



**REQUEST FOR PROPOSAL: LOW VALUE
ASSIGNMENTS**

**TECHNICAL ASSISTANCE FOR THE INDEPENDENT
REVIEW AND UPDATE OF THE WATER AND
SANITATION SECTOR “WATER, SANITATION AND
HYGIENE (WaSH)” SECTOR PLAN 2020-2025**

Issued on: 11th May 2026

RFP No: MNRE_WSSCD/2025-26/TA Sector Plan Review and Update

Procuring Entity: Ministry of Natural Resources and Environment

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LETTER OF INVITATION



Government of Samoa

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT

Level 3, Tui Atua Tupua Tamasese Efi Building
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Telephone: (+685) 67200
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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.

File Ref:

REQUEST FOR PROPOSALS

Ref No: MNRE WSSCD/2025-26/TA Sector Plan Review and Update

11th May 2026

Dear Madam/Sir,

REQUEST FOR TECHNICAL ASSISTANCE FOR THE INDEPENDENT REVIEW AND UPDATE OF THE WATER AND SANITATION SECTOR “WATER, SANITATION AND HYGIENE (WaSH)” SECTOR PLAN 2020-2025

- 1) The Government of Samoa, through the Ministry of Natural Resources and Environment (MNRE) and under the auspices of the Joint Water and Sanitation Sector Steering Committee, is seeking to engage a suitably qualified Consultant/Technical Assistant to undertake the Independent Review and Update of the Water and Sanitation Sector “Water, Sanitation and Hygiene (WaSH)” Sector Plan 2020/2021 – 2024/2025.
- 2) The current WaSH Sector Plan has now reached the end of its implementation period. The review and update will assess the performance and implementation of the Sector Plan over the full five-year period and develop an updated WaSH Sector Plan aligned with the Pathway for the Development of Samoa 2 (PDS2) and other relevant national strategies.
- 3) Proposals are therefore invited from suitably qualified Consultants or Consulting Firms to undertake this assignment.
- 4) The evaluation will focus on the Consultant’s capacity to undertake an independent assessment of the status of implementation of the Water and Sanitation Sector “Water, Sanitation and Hygiene (WaSH)” Sector Plan for the full five years of implementation; FY 2020/2021 – FY 2024/2025.

The evaluation will assess:

- the efficiency and effectiveness of the implementation of the Sector Plan;
- progress towards planned outputs, outcomes, and intermediate impacts;
- the sustainability of sector interventions; and
- institutional, financial, and operational factors affecting implementation

- 5) The review will identify key lessons learned, gaps, and emerging sector challenges, and provide practical recommendations to guide future sector planning, implementation, coordination, and monitoring and evaluation for the next planning period.
- 6) The assignment will also involve the development of an updated WaSH Sector Plan that is aligned with PDS2 priorities, national sector strategies, and international commitments relating to water, sanitation, hygiene, and sustainable water resource management.
- 7) The evaluation should also take into consideration findings and conclusions from previous Water and Sanitation Sector evaluations and related sector reviews.
- 8) Detailed Terms of Reference and information on the application procedure are available on the following websites www.mof.gov.ws and www.mnre.gov.ws under Services/Procurement.

Applications must be submitted to:

The Chief Executive Officer

Ministry of Natural Resources and Environment

Private Bag

Level 3, TATTE Building

SOGI

- 9) The deadline for submission will be indicated in the detailed Request for Proposal documentation.
- 10) For more information please email Saveatama Falefatu Benjamin Salele on falefatu.salele@mnre.gov.ws or Claudia Timoti Milikini on claudia.milikini@mnre.gov.ws of the Water and Sanitation Sector Coordination Division, TATTE Building Level 3, Sogi.

Ma le fa'aaloalo lava,

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; and
- (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, and
 - Signed Technical Response including Work Plan, Team Composition and Inputs and Curriculum Vitae (CV).
- Financial Proposal (in a separate envelope from the Technical Proposal)
 - Certified copy of the Signed Letter of Proposal
 - Signed FIN-2, FIN-3 and FIN-4; and
 - 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:

	TECHNICAL EVALUATION CRITERIA	Points
(i)	Specific experience of the Consultant relevant to the assignment	10
(ii)	Adequacy of the proposed methodology and work plan	
	a) Technical approach and methodology	20
	b) Work plan	20
	c) Organization and staffing	10
(iii)	Qualifications and competence of key professional staff	40

Total Weight : 100%

Total points for the three (3) criteria: 100

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

THE FINANCIAL PROPOSALS SHALL BE OPENED AT THE SAME TIME AS THE TECHNICAL PROPOSALS.

