

GOVERNMENT OF THE INDEPEDENT STATE OF SAMOA



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

**GENDER SPECIALIST TO MAINSTREAM THE GEF-7 PROJECT-
GENDER ASSESSMENT & ACTION PLAN**

Issued on: 25th June 2025

RFP No: MNREDECGEF-08

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

LETTER OF INVITATION



Government of Samoa

File Ref: 11.8.1

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT

Level 3, Tui Atua Tupua Tamasese Efi Building
(TATTE), Sogi, P.O Private Bag, Apia, SAMOA.

Telephone: (+685) 67200
Email: environment@mnre.gov.ws

Please address all correspondence to the Chief
Executive Officer, Private Bag, Apia, Samoa.

Website: <http://www.mnre.gov.ws/>

Faamolemole faatuatusi uma mai fesootaiga i
le Ōfisa Sili.

25th June 2025

REQUEST FOR PROPOSAL – LOW VALUE CONSULTANCY SERVICES

1. The Government of Samoa through the Ministry of Natural Resources and Environment requests bids for the following services:
Gender Specialist to mainstream the GEF-7" Enhancing integrated sustainable management to safeguard Samoa's natural resources" project's Gender assessment and action plan
2. The Procurement Document and the Terms of Reference can be downloaded from the Ministry website www.mnre.gov.ws or by request on email to gloria.roma@mnre.gov.ws
3. All bids must be submitted in sealed envelopes to:

**The Chief Executive Officer
Ministry of Natural Resources and Environment
Level 3, Tui Atua Tupua Tamasese Efi Building
SOGI**
4. Bids must be submitted no later than **11am, Monday 14th July 2025**. Late bids will not be accepted and will be returned unopened.
5. For more information, please contact Gloria Roma and Mafoe Williams on emails gloria.roma@mnre.gov.ws and mafoe.williams@mnre.gov.ws .

Ma le fa'aaloalo tele,


Lealaisalanoa Frances Brown-Reupena
CHIEF EXECUTIVE OFFICER

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 **three (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.

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
 - Must quote for all the services specified in the Payment Schedule (TOR).

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 method of selection

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

Evaluation Criteria	Max. Point	
1.Advanced degree in social science, political science, gender studies or related expertise OR a Bachelors degree in the same fields with at least 10 years experience at the senior level	10	
2.At least 7 years of professional experience in gender mainstreaming in climate and environmental projects, preferably on natural resource/IAS management. Prior experience working for UNDP-GEF projects is desirable.	20	
3.Demonstrated experience working in Samoa and/or the Pacific region.	20	
4.Demonstrated experience of in-person facilitation, consultations, and capacity-building trainings on gender.	20	
5.Demonstrated experience in gender research and report writing.	20	
6.Excellent English and Samoan communication skills (oral and written)	10	
Technical proposal	70%	100
Financial proposal	30%	100
Total Combined score	100%	

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

ONLY THE FINANCIAL PROPOSALS OF THE PROPOSALS WHICH PASS THE MINIMUM TECHNICAL SCORE OF 70 POINTS 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:

$Sf = 100 \times FM / F$, 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 (St) and financial (Sf) 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: $S = St \times T\% + Sf \times P\%$. 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 VAGST 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 **ninety (90) days** from the deadline for submission.

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”, Before insert the time and date of the submission deadline indicated in ITC 10”

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 14th July 2025.**

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 *three (3) days 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 (POM C.9)).

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 **ten (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 **five (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

GENDER SPECIALIST FOR GEF-7 PROJECT-GENDER ASSESSMENT & ACTION PLAN

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) starting in January 2023. 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

The project has a Gender action plan in place. In response to this, the consultancy will contribute to ensuring effective gender mainstreaming in the GEF-7 Project activities. A key expected outcome of the consultancy is to support and provide guidance on the implementation of the gender action plan as well as mainstreaming gender into the project's activities. (S)He will work in close collaboration with the IAS Project Management Unit (PMU) and Assistant Chief Executive Officer (ACEO)-Division of Environment Conservation (DEC), the UNDP Gender Specialist, and some of the project's key contractors. In particular, in collaboration with the Communications specialist, the consultant will provide clear recommendations for mainstreaming gender into the communication's and awareness plan to ensure that it supports more and better responsive actions to capture the potentially differentiated needs and priorities of women and men, to facilitate the active engagement of women and youth as agents of change in IAS/natural resource management, and adequately measure gender impacts.

Key responsibilities include:

1. Review the Gender Action Plan (GAP), revise it as necessary to clearly reference its relationship to the project Stakeholder Engagement Plan (SEP), update Table 2 to specify how gender must be integrated into each activity of each project component, and prepare guidance for implementing the GAP. *(Please contact the project coordinator on email gloria.roma@mnre.gov.ws for a copy of the Gender Action Plan and the Stakeholder Engagement Plan)*
2. Enhance the gender mainstreaming of the project Communications action plan and M&E:
 - Work closely with the Communication specialist to review the Project Communications action plan to design awareness and outreach activities that will promote the role of women and youth in natural resource/IAS management, and be tailored to target audiences for IAS management, taking into account gender considerations.
 - Apply a gender and socially inclusive lens (where relevant) to project communications outputs and materials as highlighted in the Project Communication strategy and actions (meetings, reports, plans, communications material).

