

Description of Requirements

Context of the Requirement	Third National Communication and First Biennial Update Report
Implementing Partner of UNDP	Government of Samoa (through the Ministry of Natural Resources and Environment)
Brief Description of the Required Services¹	A <u>nationally based firm</u> to provide a team of 2 consultants to assess Samoa's State of the Environment Refer to the Terms of Reference below.
List and Description of Expected Outputs to be Delivered	Refer to the Terms of Reference below for the list and description of the expected outputs to be delivered.
Person to Supervise the Work/Performance of the Service Provider	The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Samoa MCO and the Ministry of Natural Resources and Environment – ACEO of Environment Sector Coordination Division. The consultants will report to the ACEO for the Environment Sector Coordination Division.
Frequency of Reporting	Refer to the Terms of Reference
Progress Reporting Requirements	Refer to the Terms of Reference
Location of work	<input checked="" type="checkbox"/> Exact Address/es - The consultants can be home-based or can be based at MNRE under the Environment Sector Coordination Division. <input type="checkbox"/> At Contractor's Location
Expected duration of work	The total duration of the contract is of approximately 100 working days over a duration of 6 months (March 2021 – August 2021)
Target start date	29 March 2021
Latest completion date	31 August 2021
Travels Expected	There will be no foreseeable travels as the firm should be based in Samoa.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required Refer to the Terms of Reference for the Proposal Submission.
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Other – WST Tala only
Value Added Tax on Price Proposal²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms³	Refer to the Terms of Reference for the Schedule of Payment Terms.

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	1. Yvette Kerslake, ARR-Environment and Climate Change Unit, UNDP 2. Jeffery Leung Wai, Programme Analyst, Environment and Climate Change Unit, UNDP 3. ACEO of Environment Sector Coordination Division, MNRE
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (70%)</p> <input checked="" type="checkbox"/> Expertise of the Firm 40 marks <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 25 marks <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35 marks <p>Financial Proposal (30%)</p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at:

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

	http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others ⁷ - UNDP General Terms and Conditions for de minimis contracts
Contact Person for Inquiries (Written inquiries only)⁸	Aliitasi Uesele Petaia Procurement Associate procurement.ws@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	N/A

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE

A. PROJECT - THIRD NATIONAL COMMUNICATION AND FIRST BIENNIAL UPDATE REPORT

Job title:	A National Firm with a team 2 national consultants to Assess Samoa's State of the Environment
Contract type:	Request for Proposal - RFP
Duty Station:	Home-based or based in Ministry of Natural Resources and Environment under the Environment Sector Coordination Division.
Period of contract:	100 working days over 6 months (March 2021 – August 2021)
Contracting Authority:	United Nations Development Programme

B. 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 on a regular basis.

Samoa has issued three State of the Environment (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 UNDP GEF funded TNC and First Biennial Update Report Project, the Government of Samoa through MNRE is looking to recruit a firm with two qualified and experienced experts to undertake Samoa's SOE assessment and develop the 4th SOE Report.

C. 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 recruit a team of 2 senior technical experts (1 Team Leader and 1 Snr. 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 (GoS) through MNRE is partnering with SPREP and UNDP 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 and 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.

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 Technical Advisory Committee.

D. EXPECTED OUTCOMES AND DELIVERABLES:

Key Deliverables	Description	Due Date (Tentative)
Upon approval by UNDP and GoS of the following;	Inception Report Final TOR, Workplan, Approach & Methodology	Within 1 week after contract start
1. Inception Report		7 April 2021
Upon approval by UNDP and GoS of the following;	Literature Review Report	No later than 4 weeks after contract start
2. Desktop Review Report	Agreed list of Indicators for SOE Assessment	
	SOE Draft Template with outline of chapters and key contributors	
30 April 2021		
Upon approval by UNDP and GoS of the following;	SOE Assessment & Synthesis Report SOE E-Library Draft Outline of SOE Report	No later than 9 weeks after contract start
3. Data Collection, Analysis and Synthesis Reports		8 June 2021

<p>Upon approval by UNDP and GoS of the following;</p> <p>4. Final Compilation of Reports and Data Validation</p>	<p>First Draft SOE Report First Draft National Environment Outlook First Draft NESP Response Framework 6 Stakeholder Consultations & Reports</p>	<p>No later than 13 weeks after contract start</p> <p>6 July 2021</p>
	<p>Second Draft SOE Report Second Draft Samoa National Environment Outlook Second Draft NESP Response Framework 6 Stakeholder Consultations and Reports</p>	<p>No later than 17 weeks after contract start</p> <p>3 August 2021</p>
	<p>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</p>	<p>No later than 20 weeks after contract start</p> <p>25 August 2021</p>
	24 weeks (100 working days)	

E. INSTITUTIONAL ARRANGEMENT:

The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Samoa MCO and the Ministry of Natural Resources and Environment – ACEO of the Environment Sector Coordination Division. The consultants will report to the ACEO for Environment Sector Coordination Division.

F. DURATION AND TIMEFRAME OF THE WORK:

The total duration of the contract is of approximately 100 working days over a duration of approximately 6 months (March 2021 – August 2021)

G. DUTY STATION:

The consultants can be home-based or can be based in MNRE under the Environment Sector Coordination Division.

H. COMPETENCIES, QUALIFICATIONS/EXPERIENCE:

Corporate Competencies:

- Demonstrates commitment to the GoS 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 humored 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

Qualifications:

- Minimum of a Masters Degree in Environmental Science, Environmental Engineering, Climate Change, Natural Resources Management or related field.

