant, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for, or in executing, a Government financed contract; and
- (iv) have the right to require that, in contracts financed by a Government appropriation, a provision be included requiring consultants to submit audited financial statements and the same to be certified by an independent auditor, and also to permit the Government to inspect their accounts and records and other documents relating to the submission of proposals and contract performance and to have them audited by auditors appointed by the Government.

A person who commits an offence relating to corrupt activities in Samoa shall

- (a) be liable for conviction under the provisions of the laws of the Independent State of Samoa relating to corrupt activities in Samoa;
- (b) have their bid rejected if it is determined that the consultant is not in compliance with the laws of the Independent State of Samoa relating to corrupt activities in Samoa;
- (c) risk other sanctions in accordance with the Procurement Suspensions and Debarments Procedure.

Furthermore, consultants shall be aware of the provision stated in GCC 35.1 of this bidding document with regard to termination.

### **3. Documents comprising the Proposal**

The proposal submitted by the consultant shall comprise the following documents:

- Technical Proposal
  - Signed Letter of Proposal on your company headed paper.
  - Signed Technical Response including Work Plan, Team Composition and Inputs and Curriculum Vitae (CV).
- Financial Proposal
  - Certified copy of the Signed Letter of Proposal
  - Signed Financial Proposal

**4. Proposal and evaluation criteria**

The consultant must quote for all the services specified. Any partial proposals shall be deemed non-responsive. This is a Lump Sum Assignment.

The consultant may only submit one quote. Any consultant who submits more than one quote will have their quotes rejected.

This RFP will be evaluated in accordance with Quality and Cost Based Selection.

All Technical Proposals will be evaluated using the following criteria, sub criteria, and point system:

	<u>Points</u>
a) Postgraduate degree in any of the following fields; Environmental Management, Environmental Science, Biodiversity Conservation and Invasive Species Management, Disaster Risk Response & Management or any other related field and qualifications.	20%
b) At least 5 years of experience in invasive species management at an advisory level (preferably in the Pacific)	25%
c) Minimum of 5 years working experience in the development of environment strategies, reports, action plans or management of projects. Good knowledge and understanding of the GBF Targets and the Convention on Biological Diversity	15%
d) Excellent communication and report writing skills with the ability to express ideas clearly, concisely, and effectively both orally and in writing (English & Samoan (preferable))	10%
	<b>70%</b>
<b>Total Technical Proposal</b>	<b>30%</b>

## Financial Proposal

<b>Total Weight:</b>	<b>100%</b>
<b>Total points for the two criteria:</b>	<b>100</b>

The minimum technical score *St* required to pass is: *70* points

Only the Financial Proposals of the proposals which pass the minimum technical score shall be opened.

**SFB evaluation:** the procuring entity will select the consultant that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected.

The procuring entity shall award the contract to the consultant whose proposal is ranked first in accordance with the method of selection.

### 5. Proposed Prices

Proposal prices must be quoted in Samoan Tala (SAT\$) using the forms at Section 3. All custom duties, import and any other taxes or fees applicable for goods imported in to Samoa and VAT should be quoted separately, where applicable.

Prices shall remain fixed and not subject to adjustment during the period of performance of the contract.

The consultant shall bear all costs associated with the preparation and submission of its proposal, and the procuring entity shall not be responsible or liable for those costs.

### 6. Validity of Proposal

Your proposal should be valid for a period of 30 days.

### 7. Language of the Proposal

All documents relating to the proposal and contract shall be in the English language.

### 8. Signing of the Proposal

The original and copy of the proposal shall be typed, digitally entered or written in permanent ink and shall be signed and stamped by a person duly authorized to sign on behalf of the consultant.

Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the proposal.

### 9. Submission of Proposal

All proposals must be submitted in writing.

The Technical and Financial Proposals must be placed in separate envelopes and clearly marked with the RFP Number and “Technical Proposal” or “Financial Proposal”. The envelopes containing the Technical and Financial Proposals shall be placed together in one envelope (“outer envelope”) and sealed. This outer envelope shall bear the submission address, reference number and title of the RFP, and a note clearly marked stating: “Do Not Open, Except In Presence Of The Official Appointed”.

