

GOVERNMENT OF THE INDEPEDENT STATE OF SAMOA



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

**COMMUNICATION SPECIALIST GEF-7 SAMOA
INVASIVE SPECIES PROJECT**

Issued on: 07 October 2024

RFP No: GEF7-MNRE 05/2024

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) Degree in communications, journalism, marketing or other relevant field	20%
b) Computer proficiency and experience with media software, applications and communication tools, including graphic design, and the ability to create designs for digital media purposes	20%
c) Experience and strong knowledge of key environmental issues and context in small island nations, preferably in the Pacific	10%
d) Proven track record in developing communication plans and strategies	10%
e) Proven track record in graphic designing, developing communication content, media operations and advocacy material via various media channels	10%
Total Technical Proposal	70%
Financial Proposal	30%
Total Weight:	100%
Total points for the two criteria:	100

The minimum technical score S_t required to pass is: 70 points

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

QCBS evaluation: The lowest evaluated Financial Proposal (FM) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed using the following formula:

$S_f = 100 \times FM / F$, in which Sf is the financial score, FM is the lowest price and F the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The consultant achieving the highest combined technical and financial score will be awarded the contract.

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 21st October 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* before the proposal deadline. All requests must be in writing to the Project Coordinator 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

Communications specialist for the GEF-7 Samoa Invasive Alien Species (IAS) Project

A. BACKGROUND:

The biodiversity and natural resources of Samoa provide the ecological foundation upon which the country depends for its physical, cultural, social and economic well-being. It provides the food, fiber, fuel, freshwater, medicinal plants and building material. This is exemplified in that around 80% of the population, largely subsistence, directly depends on the land and sea for food and income. While agriculture, in the past was the backbone of Samoa's economy, its decline, in large part due to decimation of the taro export due to the Taro Leaf Blight, a deadly non-native fungus that caused the extinction of the Samoan taro varieties. There are a number of pressures on Samoa's biodiversity, an important one of which is invasive species, the impacts of which have been extensive and costly, both financially, ecologically and culturally, including in particular effects on the productivity and economic output of primary industries such as agriculture, forestry and fisheries, as well as threatening the integrity and biodiversity of natural ecosystems and their processes.

As a consequence of invasive species, the five-million-year history of the Samoan archipelago that has resulted in the evolution of a unique native flora and fauna is being threatened by the rapid spread of invasive species. While conservation efforts have been made to maintain Samoa's rich biodiversity in reserves and protected areas, considerable efforts are being spent on managing invasive plants that are outcompeting native species.

The project recognizes that these land and seascapes of Samoa underpin the lives and livelihoods of a large number of local communities and that implementation of a coherent and integrated strategy to promote improved measures for prevention and management of invasive alien species (IAS) is an integral part of the solution. The main objective of the project is to equip and empower local communities to safeguard Samoa's indigenous species, natural ecosystems and food production systems from Invasive Alien Species (IAS) and unsustainable land use practices. The project will be implemented for six years through the following three main components;

- i. Enhancing institutional and technical capacity in safeguarding indigenous species, natural ecosystems and production systems from IAS.
- ii. Demonstrating integrated management of catchments from ridge to reef to safeguard indigenous species, natural ecosystems and food production systems from IAS and unsustainable land use practices.
- iii. Gender mainstreaming and knowledge management.

The project will be implemented over a duration of 72 months (6 years). UNDP is the GEF Implementing Agency and the Government of Samoa Ministry of Natural Resources and Environment (MNRE), is the

project's lead Implementing Partner and responsible party.

The project is being nationally executed as per UNDP National Implementation Modality (NIM) procedures. According to UNDP guidelines on National Implementation Modality (2011), the Government is responsible for the management and delivery of programme activities to achieve project outcomes/outputs. Government regulations, rules and procedures therefore apply to project implementation to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Multi-Country Office (UNDP-MCO) in Samoa with support from the UNDP Regional Bureau for Asia-Pacific (RBAP) region in Bangkok.

B. SCOPE OF THE ASSIGNMENT

Under the overall supervision and guidance of the ACEO- Division of Environment Conservation and the Project Management unit (PMU), the consultant will liaise and consult extensively with the project team to develop an Awareness & Engagement Strategy & Action Plan (AESP) and carry out other needed activities outlines below for the GEF-7 Samoa IAS project.