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 (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: $S = S_t \times T\% + S_f \times P\%$. 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 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 TOGETHER IN ONE SINGLE SEALED ENVELOPE AND CLEARLY MARKED WITH THE RFP NUMBER "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 inserting 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;
- (c) Attention: Chief Executive Officer
- (d) Address: Ministry of Natural Resources and Environment, Level 3 TATTE Building, Sogi
- (e) bear the specific RFP Number; and
- (f) 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 **[25th May 2026 at 11am]**. There shall be no public opening of proposals. **The Financial Proposals shall be evaluated immediately after 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 **five (5) days** before the proposal deadline. All requests must be in writing to the ACEO WSSCD, Saveatama Falefatu Benjamin Salele (falefatu.salele@mnre.gov.ws) or the address provided at ITC 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

TERMS OF REFERENCE

1. Introduction and Background

The Water and Sanitation Sector is one of the fourteen sectors in Samoa under the Government Planning initiative, to ensure that "Access to Clean Water and Sanitation is sustained". It is one of the priority sectors as it directly impacts on the quality of life of the people and overall productivity of the population.

In 2005, Samoa has undertaken a wide-ranging reform of the water sector and established a comprehensive institutional framework with the aim of ensuring both water and resources and services are provided and managed with increased efficiency and cost effectiveness. The Sector-Wide Approach was adopted and used by the Sector since then which successfully brought together the Government, its Development Partners and key stakeholders including the public and private sectors, NGOs and civil society groups to achieve the common outcomes and priorities.

The European Union remains as the Water and Sanitation Sector's main development and most trusted partner for over 20 years and continuing, with well over 150 million tala of development assistance to date.

The works, activities and developments of the Water, Sanitation and Hygiene Sector is guided through a 5-year sector planning process with its most recent 4th edition of the Water and Sanitation "Water, Sanitation & Hygiene Sector Plan completed.

The 4th edition of the Water and Sanitation Sector plan in its Framework of Action for the period 2020-2025 endeavours to pursue its Sector Long Term Outcome of "For all the people of Samoa to access Sustainable, safe, affordable water, improved sanitation and hygiene services enhancing health, productivity and resilience of all". The achievement of this Sector Long Term Outcome will greatly contribute towards the realization of the renewed vision of Samoa's national development plan "Pathway for the Development of Samoa 2021 - 2025; "Fostering social harmony, safety, and freedom for all" and theme; "Empowering communities, building resilience, and inspiring growth". Moreover, this will further contribute significantly to the achievement of the SAMOA Pathway and the relevant Sustainable Development Goal 6 of "Ensuring the availability and sustainable management of water and sanitation for all".

To achieve the Sector's Long Term Outcome, the Sector has identified and prioritized six (6) End of Sector Plan Outcomes (ESPOs) as follows:

ESPO 1: Strengthened **sector governance and orientation** to guide and sustain sector developments

ESPO 2: Enhanced **water resources resilience** from Ridge to Reef

ESPO 3: Increased access and improved provision of reliable, clean and affordable **water supply**;

ESPO 4: Improved surveillance of **drinking water quality** and water borne disease; **ESPO 5:** Increased access to improved basic **sanitation, hygiene** practices and improved **wastewater** management systems and accessibility to all available sanitation information;

ESPO 6: Strengthened **flood mitigation** measures to reduce incidence and magnitude of flooding in the CBD.

To ensure the achievement of these ESPOs, thirty-five (35) Intermediate Outcomes have been clearly defined to be addressed through the implementation of one hundred and eighty-four (184) priority actions with progress of achievement or lack thereof to be measured through one hundred and six (106) Key Performance Indicators (KPIs). These Intermediate Outcomes form the basis of the Sector's Framework for Action under the Water, Sanitation and Hygiene Sector Plan 2021–2025, as detailed in the ESPO Performance Matrices (Tables 29–44) of the Sector Plan. These matrices define the sector outcomes, intermediate outcomes, key performance indicators, and implementing agencies that guide sector implementation.