Consultants shall enclose the original and two copies of the proposals duly marking the envelopes as “**ORIGINAL**” and “**COPY**.” These envelopes containing the original and the copies shall then be enclosed in one single envelope. The inner and outer envelopes shall:

- (a) bear the name and address of the consultant;
- (b) be addressed to the procuring entity as follows;

**Attention: Chief Executive Officer, Ministry of Natural Resources and Environment**

**Address: TATTE Building, Sogi**

**Floor-Room number: Level 3**

**City: Apia**

**Samoa**

- (c) bear the specific RFP Number; and
- (d) bear a warning not to open before the time and date for deadline for opening.

A consultant may modify or withdraw its proposal once submitted but only prior to the deadline for submission. The modified or withdrawal must be prepared as above, however, the outer envelope must also be marked ‘MODIFICATION’ or ‘WITHDRAWAL’.

#### **10. Deadline of Submissions**

The deadline for receipt of your proposal by the procuring entity is no later than **11am Monday 5 August 2024**. There shall be no public opening of proposals. The Financial Proposals will not be opened until the technical evaluation has been completed.

#### **11. Late Proposals**

The procuring entity shall not consider any proposal that arrives after the deadline for submission of proposals. All late proposals shall be declared late, rejected and returned to the consultant.

#### **12. Confidentiality**

Information relating to the examination, evaluation, comparison, and post-qualification of the proposals and recommendation of contract award, shall not be disclosed to the consultants or any other persons not officially concerned with the proposal process until the Contract Award has been formally made to the successful consultant.

Any effort by a consultant to influence the procuring entity in the examination, evaluation, comparison, and post qualification of the proposals or contract award decisions may result in the rejection of its proposal and may be subject to the provisions of the Government’s antifraud and corruption policy.

Notwithstanding the above clause, from the time of proposal opening to the time of Contract Award, if any consultant wishes to contact the procuring entity on any matter related to the bidding process, it should do so in writing.

**13. Procuring Entity's Right to Accept any Proposal and to Reject any or all Proposals:**

The procuring entity reserves the right to accept or reject any proposal, and to cancel the process of competition and reject all proposals, at any time prior to the award of the contract, without thereby incurring any liability to the affected consultant(s).

**14. Notification of Award and Signing of Contract:**

Prior to the expiration of the period of proposal validity, the procuring entity shall notify all consultants, in writing, of the determination of the successful proposal.

The consultants may request a written debrief seeking explanations for the grounds on which their proposals were not selected.

The procuring entity shall simultaneously send the successful consultant the contract which shall be binding.

**15. Clarifications or further information**

Any request for clarification or further information must be received *3 days before proposal deadline* days before the proposal deadline. All requests must be in writing to the Project Coordinator [gloria.roma@mnre.gov.ws](mailto:gloria.roma@mnre.gov.ws) or the address provided at Clause 9.

**16. Right to complain**

The consultant has a right to complain in accordance with the Procurement Complaints Review Procedure (Instructions K9).

A potential or actual consultant in procurement proceedings who claims to have suffered, or to be likely to suffer harm due to a breach of a duty imposed on a procuring entity by or under the Instructions, may complain to a procuring entity.

Such complaint must be made in writing -

(a) within 10 days of when the consultant submitting it became aware of the circumstances giving rise to the complaint or when the consultant should have become aware of those circumstances, whichever is earlier; or

(b) in any event within 5 days of the date of notification of the proposed award of the contract.

The consultant should submit its complaint in accordance with the procedures to the address specified at Clause 9.

A complaint shall not be entertained unless the complainant has identified the specific act or omission alleged to constitute a breach of duty on the part of the procuring entity.



## SECTION 2: Terms of Reference

### TERMS OF REFERENCE

Development of Samoa Invasive Species Emergency Response Plan 2025-2030  
("SISERP 2025-2030")

#### SHORT TERM TECHNICAL CONSULTANT

##### 1. Background

The Samoa Invasive Species Emergency Response Plan (SISERP) is a collaborative project between the Ministry of Natural Resources and Environment (MNRE) and the Ministry of Agriculture and Fisheries (MAF). Invasive species are one of the biggest threats to Samoa's native biodiversity and also have significant economic and social impacts. Concerns about the impact of invasive species have led to improvements in our first line of defence, namely our biosecurity and quarantine measures, to keep invasives out of Samoa. However, no quarantine or biosecurity system, no matter how good, can be 100% effective at keeping out all non-native species, and therefore there is a need to detect and respond rapidly to a biosecurity breach.

