

# REQUEST FOR TENDERS

RFT: 2023044  
File: AP\_3/1/13  
Date: 8 August, 2023  
To: Interested consultants  
From: Vanda Faasoa-Chan Ting – Technical Adviser, NDC Hub

**Subject: Request for tenders (RFT): Consultancy to Develop an Energy Efficiency Program for the Tourism Sector in Samoa**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop an energy efficiency program for the tourism sector in Samoa.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. 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/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Must preferably be based in Samoa and legally entitled to work, international consultants can apply but must identify a local counterpart in Samoa;
  - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iv. Provide examples of past related work outputs;

- v. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - vi. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

### 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 21 August 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 23 August 2023.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

### 6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

#### I. Technical Score – 80%

Criteria	Detail	Weighting
<b>CV(s) and Qualifications</b>	At least one consultant to have:  Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Mitigation, Renewable Energy, Energy Efficiency, Electrical Engineering, Environmental Engineering or any other related field.	20

<b>Experience</b>	Minimum of 7 years' experience in the energy sector assisting with national planning and long-term strategies to address issues such as renewable energy, energy efficiency, etc.	30
	Good understanding of energy audits and other energy-related issues in Samoa or other similar Pacific countries.	
	Experience in carrying out energy audits in Samoa or other similar Pacific countries.	
	Experience in renewable energy and energy efficiency projects in Samoa and other similar Pacific countries.	
	Familiarity, knowledge and experience with the energy sector in Samoa or any other similar country in the Pacific region.	
	Familiarity and some knowledge with the tourism sector in Samoa or other similar Pacific countries is desirable.	
<b>Technical Proposal / Methodology</b>	Step-by-step approach on how deliverables are to be achieved.	30
	Timeline including the activities and when they shall be completed including any anticipated mission travel to Samoa (if based overseas).	
	Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity.	
	Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered.	

## II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

### 7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 30 August 2023, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2023/044: **Consultancy to Develop an Energy Efficiency Program for the Tourism Sector in Samoa.**'

Mail: SPREP

Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto: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.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

## Annex A: Terms of Reference

### Development of an Energy Efficiency Program for the Tourism Sector in Samoa

<b>Assignment Title:</b>	Development of an Energy Efficiency Program for the Tourism Sector in Samoa
<b>Project:</b>	Regional Pacific Nationally Determined Contributions (NDC) Hub
<b>Post Level:</b>	International (or National) Consultant
<b>Contract Type:</b>	Individual Contractor or Consultancy Firm
<b>Duty Station:</b>	Samoa-based or overseas (international consultants can apply but must identify a local counterpart in Samoa)
<b>Expected Place of Travel:</b>	Samoa
<b>Contract Duration:</b>	6 months

#### **Project Description:**

The Regional Pacific NDC Hub was launched in 2017 and officially established in 2018, as an initiative emerging from Pacific Island Leaders at the Climate Action Pacific Partnership (CAPP) in 2017 and Fiji's Presidency of COP23. The Hub, in partnership with SPREP and other ONE CROP+ agencies, aims to provide a regional coordinated mechanism to support countries in meeting their climate related commitments under the Paris Agreement as part of their Nationally Determined Contributions (NDCs). Assistance can be provided and tailor-made to suit NDC Hub members so they can produce relevant national policies and measures that action those commitments. In taking a demand-driven approach, the NDC Hub receives requests from its 14 member countries from around the Pacific region outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

The independent state of Samoa consists of two main islands namely Savaii (1,700 square kilometers (km<sup>2</sup>)) and Upolu (1,100 km<sup>2</sup>) with eight other smaller islands (100 km<sup>2</sup>). The capital, Apia, is located on Upolu island. Samoa has mountainous terrain and narrow coastal settlements all around the two main islands. Samoa's population is approximately 202,500 with 77% residing on Upolu island, 22% on Savaii island and the remaining population lives on the outer islands of Manono and Apolima. About 19% of Samoa's population live in urban areas while the rest reside in rural areas. The latest values from the Central Bank of Samoa reveal that Samoa's Gross Domestic Product (GDP) for 2021/22 was US\$788 million with a per capita GDP of US\$3,848.