Key Stakeholders of the Sector

The Water & Sanitation Sector is an institutionally complex Sector, with a diverse range of stakeholders and no one agency/institution with sole responsibility for all water management and development functions. A summary of the functions and roles of the key Sector stakeholders is presented in Table 1.2.

Table 1.1: Key stakeholders of the Water and Sanitation Sector

Institution	Core Functions and Roles
Government Agencies	
Ministry of Natural Resources and Environment (MNRE)	Lead agency responsible for secretariat role to JWSSC via WSSCD. Responsible for policy guidance, coordination and regulation of all water and sanitation activities including provision of oversight and support services to the local governments and other water supply service providers. Also responsible for water resource management (WRD), waste management systems (DEC), lead agency for sanitation policy and programme (PUMA) and disaster preparedness and coordination (DMO), rainfall and temperature data and weather services information (Meteorology) and the promotion and implementation of renewable energy projects (RED) such as biogas.
Ministry of Women, Community and Social Development (MWCSD)	Leads the facilitation of community engagement towards achieving sector objectives and in particular monitors services provided by Independent Water Schemes through a Performance Contract with the IWSA.
	The Ministry also oversees overall administration and implementation of the MDG Initiative: Increased Access to safe Drinking Water, Improved Sanitation and Food Security.
Ministry of Health (MoH)	Provides regulatory and monitoring services to promote quality water supply, improve sanitation, increase health promotion programs and provide technical advice at all levels for effective decision making.
Ministry of Finance (MoF)	Mobilisation and allocation of financial resources including coordination of donor inputs and the privatisation process. Also responsible inter-sector coordination, the SDS and higher level performance monitoring.
Ministry of Work, Transport and Infrastructure (MWTI)	Monitoring and regulation of works transport and infrastructure related development including water supply and drainages. New mandate currently under review following the creation of LTA. Also responsible for the review and update of the National Building Code.

Ministry of Agriculture and Fisheries (MAF)	Planning, coordination and implementation of all agriculture development in the country including irrigation development, aquaculture and livestock development.
Ministry of Education, Sports and Culture (MESOC)	Promotion of sanitation and hygiene education in schools and monitoring of school sanitation facilities.
Ministry of Public Enterprises (MPE)	Plays a vital role in ensuring that all Government Public Bodies comply with the Public Bodies (Performance & Accountability) Act 2001 which include the performance monitoring of SOEs (SWA, LTA and STA)
Government Corporations	
Electric Power Corporation (EPC)	Semi-autonomous entity responsible for the delivery of electricity supply including generation of hydropower
Samoa Water Authority (SWA)	Semi-autonomous SOE responsible for the delivery of a piped water supply service to approximately 80% of the population of rural and urban areas of Upolu and Savaii; and a sewerage service to approximately 70% of commercial properties in Apia CBD. Approximately 35 river and spring intakes, 10 water treatment plants and 60 reservoirs and tanks and 43 bore supply systems for rural and urban water supply and 1 urban sewerage system.
Samoa Tourism Authority (STA)	State Owned Enterprise responsible for implementation of Garden Toilets funded by the sector and ongoing monitoring of sanitation facilities of resorts and hotels.
Land Transport Authority (LTA)	Semi-autonomous entity responsible for road maintenance including public drains affecting the road reserve.
Samoa Bureau of Statistics (SBS)	Has an important mandate to support statistical activities and services in Samoa. In this role SBS helps the sector with its survey activities in practical aspects of the design and carrying out of statistical activities, and provide information about best practice and international standards for statistics.
Scientific Research Organization of Samoa (SROS)	Conduct some scientific researches for the sector under the Sector's Research Initiative Program.
Cross Sectorial	
All sectors of the government	Cross sectorial collaboration with the sector in its programs and activities