The SISERP defines the processes that must be followed should there be a detection of a new harmful invasive species or pest in Samoa that has breached our biosecurity system. A pest species is one that can directly or indirectly cause disease, injury or damage to plants or animals, including humans. The plan serves as a guide for all relevant Ministries and organisations to respond quickly and effectively to an invasive species outbreak before the organism is allowed to spread and become established. Rapid response to incursions is the most effective way to limit the potential damage that invading non-native species can cause and provides a higher likelihood of eradication success.

The current version of the SISERP is active for the period 2019 – 2024, after which it will need to be reviewed and revised based on the pest species that threaten Samoa within that period, any experiences in implementing the plan during that period, as well as any changes in institutional roles and government policy and legislation. The SISERP is revised to take into account and be compatible with the many significant institutional and legislative changes in Samoa since 2003, including the passage of the Quarantine (Biosecurity Act) 2005, the Disaster and Emergency Management Act 2007, the National Disaster Management Plan (Government of Samoa 2006 and 2011) and the National Invasive Species Action Plan (Government of Samoa 2008) as well as the formation of the Samoa National Invasive Task Team (SNITT) and its constituent partners in coordinating invasive species responses in Samoa.

In light of this, the GEF-7 "Enhancing integrated sustainable management to safeguard Samoa's natural resources project" currently implemented by the MNRE through the Division of Environment & Conservation (DEC) in partnership with the United Nations Development Programme (UNDP), is financially supporting the review and update of the existing SISERP based on the pest species that threaten Samoa at that time, any experiences in implementing the plan in that period, as well as any changes in institutional roles and Government policy and legislation.

## **2. Specific objectives**

The goal of the consultancy is to develop the SISERP 2025-2030 through assessing the status of implementation of the SISERP 2019-2024, identifying major challenges and gaps, and drawing out key recommendations for the revised Emergency Response Plan.

## **2. Scope**

The scope of the service includes the revision of the SISERP 2019-2024 through assessing the status of implementation and identify major gaps and challenges to draw out key recommendations for the revised plan. The consultant is expected to review all relevant key planning documents and legislation to determine key priority actions that will be further discussed during the key stakeholder's consultation to assist with the development of a final draft SISERP 2019-2025. Specific tasks required but not limited to, include:

- Review of the implementation status of the SISERP 2019-2024 in consultation with the PMU and ACEO-DEC, as well as the MAF, including a review of all related planning documents eg. reports and legislation;
- Carry out a comprehensive Pathway analysis and risk assessment to develop a priority list of the “most unwanted pests” in Samoa and determine risks or impacts such pest species establish in Samoa.
- Coordinate, in collaboration with the PMU, ACEO-DEC & the MAF, the consultation and workshops required to gauge views and provide updates from key stakeholders and other sectors (Government Ministries, MNRE (DEC & Disaster Management Office (DMO), MAF, National Disaster Council (NDC), Disaster, Scientific Research Organisation of Samoa (SROS), SNITT, Ministry of Health (MOH), SPREP etc.);
- Develop the revised Emergency & Response Plan for validation by the key stakeholder and the Ministry prior to submission of the final SISERP 2025-2030 for final validation and approval by the SNITT Steering Committee before endorsement by the Government eg. Minister and Policy Committee.

## **Outputs**

The consultant is expected to deliver the following outputs, but not limited to:

- Concise methodology approach statement and final work schedule of activities;
- Final Summary Review Report including major gaps identified and specific recommendations and actions;
- Pathway analysis and risk assessment report
- Consultations report (extensive consultations with key relevant stakeholders (Ministries, Organisations);
- Revised and Final Response plan

### 3. Key Deliverables

The deliverables of the assignment are:

Key Deliverables	Duration (Estimated number of days)	Delivery (%)
1. Inception report including detailed plan of action for the review and update of the SISERP 2019-2024 with detailed framework of activities and approved concise methodology.	5	10%
2. Final Review Report on the implementation of SISERP 2019-2024.	10	10%
3. Pathway analysis and a risk assessment to update the list of the most unwanted pests in Samoa	5	20%
4. First draft SISERP 2025-2030	15	20%
5. Consultations summary report	5	10%
6. Presentation on national consultation workshop on draft SISERP 2019-2024	5	10%
7. Final report, e-copy & hard copy (incorporating comments and suggestions given by key relevant stakeholders)	5	20%
<b>*Total working days</b>	<b>50</b>	<b>100%</b>

### 4. Recruitment Criteria

- Post-graduate Degree in any of the following fields: Environmental Management, Environment Science, Biodiversity Conservation and Invasive Species Management, Disaster Risk Response & Management or any other related field and qualification are required.
- Project management experience and qualification.
- Minimum of 5 years working experience in the development of environment strategies, reports, action plans or management of projects.
- Good knowledge and understanding of the GBF Targets and the Convention on Biological Diversity.
- Excellent analytical and research skills.
- Ability to implement and meet targets on schedule including reporting deadlines.
- Excellent communication and interpersonal skills.
- Ability to work independently or in a multi-cultural environment.
- Fluent in both spoken and written English and Samoan (preferable).

## **5. Expected Duration**

The contract duration is 50 days from the execution date of the Contract with MNRE.

## **6. Implementation and Management Arrangements**

The consultant will be recruited and contracted by the MNRE, reporting to the Assistant Chief Executive Officer of the Division of Environment and Conservation & the Project Management Unit (PMU).

The consultant will be supervised by the Project Management Unit, and will be responsible for technical contributions to the required analysis and consultations with key stakeholders including the local communities with the view to achieving project objective(s).

The MNRE Division of Environment and Conservation will provide relevant administrative support and facilitate access to sources of information required under this contract.

### SECTION 3: Letter of Proposal

*Insert Consultant's Letterhead*

Insert date

Ref No.: insert RFP Ref. No.

To: insert name of procuring entity

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request for Proposals, including Addenda issued in accordance with Instructions to Consultants (ITC);
- (b) We offer to supply, in conformity with the Request for Proposals, the following services: \_\_\_\_\_;
- (c) The total price of our proposal, excluding any discounts offered in item (d) below, but including all applicable taxes is: amount of Samoan Tala in words, SAT\$ amount in figures;
- (d) The discounts offered and the methodology for their application are: insert offer or *N/A*;
- (e) Our proposal shall be valid for a period of \_\_\_\_\_ days from the date fixed for the proposal submission deadline in accordance with the Request for Proposals and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We, including any sub-consultants or consultants for any part of the contract, do not have any conflict of interest in accordance with ITC1;
- (g) Our firm, its affiliates or subsidiaries (including any sub-consultants or consultants for any part of the contract), are not been declared ineligible procuring entity in accordance with ITC2 ;
- (h) We hereby agree that in competing for (and, if the award is made to us, in executing) the contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Samoa;
- (i) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the proposal process or execution of the contract:

Name of Recipient	Address	Reason	Amount
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*If none has been paid or is to be paid, indicate "none."*

- (j) We understand that this proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (k) We understand that you are not bound to accept the lowest responsive Proposal or any other Proposal that you may receive. We understand that the procuring entity may cancel a procurement at any time prior to the acceptance of the successful Proposal or after the successful Proposal is accepted if

- (i) the consultant presenting the proposal is suspended or debarred;
- (ii) the procurement is cancelled;
- (iii) the consultant presenting the successful Proposal is excluded on the grounds of corruption, unfair competition or conflict of interest; or
- (iv) the procurement, the Proposal or the consultant contravenes or is otherwise not compliant with the provisions of the laws of the Independent State of Samoa.