The main goals of the AESP for the project are:

- (i) Project is well understood, accepted, and implemented effectively and equitably
- (ii) Promote active engagement and participation of local communities in IAS prevention and management actions
- (iii) Knowledge and lessons learned from the implementation process of this project are captured and used to improve current and future project practices;
- (iv) Understanding of land/seascape planning and management is increased;
- (v) Understanding and implementation of best practices is improved; and
- (vi) Policy makers, public and private sector entities, local communities and school children particularly on IAS and biosecurity have increased understanding of IAS and biosecurity
- (vii) Knowledge management products are prepared, shared and used.
- (viii) The public is able to access engagement pages on national and subnational websites and social media platforms that link information about the project

Key responsibilities include:

Depending on the outcomes of the AESP, a series of new Awareness and communications outputs will need to be developed. The project will be executing a series of capacity building and educational modules

for communities and institutions. The communications specialist will also play a role in the planning for development and branding of these products.

Deliverable 1. Detailed workplan with timeframe on how to carry out key deliverables

Deliverable 2. Develop a national IAS Awareness and engagement strategy and action plan for the project (with steps to ensure that international good practice related to IAS and R2R is embedded in policy and practice).

- Behavior analysis (including needs/expectations and related challenges) and behavior objectives
- Communication strategy (for different types of audiences)
 - Communication objectives for IAS management and biosecurity in Samoa
 - Participation in communication (effective methods to assist with engaging primary stakeholders)
 - Implementation plan (activities to be carried out including a timeframe and cost estimates of activities)
 - Monitoring and evaluation of the AESP
- National awareness campaigns strategy
 - Targeting a wide audience including policy makers, public and private sector entities, local communities and school children on IAS and biosecurity (This will entail preparation and dissemination of communication and awareness materials)
 - Identify other avenues or platforms to promote the project's activities
- Provide an estimated budget for each communications/awareness activity as well as timeline

Deliverable 3. Identification and development of communication and awareness outputs

Depending on the outcomes of the developed communication plan, a series of new communication outputs will need to be identified and planned. The communication consultant will also play a role in the further development and branding of these products. The consultant will be responsible for developing a workplan for implementation of identified communication and awareness outputs. There is a series of existing types of communication outputs that will require further development. These are:

1. Design and develop the project logo (with consideration of the project's communications policy and integration of project partners logos) in consultation with the PMU and final approval from the project board
2. News releases- Develop a graphically laid out standard template for the project's media releases
3. Newsletter: Develop a graphically laid out template for the project's newsletter with embedded hyperlinks to refer readers to the full story on the Ministry website.
4. Infographics: Develop simplified visualizations of complex processes around invasive species management for the project team use for reporting and/or highlights.
5. Briefs or brochures: Design Information briefs (A3 Bifolds) or brochures and factsheets with technical and no technical summaries on project related outputs.
6. Banners: Design and develop up to six banners for project events in consultation with the PMU

7. Design and develop needed posters for the project, to raise awareness around Invasive species
8. Develop designs in vector file format for Project Merchandise: (usb-sticks, bags, t-shirts etc)

Deliverable 4. Capacity building for staff on Communications and awareness raising

- Host a series of workshops with the Communications unit of the Ministry of Natural Resources & Environment as well as other interested staff on how to implement the developed AESP and enhance communications and awareness raising around invasive species management
 - How to implement the AESP and track and monitor implementation of key actions as part of the plan
 - How to use open source systems e.g canva (not limited to canva) to design and create factsheets, newsletters and other communications outputs
 - How to effectively communicate environmental issues in press releases and news articles post meeting or event

Deliverable 5. Other services

- Design and develop the project logo (with consideration of the project’s communications policy and integration of project partners logos) in consultation with the PMU
- Work closely with the gender specialist to ensure that gender and social equity are mainstreamed through the AESP.
- Contribute to identifying new and creative ways to advocate, socially mobilize and initiate behavioral change for the project and its objectives.
- Create content that can add to the public conversation and awareness of the National IAS Information system and information exchange platform
- Further develop a recognizable branding for all communication outputs and related training materials of the project

C. DELIVERABLES AND PAYMENT SCHEDULE

No.	Deliverables	Duration	Fee Disbursement (%)	Review and Approvals Required
1.	Detailed workplan with timeframe on the execution of key deliverables	5 days	5%	PMU/ACEO-DEC
2.	Develop IAS Awareness and engagement strategy and action plan)	15 days	30%	PMU/ACEO-DEC
3.	Identify and develop communication and	20 days	25%	PMU/ACEO-DEC

	awareness outputs for the project			
4.	Capacity building for staff on Communications and awareness raising	10 days	20%	PMU/ACEO-DEC
5.	Other services	10 days	20%	PMU/ACEO-DEC
	Total	60 days	100%	

D. INSTITUTIONAL ARRANGEMENTS:

- The Consultant will be home-based (with occasional visits to the MNRE office for local consultants).
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will be responsible for providing her/his own workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection; (International consultant will be expected to work remotely from overseas)
- The Consultant is expected to be reasonably flexible with his/her availability for needed consultations/meetings taking into consideration different time zones; and
- Payments will be made upon satisfactory completion and acceptance by the PMU of outputs listed in section C.