Experience:

- 10 years of working experience in environmental planning/environmental sciences/environmental engineering, natural resources management, climate change and other related areas
- Proven extensive experience in Environmental Impact Assessment (EIA), Strategic Environment Assessment (SEA) and Integrated Environmental Assessments (IEA).
- Proven extensive experience with the application of Assessment Analytical Models such as the DPSIR, and modeling and scenario development.
- Proven experience in community consultations processes
- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset.
- Prior working experience in Samoa and the Pacific or knowledge of its current socio-economic situation would be an advantage;
- Excellent communication skills and experience in conducting technical presentations with a variety of stakeholders;
- Excellent knowledge of Excel, Word, Power Point, and Web navigation;
- Full proficiency in English both written and verbal including ability to review and edit the required project documentation

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All payments will be paid upon submission of each deliverable and acceptance by UNDP and the Government of Samoa. In order to ensure the assignment to be effective and efficient, the payment will be done in instalments as detailed below and disbursed in 6 installments from UNDP as follows.

The firm is expected to state in their financial proposal, a daily working fee only in USD (dollars). The daily working fee should be all inclusive (of any foreseeable costs like professional fees, travel costs, consumables, etc). The firm is expected also to submit an IC timesheet which will be the basis for payments, to be duly approved by UNDP.

Key Deliverables	Description	Percentage of total Price	Due Date Tentative
Upon approval by UNDP and GoS of the following;	Inception Report Final TOR, Workplan, Approach & Methodology	5%	Within 1 week after contract start

1. Inception Report			7 April 2021
Upon approval by UNDP and GoS of the following;	Literature Review Report	10%	No later than 4 weeks after contract start
2. Desktop Review Report	Agreed list of Indicators for SOE Assessment		
	SOE Draft Template with outline of chapters and key contributors		30 April 2021
Upon approval by UNDP and GoS of the following;	SOE Assessment & Synthesis Report SOE E-Library Draft Outline of SOE Report	15%	No later than 9 weeks after contract start 8 June 2021
3. Data Collection, Analysis and Synthesis Reports			
Upon approval by UNDP and GoS of the following;	First Draft SOE Report First Draft National Environment Outlook First Draft NESP Response Framework 6 Stakeholder Consultations & Reports	10%	No later than 13 weeks after contract start 6 July 2021
4. Final Compilation of Reports and Data Validation	Second Draft SOE Report Second Draft Samoa National Environment Outlook Second Draft NESP Response Framework 6 Stakeholder Consultations and Reports	10%	No later than 17 weeks after contract start 3 August 2021
	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%	No later than 20 weeks after contract start 25 August 2021
Total Input			24 weeks (100 working days)

J. RECOMMENDED PRESENTATION OF PROPOSAL AND SUBMISSION:

Please use the template Annex II to submit your proposal together with all relevant documents. Combined Annex II and all relevant documents into one file and upload online.

Proposals must be submitted by **1 March 2021** (readvertised) through the UNDP Jobs website link https://jobs.undp.org/cj_view_job.cfm?cur_job_id=97159

Incomplete applications will not be considered and only proposals for which there is further interest will be contacted. Proposals must include:

- **CV** or P11 for each consultant. The selected firm must submit signed P11 forms prior to contract award;
- **3 professional references most recent for each consultant;**
- **Completed and signed Annex II (listing qualifications/experience, methodology and the financial proposal** with breakdown of costs specifying the daily rate and other expenses, if any).

REMARKS:

Please clearly indicate the **TITLE OF CONSUTLANCY** in the subject of your application email.

K. EVALUATION CRITERIA:

Evaluation criteria: 70% Technical, 30% financial combined weight.

The proposal with the highest combined weighting of both the Technical and Financial will be awarded the contract.

The Financial weighting is determined through the cumulative analysis, of which the maximum number of points (30%) is allocated to the lowest technically responsive priced proposal. All other price proposals receive points in inverse proportion.

The Technical Evaluation Criteria (is based on the information provided in the proposal and the relevant documents). The proposal that receives a minimum of 47% out of 70% is deemed responsive and its financial proposal will be considered. Proposals that receive less than 47% for the technical will not be considered further.

Expertise of the Firm 50%

- Proven extensive experience in Environmental Impact Assessment (EIA), Strategic Environment Assessment (SEA) and Integrated Environmental Assessments (IEA) **(10 points)**
- Proven extensive experience with the application of Assessment Analytical Models such as the DPSIR, and modeling and scenario development **(10 points)**
- Proven experience in community consultation processes **(10 points)**
- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset **(10 points)**
- 10 years of working experience in environmental management, natural resources management, climate change and other related areas **(10 points)**

Methodology 20%

- A brief methodology on how the firm will approach and complete the assignment and work plan as indicated above. **(15 points)**
- Excellent communication skills and experience in conducting technical presentations with a variety of stakeholders **(5 points)**

Management Structure and Qualification of Key Personnel 30%

- Minimum of a Masters Degree in Environmental Science, Environmental Engineering, Climate Change, Natural Resources Management or related field. **(15 points)**
- Prior working experience in Samoa and the Pacific or knowledge of its current socio-economic situation would be an advantage **(5 points)**
- Excellent knowledge of Excel, Word, Power Point, and Web navigation **(5 points)**
- Full proficiency in English both written and verbal including ability to review and edit the required project documentation **(5 points)**

L. ANNEXES TO THIS TERMS OF REFERENCE:

1. Annex II – Form for submission of the proposal
2. Annex III – General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
3. Annex IV – P11 form

M. APPROVAL

This Terms of Reference has been approved by:

Yvette Kerslake, ARR – Environment and Climate Change Unit, UNDP
23 February 2021