One of the sectors included in Samoa's second NDC submission is the Tourism Sector where they aim to achieve greenhouse gas (GHG) emission reductions through promoting energy efficiency and the use of energy efficient technologies and/or appliances within their sector. This is further supported by the recently launched Samoa Tourism Sector Plan (STSP) 2022/2023 – 2026/2027 and the Tourism Climate Change Strategy (TCCS) 2021 – 2026 where it emphasizes the need to review tourism-related utility changes particularly renewable energy options for tourist accommodation operators to reduce operational costs and to assist with cashflow during recovery periods post-disaster. Additionally, one of the activities outlined in the STSP is the development and implementation of a renewable energy project targeting energy efficiency in the Tourism sector.

This NDC request therefore, from the Government of Samoa (GoS) to develop an Energy Efficiency Program for the Tourism Sector, ties in perfectly with the government plans at the national level in order to achieve their global commitments under the Paris Agreement. This Energy Efficiency Program shall be a comprehensive program to facilitate the adoption and uptake of energy efficient appliances in Samoa's tourism sector.

Qualified bidders are invited to submit their proposals for the Development of an Energy Efficiency Program for the Tourism Sector in Samoa to encourage and adopt the use of energy efficient appliances in the sector.

### **Scope of Work:**

The purpose of this assignment is to develop an Energy Efficiency Program for the Tourism Sector in Samoa.

The consultant (or consultancy firm) shall:

- 1) Consult the relevant authorities for clarification on their country request:
  - i) NDC Focal Point for Samoa – Ministry of Natural Resources & Environment (MNRE);
  - ii) Samoa Tourism Authority (STA);
  - iii) Any other key stakeholders identified by (i) and (ii).
- 2) In collaboration with MNRE and STA:
  - a. conduct a survey on the most commonly used electrical appliances by the accommodation providers in Samoa;
  - b. provide training on simple energy audits for accommodation providers in both Upolu and Savaii on a location per island to be selected by MNRE and STA.
- 3) Develop a draft Energy Efficiency Program for the Tourism Sector in Samoa.
- 4) Based on the survey results, prepare a full project proposal for the implementation of the Tourism Sector Energy Efficiency Program that the NDC focal point can use to seek funds for the implementation of these identified appliances in Samoa, noting the top 5 most commonly used electrical appliances and other identified sector priorities.
- 5) Submit a final copy of the Energy Efficiency Program for the Tourism Sector in Samoa once all the comments have been addressed and integrated.
- 6) Prepare and submit a final project report.

### **Expected Outcomes and Deliverables:**

Based on the scope of works outlined above and in compliance with the Regional Pacific Nationally Determined Contributions (NDC) Hub Monitoring and Evaluation (M&E) requirements, the consultant will deliver the following outputs:

#### ***Output 1: Inception Report***

The inception report shall include a summary of desktop research conducted on any existing and / or applicable energy policies or legislation related to this work. Also to be included is the workplan which should be comprised of the timeline, budget and activities for the duration of six (6) months.

It should also include any key information and directions provided by the Ministry of Natural Resources and Environment (MNRE) and the Samoa Tourism Authority (STA), pertaining specifically to this project.

Also to be included in this report is the list of names and contact information of all the currently active accommodation providers in Samoa for the survey.

**Output 2: Survey Report**

The Survey Report shall include five (5) from each category of the currently active accommodation providers with their top five (5) most commonly used appliances including the following information:

- i) Electric rating of the top 5 most commonly used appliances;
- j) Quantity of each of the 5 most commonly used appliances;
- k) Electricity consumption per month,
- l) Electricity costs per month.

The Report should clearly show how these results are consolidated with tabular and graphical representation of the data collected.

The Report should then identify the top five (5) most commonly used electrical appliances by the accommodation providers in Samoa that the project proposal should focus on.

**Output 3: Energy Audit Report**

Once a location for each of Upolu and Savaii islands is confirmed by MNRE and STA, an energy audit training is to be conducted for all accommodation providers on these separate islands.