The development of the project communications strategy and action plan is currently underway

3. Conduct training
 - Develop and carry out capacity-building trainings to the key staff on the effective implementation and reporting of the project gender action plan including mainstreaming (Include but not limited to):
 - Monitoring and evaluation of the gender action plan throughout the project timeframe
 - How to include a gender and socially inclusive lens into IAS activities, including guidelines and best practices on women's consultations and engagement.
 - How to collect sex-, age- and disability-disaggregated data as needed to inform and feed into the gender-responsive M&E framework.
 - How to raise awareness and promote outreach activities which will enhance the role of women in local decision making processes particularly in relation to control and management of IAS and appropriate land and resource management activities

- Develop and finalise training report incorporating objectives, materials and presentations as well as outcomes of the training
4. Provide input and guidance to the Invasive Species Unit (ISU) with a mandate to ensure women’s perspective is fully reflected in its work. Identify and develop protocols for engagement of women and youth i.e enhance their decision making powers and support benefit sharing with regards to IAS management.

The Invasive Species Unit (ISU) is based under the Division of Environment Conservation of the Ministry of Natural Resources & Environment. It leads and coordinates the implementation of the Samoa National Invasive Species Strategy and Action Plan working closely with the Samoa National Invasive Species Task Team (SNITT) consisting of different stakeholders or key actors of IAS prevention and management in Samoa

C. DELIVERABLES AND PAYMENT SCHEDULE

No	Deliverables	Duration	Tentative dates	Fee Disbursement (%)	Review and Approvals Required
1.	Workplan outlining how key activities will be carried out with realistic timelines for implementation	5 days	August 2025	10%	IAS PMU/ACEO-DEC
2.	Reviewed and updated the Gender Action Plan (GAP)	10 days	August 2025	20%	IAS PMU/ACEO-DEC
3.	Project Communications strategy and action plan reviewed and updated to apply a gender and socially inclusive lens to its implementation	10 days	September 2025	20%	IAS PMU/ACEO-DEC
4.	Preparation of training programme and training undertaken for key staff in implementation and reporting against the Gender analysis and action plan. Submit finalised training report	15 days	October 2025	30%	IAS PMU/ACEO-DEC
5.	Guidance and input provided to the Invasive Species Unit with a mandate to ensure women’s perspective is fully reflected in its work. Protocols developed for engagement of women and youth i.e enhance their decision making powers and support benefit sharing with regards to IAS management	10 days	November 2025	20%	IAS PMU/ACEO-DEC
Total		50 days	4 months	100%	

D. INSTITUTIONAL ARRANGEMENTS:

- The Individual Contractor will be home-based and will report to, and be directly supervised by, ACEO- DEC and the IAS PMU in Samoa, with technical advice by the UNDP Gender Specialist;

- The Individual Contractor will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Individual Contractor 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;
- The Individual Contractor is expected to be reasonably flexible with his/her availability for required consultations

E. EXPERIENCE AND QUALIFICATIONS

Qualifications:

- Advanced degree in social science, political science, gender studies or related expertise OR a Bachelors degree in the same fields with at least 10 years experience at the senior level

Experience:

- At least 7 years of professional experience in gender mainstreaming in climate and environmental projects, preferably on natural resource/IAS management
- Experience working on Samoa and/or the Pacific region
- Experience in in-person facilitation, consultations, and capacity-building trainings on gender
- Demonstrated experience in gender research and report writing

Essential skills:

- Excellent analysis and report writing skill
- Ability to engage with inter-disciplinary audiences including Government, non-state actors and communities
- Excellent interpersonal skills and cultural sensitivity
- Ability to work independently and as part of a core team

Language Requirements:

- Excellent English and Samoan communication skills (oral and written)

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 fees to be incurred by the National 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 ACEO of the DEC 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 100 points. Only the top 4 candidates that have achieved a minimum of 70 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 100 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 Govt of Samoa's General Terms and Conditions will be awarded the contract.

Evaluation Criteria	Max. Point	
1. Advanced degree in social science, political science, gender studies or related expertise OR a Bachelors degree in the same fields with at least 10 years experience at the senior level	10	
2. At least 7 years of professional experience in gender mainstreaming in climate and environmental projects, preferably on natural resource/IAS management. Prior experience working for UNDP-GEF projects is desirable.	20	
3. Demonstrated experience working in Samoa and/or the Pacific region.	20	
4. Demonstrated experience of in-person facilitation, consultations, and capacity-building trainings on gender.	20	
5. Demonstrated experience in gender research and report writing.	20	
6. Excellent English and Samoan communication skills (oral and written)	10	
Technical proposal	70%	100
Financial proposal	30%	100
Total Combined score	100%	

G. EXPECTED DURATION

The contract duration is 50 days across a 4 month period- from the execution date of the Contract with MNRE.

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

PLEASE PROVIDE INFORMATION AND DETAILS OF RELEVANT SKILLS, PAST WORKING EXPERIENCE AND EVIDENCES OF OUTPUTS SPECIFIC TO EACH EVALUATION CRITERIA AS LISTED BELOW, TO PROVE CAPABILITY TO PERFORM THE REQUIRED TASKS FOR THIS ASSIGNMENT

a.	Technical Approach, Methodology, and Organisation of the Consultant's team
	<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.	Work Plan and Staffing
	<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.	Comments (on the TOR and on counterpart Staff and Facilities)
	<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 ¹ (D-..)	MONTHS												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	<i>e.g., Deliverable #1: Report A</i>													
	1) <i>data collection</i>													
	2) <i>drafting</i>													
	3) <i>inception report</i>													
	4) <i>incorporating comments</i>													
	5).....													
	6) <i>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				

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