

REQUEST FOR TENDERS

RFT: 2021/054
File: AP 4/12/18
Date: 14 July, 2021
To: Interested suppliers
From: Paul Anderson – Inform Project Manager
Subject: Request for Tenders: Samoa State of Environment Consultancy

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants that will work with the Environment Sector Coordination Division (ESCD) under the Ministry of Natural Resources and Environment (MNRE) to review and carry out an in-depth assessment of Samoa's current state of the environment to develop Samoa's 4th SOE Report, Samoa's Environment Outlook and a Targeted Response Framework based on identified findings to facilitate and guide the review and update of the current NESP 2017 – 2021.
- 2.2. SPREP is seeking to contract a team of 2 senior technical experts (1 Team Leader (lead consultant) and 1 Senior Expert) from interested individuals and / or qualified consultancy firms to review and carry out an in-depth assessment of Samoa's current state of the environment.
- 2.3. The Terms of Reference and the specific statement of work for the consultancy are set out in Table 1.
- 2.4. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct
https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

3. Conditions: information for applicants



- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Both consultants must be currently residing in Samoa and are legally entitled to work.
 - ii. The lead consultant must have a Minimum of a Master's Degree in Environmental Science, Environmental Engineering, Climate Change, Natural Resources Management or related field.
 - iii. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on the form, particularly the statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application **not** being considered);*
 - iv. Sign the **Conflict of Interest** form; and
 - v. Submit a CV to demonstrate the consultant has the relevant experience, skills, and qualifications to carry out this contract successfully.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise of the interested supplier's complete proposal, comprising:
- a) The CV of the proposed personnel highlighting experience relevant to the tender.
 - b) Provide three references relevant to this tender submission, including the most recent work completed.
 - c) A Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference including a work plan, schedule of activities; and
 - d) A Financial Proposal to be priced based on a work plan on where, when, and how the technical assistance will be conducted. It should also include a monthly rate. The proposal should be for the fees and any other costs related to carrying out the work. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
- 4.3. Tender submission must be in United States Dollars (USD). The maximum budgeted value for this consultancy contract is USD 50,000.
- 4.4. The Proposal must remain valid for 90 days from date of submission.
- 4.5. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 28 July 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 30 July 2021.

6. Evaluation criteria

- 6.1 SPREP in consultation with MNRE will select a preferred consultant based on SPREP's evaluation of the extent to which the documentation demonstrates the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
- i. Minimum of a Masters Degree (Lead Consultant – team leader) in Environmental Science, Environmental Engineering, Climate Change, Natural Resources Management or related. The Senior expert must hold a degree in a related field **(10%)**
 - ii. 10 years of working experience in environmental management, natural resources management, climate change and other related areas **(10%)**
 - iii. Proven extensive experience in Environmental Impact Assessment (EIA), Strategic Environment Assessment (SEA) and Integrated Environmental Assessments (IEA) **(10%)**
 - iv. Proven extensive experience with the application of Assessment Analytical Models such as the DPSIR, and modelling and scenario development **(10%)**
 - v. Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset **(5%)**
 - vi. Prior working experience in Samoa and the Pacific or knowledge of its current socio-economic situation would be an advantage **(5%)**
 - vii. Proven experience in community consultation processes. Excellent communication skills and experience in conducting technical presentations with a variety of stakeholders **(10%)**
 - viii. Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference including a work plan and schedule of activities **(25%)**
 - ix. Excellent knowledge of Excel, Word, Power Point, and Web navigation **(5%)**
 - x. Full proficiency in English both written and verbal including ability to review and edit the required project documentation **(5%)**
 - xi. Financial proposal **(5%)**

7. Deadline

- 7.1. **The due date for submission of the tender is: 11 August 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**RFT 2021/054: Samoa SOE Consultancy**

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.



SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website

<http://www.sprep.org/accountability/complaints>



**ATTACHEMENT
TERMS OF REFERENCE
Samoa State of Environment Consultancy**

1. Background

The Ministry of Natural Resources and Environment (MNRE) is mandated to oversee the protection, conservation, and sustainability of Samoa's natural and built environment in close collaboration with local communities, civil society groups, the private sector, government agencies and development partners. A crucial part of this mandate is monitoring Samoa's state of the environment (SOE) on a regular basis.