The Report shall outline all the participants as well as the content of the material covered by the Energy Audit Training. The training materials shall be based on the data / information collected from the survey and energy audits.

**Output 4: Draft Energy Efficiency Program for the Tourism Sector in Samoa**

Submit a draft Energy Efficiency Program for the Tourism Sector in Samoa. Outputs 2 and 3 can be annexed as part of this.

**Output 5: Full Project Proposal**

Based on all the data and information collected, submit a full project proposal that MNRE and STA can use to seek funds for the implementation of the top five (5) most commonly used electrical appliances in the tourism industry.

**Output 6: Final Energy Efficiency Program for the Tourism Sector in Samoa**

Once all the comments on the Draft are addressed and integrated, the consultant(s) is expected to provide a final clean copy of the Energy Efficiency Program for the Tourism Sector in Samoa.

**Institutional Arrangement:**

The consultant(s) will be under the supervision of the Climate Change Resilience Programme (Pacific NDC Hub) and shall work closely with the Renewable Energy Division (RED) of MNRE.

Reports and documentation will be shared in a timely manner with the SPREP Climate Change Resilience (CCR) Director, the Samoan MNRE Assistant Chief Executive Officer (ACEO)-RED as well as the SPREP Registry.

No.	Deliverables	Estimated Duration to Complete	Review Required	Approval(s) Required
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1	Output 1: Inception Report	3 weeks	Samoan MNRE ACEO-RED and/or STA representative  NDC Hub Technical Adviser	Samoan MNRE ACEO-RED
2	Output 2: Survey Report	7 weeks	Samoan MNRE ACEO-RED and/or STA representative  NDC Hub Technical Adviser	Samoan MNRE ACEO-RED
3	Output 3: Energy Audit Report	4 weeks	Samoan MNRE ACEO-RED and/or STA representative  NDC Hub Technical Adviser	Samoan MNRE ACEO-RED
4	Output 4: Draft Energy Efficiency Program for the Tourism Sector in Samoa	3 weeks	Samoan MNRE ACEO-RED and/or STA representative  NDC Hub Technical Adviser	Samoan MNRE ACEO-RED
5	Output 5: Full Project Proposal	4 weeks	Samoan MNRE ACEO-RED and/or STA representative  NDC Hub Technical Adviser	Samoan MNRE ACEO-RED
6	Output 6: Final Energy Efficiency Program for the Tourism Sector in Samoa	3 weeks	Samoan MNRE ACEO-RED and/or STA representative  NDC Hub Technical Adviser	Samoan MNRE ACEO-RED
	<b>Total</b>	<b>24 weeks (6 months)</b>		

**Duty Station:**

Samoa-based or overseas.

**Deliverables/Timeline:**

All deliverables must be completed within the number of weeks set out in the table below within six months (6) from the effective date (signing) of the contract.

### **CV(s) and Qualifications:**

The consultant (or if a consultancy firm, at least one of the team) is expected to have the following qualifications:

- Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Mitigation, Renewable Energy, Energy Efficiency, Electrical Engineering, Environmental Engineering or any other related field.

### **Experience**

The consultant is expected to have the following experience or in similar assignments:

- Minimum of 7 years' experience in the energy sector assisting with national planning and long-term strategies to address issues such as renewable energy, energy efficiency, etc.;
- Good understanding of energy audits and other energy-related issues in Samoa or other similar Pacific countries;
- Experience in carrying out energy audits in Samoa or other similar Pacific countries;
- Experience in renewable energy and energy efficiency projects in Samoa and other similar Pacific countries;
- Familiarity, knowledge and experience with the energy sector in Samoa or any other similar country in the Pacific region;
- Familiarity and some knowledge with the tourism sector in Samoa or other similar Pacific countries is desirable.

### **Methodology**

The consultant is expected to provide the following as part of their technical proposal / methodology:

- Step-by-step approach on how deliverables are to be achieved;
- Timeline including the activities and when they shall be completed including any anticipated mission travel to Samoa (if based overseas);
- Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity;
- Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered.

### **Reporting Relationships:**

The consultant will report primarily to the CCR Director through the Pacific NDC Hub Technical Adviser based at SPREP.

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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf) Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.