



# REQUEST FOR TENDERS

RFT: POLP\_2024/002  
File: AP\_6/19/4  
Date: 16 April, 2024  
To: Interested consultants  
From: Senior Project Officer

**Subject: Request for tenders (RFT): National Project Officer (Service Based Consultancy) to provide in-country management of the POLP project at the Ministry of Natural Resources and Environment, (MNRE) 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 is seeking to recruit a qualified and experienced National Project Officer (NPO) to assist with the development and implementation of the project activities agreed by the Pacific Ocean Litter Project (POLP).
- 2.2. The NPO is expected to work on a consultancy basis which will be subject to an annual review, and extension approval of engagement till Quarter 1 of 2027 at the MNRE.
- 2.3. The Project Officer will liaise and consult extensively with the Acting Chief Executive Officer and relevant personnel of MNRE Waste Division and relevant personnel from the POLP Project Management Unit (PMU), involved government ministries and departments, community representatives, provincial governments, contractors, NGO's and donors.
- 2.4. The Terms of Reference (TOR) and the specific statement of work for the service-based consultancy are set out in Annex A.
- 2.5. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/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.
- 2.6. 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: -
- Currently reside in Samoa.
  - Be able to demonstrate he/she is legally entitled to work in Samoa.
  - Be willing and able to travel to project sites throughout Samoa.
  - Have an excellent command of spoken and written English and local language.
  - Record of having successfully worked with Government, civil society stakeholders and local communities in Samoa and establishing effective networks of cooperation.
  - Strong track record in project management including work planning, budgeting, organising and managing partner input, reporting, monitoring, and evaluation.
  - A relevant qualification from a recognized tertiary institution in a field related to environment and waste management and/or project management.
  - At least 3 years' experience working in government agencies or non-governmental stakeholders.
- 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 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, comprising:
- 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).*  
*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) **Where relevant provide:**
- i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
  - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Prospective consultants must commit to an agreed amount of time per month under this consultancy and be willing to set aside extra time if needed for particular tasks.
- 4.5. 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.
- 4.6. 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.
- 4.7. 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.
- 4.8. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.9. Tenderers/Bidders proposal must remain valid for 90 days from date of submission

## 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 7 May 2024. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 10, May 2024.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the 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 tenderer on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer satisfies the following criteria.

Detail	Weighting
Qualification from a recognised tertiary institution in a field related to project management and/or environment management.	5%
At least 3 years project implementation experience on environmentally focused projects (preferably related to waste management).	5%
Strong track record in project management including work planning and execution, field assessment, stakeholder consultations and oversight, communication, and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring and evaluation. Demonstrated experience with a management tool/software an advantage.	20%
Demonstrated experience in capacity building and education and awareness	20%
Excellent command of spoken and written English and local language and knowledge of Samoa's governmental processes and procedures will be an advantage.	10%
Submitted proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy	40%

## 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: 15 May 2024 (11:59pm, local Samoa time)**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked: 'RFT POLP 2024/002: NPO\_Samoa: (Service Based Consultancy)



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

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

### National Project Officer– Pacific Ocean Litter Project (Samoa)

#### Background and Rationale

SPREP has received funding from the Australian Government to implement the Pacific Ocean Litter Project (POLP). This is a regional project designed to reduce single-use plastic marine litter in the coastal environments of eligible Pacific Island Countries (PICs). It has been developed in recognition of the threat marine litter poses to the environment, public health and economic development of the Pacific region.

POLP will support the phase out of single-use plastics from land-based sources, including (but not limited to) household litter and tourism waste (e.g. PET bottles, plastic bags, polystyrene take-way containers, straws). It will also support behavioral change in the users, consumers and producers of plastics and the introduction of alternative products. The project will be implemented through a combination of region-wide and country-specific activities.

#### Services Required

SPREP is seeking the services of a suitably qualified National Project Officer (NPO) based in the MNRE to oversee the implementation of the POLP in Samoa.<sup>1</sup>

#### Scope of Consultancy

The NPO will provide technical support and on ground project oversight, including engaging with the local stakeholders in the identified project sites, relevant national and sub-national government agencies and consultants or contractors delivering specific activities.

Specific responsibilities for the NPO will include the following:

#### Activity Plans and National Implementation Plan

- Developing *Activity Plans* for the priority activities identified by the pilot countries for implementation following the Activity Plan template to be provided;
- Preparing the *National Implementation Plan* for Samoa.
- Updating and amending the *National Implementation and Activity Budget* as approved by MNRE in consultation with the POLP PMU.

#### Project Management

- Managing the timely implementation of the *National Implementation Plan* as revised or updated from time to time.

#### Networking and Cooperation

<sup>1</sup> Applies to selected POLP pilot countries.



- Promoting cooperation, regular contact and dialogue with partners, organisations and consultants implementing the *Activity Plans* including with local communities to improve and maintain good working relationships.

#### **Coordination of Tasks**

- Co-ordinating and prioritising relevant project activities at local level in cooperation with the partners, both as regards the organisational preparation and implementation of the activities.

#### **On-the ground activity**

- Assisting/facilitating the decision-making process regarding design and procurement of facilities and equipment;
- Providing support to procurement activities such as liaising suppliers, overseeing construction activities, data gathering, etc.

#### **Capacity Building**

- Assisting in planning and provide local support for coordination and attendance of meetings and training on POLP related topics;
- Coordinating and facilitate training sessions (with PMU resources and support) with relevant stakeholders;
- Providing assistance to counterparts at MNRE to enhance evidence-based decision-making.

#### **Data Collection, Monitoring and Evaluation**

- Assisting MNRE and POLP Project Management Unit and relevant stakeholder(s) with the collection of relevant data and information throughout the design, implementation of activities;
- Assisting with data gathering and compilation and completion of Monitoring and Evaluation and reports.
- Assisting with monitoring and evaluation and reporting as required under the project.’
- Assist with other data gathering activities including gender, equality, social inclusion data.

#### **Communications and Education**

- Assisting with delivery of communications activities as required for the successful implementation of project activities.
- Liaising with PMU and draft media releases and arrange television / radio interviews with relevant stakeholders as required.
- Assisting with dissemination of publications produced by the PMU
- Supplying the PMU with photos of project activities to be included in project reports and publications.
- Drafting media releases and arrange television / radio interviews with relevant stakeholders as required.

#### **General / Administrative**

- Conducting administrative activities of the project including recording meeting minutes, correspondence, filing and photographs;
- Regular submission of reports to POLP PMU;
- Outer island travel if/as necessary paid by POLP PMU budget .



### **Remuneration**

- This is a delivery-based consultancy position, and the professional time allocation and annual payment of work is set and is not subject to negotiation.
- The remuneration for the Project Officer will be USD\$1,760 per month multiplied by the number of months worked currently set at 33 months.
- Any operational budget for agreed disbursements, including travel and per diem will approved by the POLP PMU in consultation with MNRE and will be paid for through the individual project's travel budget.
- Disbursements will be made monthly on receipt of activity report and approval by the POLP PMU.

### **Work arrangements**

The Project Officer will:

- Be based in the MNRE on a schedule to be discussed and agreed between the successful consultant, MNRE and the PMU.
- Engage in regular meetings with POLP as advised by the PMU.
- Submit monthly reports to the PMU officers reporting against agreed workplans. Reporting will utilise the POLP Project Management templates, and written summary reports.
- Once monthly reports have been vetted by SPREP and the country focal point, payment will then be processed against submitted invoices.
- The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.

### **Duration of the Consultancy**

The service consultancy will run from June 2024 to March 2027 commencing as soon as practicable.