Name:

In the capacity of:

Signed:

Duly authorized to sign the proposal for and on behalf of:

Dated on \_\_\_\_\_ day of \_\_\_\_\_

## SECTION 3a: Technical Response Form

a.	<b>Technical Approach, Methodology, and Organisation of the Consultant's team</b>
	<i>Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. <u>Please do not repeat/copy the TORs in here. Your response excluding the Work Plan, Staffing and CVs should not exceed 5 A4 pages.</u></i>
b.	<b>Work Plan and Staffing</b>
	<i>Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the procuring entity), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A CV for each of the Experts proposed should be provided using the format below. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.</i>
c.	<b>Comments (on the TOR and on counterpart Staff and Facilities)</b>
	<i>Your suggestions should be concise and to the point and incorporated in your proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the procuring entity. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.</i>

**Section 3b: Work Plan**



NO.	DELIVERABLES <sup>1</sup> (D-..)	MONTHS												
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL	
<b>D-1</b>	<i>e.g., Deliverable #1: Report A</i>													
	<i>1) data collection</i>													
	<i>2) drafting</i>													
	<i>3) inception report</i>													
	<i>4) incorporating comments</i>													
	<i>5).....</i>													
	<i>6) delivery of final report to procuring entity</i>													
<b>D-2</b>	<i>e.g., Deliverable #2: .....</i>													
<b>n</b>														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the procuring entity’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.



**Section 3c: Team composition, assignment, and key experts' inputs**

NO.	NAME	EXPERT'S INPUT (IN PERSON/MONTH) PER EACH DELIVERABLE										TOTAL TIME INPUTS (IN MONTHS)		
		POSITION		D-1	D-2	D-3	.....	D-...				HOME	FIELD	TOTAL
<b>KEY EXPERTS</b>														
K-1	<i>e.g., Mr. John Smith</i>	<i>Team Leader</i>	<i>Home</i>	<i>2 month</i>	<i>1.0</i>	<i>1.0</i>								
			<i>Field</i>	<i>0.5 m</i>	<i>2.5</i>	<i>0</i>								
K-2														
n														
											<b>Subtotal</b>			
<b>NON-KEY EXPERTS</b>														
N-1			<i>Home</i>											
			<i>Field</i>											
N-2														
n														
											<b>Subtotal</b>			
											<b>Total</b>			

- 1 For Key Experts, the input should be indicated individually for the same positions as per the TOR.
  - 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
  - 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the procuring entity's country or any other country outside the expert's country of residence.
-  Full time input  
 Part time input

### Section 3d: Curriculum Vitae (CV)

**PROPOSED POSITION:** ONLY ONE CANDIDATE SHALL BE NOMINATED FOR EACH POSITION

**NAME OF FIRM:** INSERT NAME OF FIRM PROPOSING THE STAFF

**NAME OF STAFF:** INSERT FULL NAME

**DATE OF BIRTH:**

**NATIONALITY:**

EDUCATION:		
NAME OF INSTITUTIONS	QUALIFICATION OBTAINED	DATES OF OBTAINMENT
<i>INDICATE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF STAFF MEMBER</i>		

**MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:**

OTHER TRAINING:
1. <i>INDICATE SIGNIFICANT TRAINING SINCE DEGREES UNDER EDUCATION WERE OBTAINED</i>
2.

**COUNTRIES OF WORK EXPERIENCE:** LIST COUNTRIES WHERE STAFF HAS WORKED IN THE LAST TEN YEARS

**LANGUAGES** LANGUAGE

FOR EACH LANGUAGE INDICATE PROFICIENCY: GOOD, FAIR, OR POOR IN SPEAKING, READING, AND WRITING

EMPLOYMENT RECORD:		
FROM(YEAR) – TO(YEAR)	EMPLOYER	POSITION HELD
FROM(YEAR) – TO(YEAR)	EMPLOYER	POSITION HELD
DETAILED TASKS ASSIGNED	WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED	
1. LIST ALL TASKS TO BE PERFORMED UNDER THIS ASSIGNMENT	<p>AMONG THE ASSIGNMENTS IN WHICH THE STAFF HAVE BEEN INVOLVED, INDICATE THE FOLLOWING INFORMATION FOR THOSE ASSIGNMENTS THAT BEST ILLUSTRATE STAFF CAPABILITY TO HANDLE THE TASKS LISTED UNDER POINT 11.</p> <p>NAME OF ASSIGNMENT OR PROJECT:</p> <p>YEAR:</p> <p>LOCATION:</p> <p>CLIENT:</p>	

	MAIN PROJECT FEATURES: POSITIONS HELD: ACTIVITIES PERFORMED:
2.	