Samoa has issued three SOE Reports to date. The first SOE was issued in 1993 to inform the development of Samoa's first National Environment Management Strategy (NEMS). The NEMS 1993 prioritized twelve major environmental areas based on the first SOE findings - (1) unsustainable population growth (2) management of water resources (3) management of sea and marine resources (4) waste management (5) combatting deforestation (6) management of land use (7) conservation of biological diversity (8) atmospheric protection (9) planning for climate change (10) preservation of traditional arts, culture and history (11) human resources development and (12) sustainable economic development.

Samoa's 2nd SOE was issued 13 years later in 2006. The SOE included an assessment of state and trends of the environment in the key areas of climate change and ozone; coastal and marine resources; water resources; land resources; forestry resources and biodiversity resources. A review of environmental management practices was also undertaken including an assessment of challenges and cross cutting issues such as poverty, health, trade, disaster management, population growth and urbanization, culture, energy, tourism and agriculture. The report also highlighted the lack of key environmental indicators with which to monitor the state and trends in environmental change over time, between SOE reporting periods. Overall, the report highlighted a continuing trend of the same environmental issues identified in 1993.

Samoa's last SOE was issued in 2013. Unlike the first two SOEs, the last SOE adopted an 'integrated habitat-based approach' and DPSIR framework to determine the health of key habitats including: (1) upland habitats and cloud forests (2) lowland habitats (3) coastal habitats (4) inshore marine and offshore habitats (5) rural and urban built environment (6) rivers and streams (7) protected areas, sanctuary and key biodiversity areas and (8) atmosphere, weather and climate. The report concluded that the "biggest immediate threats to Samoa's biophysical environment are extreme events associated with climate change and variability, such as cyclones, floods and droughts". It also concluded that Samoa's biophysical environment was continually changing as a result of economic development activities, like infrastructure, agriculture, tourism and fisheries, population growth, changing consumption patterns and lifestyles.

Moreover, separate assessments and studies conducted since the last SOE Report have drawn similar conclusions on specific aspects of Samoa's state of the environment relating to biological diversity, land and forest. Samoa's latest forestry inventory undertaken in 2013, for example identified a decreasing trend in forest cover. Moreover, findings from Samoa's 6th National Report to the UNCBD published in 2018 which highlighted increasing loss of terrestrial biodiversity as a major issue suggest a continuing decline. A preliminary assessment in 2019 of Samoa's Land Degradation Neutrality (LDN) based on three key indicators – (1)



land cover (2) land productivity and (3) soil carbon, found increased land degradation and loss of forest cover as a result of livestock grazing, land tillage and infrastructural development.

Samoa is now planning to undertake its 4th State of the Environment assessment in conjunction with the development of Samoa's Third National Communication Report to the UNFCCC which will include an update of the 2007 GHG Inventory.

With support from the UNEP-GEF funded regional Inform project – “Building National and Regional Capacity to Implement Multilateral Environmental Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific”, the Government of Samoa through MNRE is looking to recruit a consultancy team of experts to undertake Samoa's SOE assessment and develop the 4th SOE Report.

2. Scope of Work

Developing Samoa's 4th SOE Report

Under the auspices of the Environment Sector, the Ministry as the lead implementing agency, is seeking to contract a team of 2 senior technical experts (1 Team Leader and 1 senior expert) from interested individuals and / or qualified consultancy firms to review and carry out an in-depth assessment of Samoa's current state of the environment. The assessment will target drivers, prevailing environmental pressures and their impacts on the state of the environment, current and emerging environmental and ecological trends. Moreover, the SOE assessment will include a comprehensive review and evaluation of environmental management practices, socio-economic developments that have influenced and likely to continue to influence Samoa's environment in view of findings from the last 3 SOEs. The SOE process will also include discussions on resilience, identification of emerging risks including global pandemics and Samoa's environmental outlook.

The consultants are therefore expected to develop Samoa's 4th SOE Report, Samoa's Environment Outlook and a Targeted Response Framework based on identified findings to facilitate and guide the review and update of the current NESP 2017 – 2021.

SOE Development Partnership

The Government of Samoa, through MNRE is partnering with SPREP to develop Samoa's 4th SOE Report. The partnership includes the provision of technical and financial assistance through SPREP's GEF funded Inform Project to improve access to environmental information and enhance their use for better decision making. UNDP's GEF funded Third National Communications (3NC) and the first Biennial Update Report (BUR) Project which will update Samoa's 2007 Greenhouse Gas (GHG) Inventory. This UNDP output will serve as input to the Samoa 2021 SOE.