Civil Societies and Communities	
IWSA	<p>Registered as an Incorporated Society (NGO) under the Companies Act 2006. Main role is to provide strategic advice and management of the Independent Scheme developments.</p> <p>One of the key NGOs involved in water sector activities have formed a network called the Independent Water Schemes Association (IWSA) for providing strategic services to 33 schemes that are not currently part of the SWA network. Was established with funding from the EU WaSSP in 2008 with continued core funding being provided via MWCSA in the 2009/10 and 2011/12 annual budget.</p>
Plumbers Association Society	<p>Newly formed organisation with the main goal of providing guidance and establishing standards for national plumbers to ensure consistency in quality and services. The PAS will greatly contribute towards improved water use efficiency at the user /household level.</p>
SUNGO	<p>Supplement the public sector efforts and ensure that concerns of the underprivileged/poor are catered for. Also provide financial and planning support to CBOs and NGOs who are affiliated with them.</p>
Samoa Red Cross Society	<p>Provision of technical oversight to rain water harvesting projects, development of standards for rain water harvesting and provision of advice and guidelines for project</p>
	<p>implementation.</p> <p>Delivery of rain water harvesting projects either through Red Cross funding or in conjunction with other stakeholders as a development partner.</p> <p>Supplement the provision of water supplies such as water tanks during disasters.</p> <p>Provision of education and training regarding sanitation, health and hygiene issues around water storage and use.</p>
Development Partners	

Development Partners	Provide financial and technical resources for implementation of water and sanitation sector activities. Monitoring and evaluation of performance. EU is recognised as key development partner providing support to the sector. Other current partners include JICA, ADB, World Bank, SPC/SOPAC and UNDP
Private Sector	
Contractors, private firms etc.	Valuable resource for design, construction, operation and maintenance of water and sanitation facilities. Also conduct training and capacity building for both government and NGOs. Provision of other commercial services including mobilisation of financial and human resources for water sector development activities.

2. Rationale

- 2.1.** The Sector Monitoring and Evaluation Framework identified in the Water for Life Sector Plan stipulate that an independent evaluation on the implementation of the Sector Plan be conducted every two years. This Technical Assistance (TA) will undertake a comprehensive review and update of the Water, Sanitation and Hygiene Sector Plan 2020–2025, including an assessment of sector performance, identification of implementation gaps, and preparation of the updated WASH Sector Plan 2026–2030 aligned with the Pathway for the Development of Samoa 2 (PDS2) including priorities related to climate resilience, sustainable infrastructure, environmental protection, public health, and inclusive service delivery
- 2.2.** This TA will make an overall independent assessment on the status of implementation of the Water for Life Sector Plan 2016-2020 in its first two years of implementation. This is also an independent mid-term review of the plan. The Evaluation will focus on measures of efficiency, effectiveness, intermediate impacts and outcomes and sustainability issues with a view to identify key lessons and practical recommendations to guide future program planning, implementation and monitoring and evaluation. The evaluation will also take into consideration conclusions from previous Sector Evaluations.

3. Consultancy Service 3.1. Scope of Services (Review Approach and Methodology)

The assignment will undertake a comprehensive review and update of the Water, Sanitation and Hygiene (WASH) Sector Plan 2020–2025 to inform the preparation of the next WASH Sector Plan. The updated sector plan will ensure alignment with the Pathway for the Development of Samoa 2 (PDS2), national development priorities, and relevant international commitments including Sustainable Development Goal 6 (SDG 6).

The consultancy will assess the performance of the sector during the implementation period of the current WASH Sector Plan and provide strategic recommendations to guide the development of the next planning cycle.

The review process will be carried out through three phases:

Phase I - Desk Review Phase;

Phase II - Field Consultation Phase; and

Phase III - Synthesis and Sector Plan Development Phase.

3.1.1 Phase I: Desk Review Phase

An inception meeting will be held between the Consultant and the Water and Sanitation Sector Coordination Division (WSSCD) to confirm the scope of the assignment, refine the methodology, and finalize the work plan.

The Consultant will conduct an in-depth review of the WASH Sector Plan 2020–2025, including but not limited to the following key documents:

- WASH Sector Annual Performance Review Reports
- Sector Quarterly and Progress Reports
- Implementing Agency Reports
- Sector Medium-Term Expenditure Framework (MTEF)
- Sector Performance Monitoring Framework
- Development Partner program reports
- Relevant national policies and legislation
- Pathway for the Development of Samoa (PDS) and emerging PDS2 framework

Particular attention will be given to the Sector Framework for Action and ESPO Performance Matrices of the WASH Sector Plan to assess the extent of progress towards achieving sector outcomes.

During this phase, the Consultant will prepare an **Inception Report** outlining:

- Detailed review methodology
- Evaluation framework and key review questions
- Proposed indicators and verification methods
- Stakeholder consultation strategy
- Preliminary assessment of sector performance
- Detailed work plan for the subsequent phases of the assignment.