**CERTIFICATION:**

I, THE UNDERSIGNED, CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS CV CORRECTLY DESCRIBES ME, MY QUALIFICATIONS, AND MY EXPERIENCE. I UNDERSTAND THAT ANY WILFUL MISSTATEMENT DESCRIBED IN THE CV MAY LEAD TO MY DISQUALIFICATION OR DISMISSAL, IF ENGAGED. I CERTIFY THAT I HAVE BEEN INFORMED BY THE FIRM THAT IT IS INCLUDING MY CV IN THE PROPOSAL FOR THE [NAME OF PROJECT AND CONTRACT]. I CONFIRM THAT I WILL BE AVAILABLE TO CARRY OUT THE ASSIGNMENT FOR WHICH MY CV HAS BEEN SUBMITTED IN ACCORDANCE WITH THE IMPLEMENTATION ARRANGEMENTS AND SCHEDULE SET OUT IN THE PROPOSAL.

OR

*NOTE: IF CV IS SIGNED BY THE FIRM'S AUTHORIZED REPRESENTATIVE AND THE WRITTEN AGREEMENT ATTACHED*

I, AS THE AUTHORIZED REPRESENTATIVE OF THE FIRM SUBMITTING THIS PROPOSAL FOR THE [NAME OF PROJECT AND CONTRACT], CERTIFY THAT I HAVE OBTAINED THE CONSENT OF THE NAMED EXPERT TO SUBMIT HIS/HER CV, AND THAT I HAVE OBTAINED A WRITTEN REPRESENTATION FROM THE EXPERT THAT S/HE WILL BE AVAILABLE TO CARRY OUT THE ASSIGNMENT IN ACCORDANCE WITH THE IMPLEMENTATION ARRANGEMENTS AND SCHEDULE SET OUT IN THE PROPOSAL.

DATE: DAY/MONTH/YEAR

SIGNATURE:

FULL NAME OF AUTHORISED REPRESENTATIVE:

## Form FIN-2: Summary of Costs

ITEM	COST JMD
<b>COST OF THE FINANCIAL PROPOSAL</b>	
Including:	
(1) Remuneration	
(2) Reimbursable	
<p align="center"><b>Total Cost of the Financial Proposal:</b></p> <p align="center"><i>Note: this amount should match the amount in the Letter of Proposal</i></p>	
<b>INDIRECT LOCAL TAX ESTIMATES – to be discussed and finalized at the negotiations if the Contract is awarded</b>	
<i>i. Insert type of tax e.g., VAT or sales tax</i>	
<i>ii. e.g., income tax on non-resident experts</i>	
<i>iii. insert type of tax</i>	
<b>Total Estimate for Indirect Local Tax:</b>	

### Form FIN-3: Breakdown of Remuneration

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the consultant for possible additional services requested by the procuring entity. This Form shall not be used as a basis for payments under Lump-Sum contracts

A. REMUNERATION						
NO.	NAME	POSITION	PERSON-MONTH REMUNERATION RATE	TIME INPUT IN PERSON/MONTH	COST JMD	
<b>KEY EXPERTS</b>						
K-1			<i>Home</i>			
			<i>Field</i>			
K-2						
<i>n</i>						
<b>NON-KEY EXPERTS</b>						
N-1			<i>Home</i>			
			<i>Field</i>			
N-2						
<i>n</i>						
<b>Total Costs</b>						

## Form FIN-4: Breakdown of Reimbursable Expenses

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the consultant for possible additional services requested by the procuring entity. This form shall not be used as a basis for payments under Lump-Sum contracts

<b>B. REIMBURSABLE EXPENSES</b>					
<b>NO.</b>	<b>TYPE OF REIMBURSABLE EXPENSES</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>QUANTITY</b>	<b>COST JMD</b>
	<i>e.g., Per diem</i>	Day			
	<i>e.g., International flights</i>	Ticket			
	<i>e.g., In/out airport transportation</i>	Trip			
	<i>e.g., Communication costs between Insert place and Insert place</i>				
	<i>e.g., reproduction of</i>				
	<i>e.g., Office rent</i>				
	.....				
	<i>Training of the procuring entity's personnel – if required in TOR</i>				
<b>Total Costs</b>					

## **SECTION 4: Form of Contract Agreement**

*Note: The procuring entity will select the Time Based form of Contract or the Lump Sum Form of Contract as specified in ITC 4*