E. EXPERIENCE AND QUALIFICATIONS

Qualifications:

- Degree in communications, journalism, marketing or other relevant field

Experience:

- 6+ years of work experience in the field of communication
- Computer proficiency and experience with media software, applications and communication tools, including graphic design, and the ability to create designs for digital media purposes
- Experience and strong knowledge of key environmental issues and context in small island nations, preferably in the Pacific
- Proven track record in developing communication plans and strategies
- Proven track record in graphic designing, developing communication content, media operations and advocacy material via various media channels

Language Requirements:

- Excellent proficiency in written English. Excellent analytical, writing and communication skills, specifically in English.

F. PAYMENT TERMS:

Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, and any other

applicable cost to be incurred by the consultant in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments will be made upon satisfactory completion and acceptance by the PMU of outputs listed in the TOR.

Evaluation Method:

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 70 points. Only the top 4 candidates that have achieved a minimum of 49 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 30 points) shall be weighted at 30% and ranked based on the best value for money proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score (max 100 points) and has accepted the Government of Samoa’s Terms and Conditions will be awarded the contract.

Evaluation Criteria	Weight	Max. Point
1. Degree in communications, journalism, marketing or other relevant field	20%	20
2. Computer proficiency and experience with media software, applications and communication tools, including graphic design, and the ability to create designs for digital media purposes	20%	20
3. Experience and strong knowledge of key environmental issues and context in small island nations, preferably in the Pacific	10%	10
4. Proven track record in developing communication plans and strategies	10%	10
5. Proven track record in graphic designing, developing communication content, media operations and advocacy material via various media channels	10%	10
Technical	70%	70
Financial proposal	30%	30
Total combined score	100%	100

- a) Degree in communications, journalism, marketing or other relevant field
- b) Computer proficiency and experience with media software, applications and communication tools, including graphic design, and the ability to create designs for digital media purposes

- c) Experience and strong knowledge of key environmental issues and context in small island nations, preferably in the Pacific
- d) Proven track record in developing communication plans and strategies
- e) Proven track record in graphic designing, developing communication content, media operations and advocacy material via various media channels

G. EXPECTED DURATION

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

H. ADDITIONAL NOTES

The successful bidder will be required to note and acknowledge the following:

- The project is entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights, and trademarks, with regards to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected under any contract that may result from this invitation to tender.
- Any artwork, photographs, films, electronic files or other physical or electronic media (including preparatory, intermediate, and final work) produced under any contract that may result from this invitation to tender shall be property of the Project and must be surrendered to the project upon request.
- In case that it is necessary or requested to use third party-materials (e.g., footage or stock photos) the contractor shall have or obtain the necessary licenses to use them for the Project's needs.

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
-------------------	---------	--------	--------

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.	Technical Approach, Methodology, and Organisation of the Consultant's team
	<p><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></p>
b.	Work Plan and Staffing
	<p><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></p>
c.	Comments (on the TOR and on counterpart Staff and Facilities)
	<p><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></p>



Section 3b: Work Plan

NO.	DELIVERABLES ¹ (D-..)	MONTHS											
		1	2	3	4	5	6	7	8	9	n	TOTAL
D-1	<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>												
D-2	<i>e.g., Deliverable #2:</i>												
n													

- 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
KEY EXPERTS														
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														
											Subtotal			
NON-KEY EXPERTS														
N-1			<i>Home</i>											
			<i>Field</i>											
N-2														
n														
											Subtotal			
											Total			

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

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	
KEY EXPERTS						
K-1			Home			
			Field			
K-2						
n						
NON-KEY EXPERTS						
N-1			Home			
			Field			
N-2						
n						
Total Costs						

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. REIMBURSABLE EXPENSES					
NO.	TYPE OF REIMBURSABLE EXPENSES	UNIT	UNIT COST	QUANTITY	COST JMD
	<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>				
Total Costs					

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