3.1.2 Phase II: Field Phase

The Field Phase will commence upon approval of the Inception Report by the WASH Sector Steering Committee.

During this phase, the Consultant will undertake consultations and data collection activities to validate findings from the desk review.

The Consultant will:

- Conduct a briefing session with all Sector Implementing Agencies coordinated by WSSCD
- Facilitate consultations with each WASH subsector
- Conduct meetings with key government agencies including CEOs, ACEOs, and technical officers
- Engage with development partners and key sector stakeholders
- Conduct targeted community consultations where relevant sector interventions have been implemented
- Review available monitoring data and sector performance indicators
- Identify key challenges, gaps, and opportunities across all subsectors.

At the conclusion of this phase, the Consultant will present preliminary findings and recommendations to the Sector through the WSSCD and the Sector Steering Committee.

3.1.3 Synthesis and Sector Plan Development Phase

This phase will focus on synthesizing the findings from the desk review and consultations and preparing the updated sector planning framework.

The Consultant will:

- Assess sector performance against the objectives and indicators of the WASH Sector Plan 2020–2025
- Identify lessons learned and key implementation challenges
- Review institutional arrangements and sector coordination mechanisms
- Assess sector financing, including the Medium-Term Expenditure Framework
- Review monitoring and evaluation systems and data availability
- Propose updated sector outcomes, indicators, and strategic priorities aligned with PDS2

The Consultant will prepare a Draft Updated WASH Sector Plan incorporating recommendations to strengthen sector governance, resilience, financing sustainability, and service delivery.

The draft plan will be circulated through the WSSCD for comments from sector stakeholders. Following receipt of feedback, the Consultant will revise the document and submit the Final Updated WASH Sector Plan.

4. Reporting Requirements

All reports produced under this assignment must meet high professional standards and be supported by relevant analysis, maps, graphs, tables, and evidence where appropriate.

The Consultant will produce the following deliverables:

Deliverable	Description
Inception Report	Detailed methodology, work plan, and consultation
Deliverable	Description strategy
Sector Performance Review Report	Assessment of implementation of the WASH Sector Plan 2020–2025
Draft Updated WASH Sector Plan	Proposed WASH Sector Plan for the next planning cycle
Final Updated WASH Sector Plan	Final sector plan incorporating stakeholder feedback

All reports shall be submitted in electronic format (MS Word and Excel). Hard copies may be requested by WSSCD if required.

5. Institutional Arrangements

The Water and Sanitation Sector Coordination Division (WSSCD) of the Ministry of Natural Resources and Environment (MNRE) will serve as the Procuring Entity for this Technical Assistance.

The Consultant will report to the Assistant Chief Executive Officer (ACEO) of the WSSCD, who will act as the primary focal point for the assignment.

The Consultant will work closely with representatives from the WASH Sector Implementing Agencies including:

- Ministry of Natural Resources and Environment (MNRE)
- Ministry of Health (MOH)
- Ministry of Women, Community and Social Development (MWCSA)
- Samoa Water Authority (SWA)

- Land Transport Authority (LTA)
- Independent Water Schemes Association (IWSA)
- Samoa Red Cross Society (SRCS)
- Samoa Tourism Authority (STA)
- Plumbers Association Society (PAS)

WSSCD will facilitate coordination with sector stakeholders and provide relevant documentation and logistical support where required.

6. Location and Time Frame

The assignment is open to local and international consultants.

The Consultant will be primarily based at the WSSCD offices in Apia, with travel to relevant project sites and communities where necessary.

The assignment is expected to commence upon contract signing and will require approximately 60 working days over a period of four (4) months.

Activity	Timeframe	Expected Outcomes
1. Inception report	15 working days	Inception report
2. Sector Performance Review	20 working days	Draft Review Findings
3. Draft Sector Plan	15 working days	Draft Updated Sector Plan
4. Final Sector Plan	10 working days	Final Sector Plan
Total (DD/MM/YY)	60 working days	

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>												
	<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				

- 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
INDICATE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF STAFF MEMBER		

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:

OTHER TRAINING:
1. INDICATE SIGNIFICANT TRAINING SINCE DEGREES UNDER EDUCATION WERE OBTAINED
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> <p>MAIN PROJECT FEATURES:</p> <p>POSITIONS HELD:</p>	

	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	
Total Cost of the Financial Proposal: <i>Note: this amount should match the amount in the Letter of Proposal</i>	
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