Objective of the Assignment

To assess Samoa's current state of the environment, review the effectiveness of management practices and validate key national environmental issues within the proposed SOE framework highlighted below. Key outputs from the assignment include the following:

- State of the Environment Assessment



- 4TH SOE Report
- SOE Summary Report Card
- Samoa's National Environment Outlook
- National Environment Sector Plan (NESP) Response Framework

The consultants will work closely with the Technical Advisory Committee (TAC) who will lead and coordinate Samoa's SOE process.

SOE Framework

The development of the 4th SOE 2020 will follow the DPSIR Model an internationally accepted framework for SOE reporting, adopted in the development of the 3rd SOE. The SOE Framework includes the following aspects:

- A. Drivers
- B. State and Trends
- C. Pressures
- D. Effectiveness of management
- E. Resilience
- F. Risks/Emerging Risks
- G. Outlook
- H. Key Findings

SOE Themes

The updated SOE will focus specifically on the following thematic areas:

- a) Atmosphere**
 - Climate change
 - Meteorological, geoscience and climate information
- b) Built Environment**
 - Solid waste
 - Chemicals and hazardous waste
 - Wastewater and sanitation
 - Energy
 - Development
 - Disaster risk management
- c) Natural Environment**
 - Biodiversity
 - Land and soil
 - Freshwater (surface and ground water)
 - Coastal environment
 - Marine Environment
 - Oceans
- d) Governance**
 - Policy and legislative framework
 - Institutional framework
 - Monitoring and enforcement
 - Capacity building
- e) Economic and social factors**

SOE Approach

The approach to the development of the 4th SOE will follow the SOE Framework as set out in this TOR and endorsed by the Technical Advisory Committee.

Professional Costs

All payments will be disbursed upon submission of each deliverable and acceptance by SPREP and the Government of Samoa.

3. Deliverables and timeline

The Consultant is expected to deliver on the following deliverables as per schedule:

Table 1. Key tasks and deliverables

1. Activities	Deliverables	Percentage of disbursement	Schedule
2. Inception	Inception Report Final TOR, Workplan, Approach & Methodology Literature Review Report	10%	4 weeks
3. Desktop Review	Agreed list of Indicators for SOE Assessment SOE Draft Template with outline of chapters and key contributors		
4. Data Collection, Analysis and Synthesis	SOE Assessment & Synthesis Report SOE E-Library Draft Outline of SOE Report	20%	5 weeks
5. Final Compilation of Reports and Data Validation	First Draft SOE Report First Draft National Environment Outlook First Draft NESP Response Framework 6 Stakeholder Consultations & Reports Second Draft SOE Report Second Draft Samoa National Environment Outlook Second Draft NESP Response Framework 6 Stakeholder Consultations and Reports	20%	8 weeks
	Final Draft SOE Report Final Draft SOE Summary Report Card Final Draft Samoa National Environment Outlook Final Draft NESP Response Framework Hand over SOE E-Library	50%	3 weeks
Total Input			20 weeks (100 working days)

4. Logistical and Reporting Arrangements

The principal responsibility for managing the consultant will lie with the Ministry of Natural Resources and Environment – ACEO of Environment Sector Coordination Division.



The Consultants will be based in MNRE under the Environment Sector Coordination Division. It is a requirement for both consultants to be based in Samoa while undertaking the full assignment.

5. Competencies

Corporate Competencies:

- Demonstrates commitment to the Government of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Knowledge Management and Learning
 - Shares knowledge and experience
 - Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
- Development and Operational Effectiveness
 - Ability to perform/advise on (as appropriate) a variety of specialized tasks related to administrative support, including project data management support, reporting, and logistics for project implementation.
- Leadership and Self-Management
 - Focuses on result for the client and responds positively to feedback.
 - Consistently approaches work with energy and a positive, constructive attitude.
 - Remains calm, in control and good humoured even under pressure
 - Demonstrates openness to change and ability to manage complexities.
 - Good inter-personal and teamwork skills, networking aptitude, ability to work in multi-cultural environment.

6. Timeline

The total duration of the contract is of approximately 100 working days over a duration of 6 months. The consultancy team is to submit a proposed work plan with clear timelines and milestones as per the requirements of the Terms of Reference.