



**GOVERNMENT OF SAMOA**  
**RECRUITMENT OF AN ENERGY**  
**SECTOR EXPERT**



The Government of Samoa is seeking to recruit an Energy Sector Expert or Experts for 60 working days to assist the Ministry of Finance (MOF) in developing and formulating an Energy Sector Plan and Programme.

Detailed Terms of Reference and information on the application procedure are available from the following web sites (ref: PFMR2/2011/08): [www.mof.gov.ws](http://www.mof.gov.ws) under Services/Procurement. The deadline for submission is 10.00am local Samoan time on Monday 24<sup>th</sup> October 2011. Applications must be submitted to: Secretary Tender's Board, 4<sup>th</sup> Floor, Central Bank Building, Ministry of Finance, Private Bag, Apia, Samoa. For clarification or further information contact: Heremoni Suapaia – email: [heremoni.suapaia@mof.gov.ws](mailto:heremoni.suapaia@mof.gov.ws) Tel: +685 34341



**GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA**

**MINISTRY OF FINANCE**

**RECRUITMENT OF ENERGY SECTOR EXPERT(S)**

**REQUEST FOR QUOTATION**

**RFQ Reference: PFMR2/2011/08**

---

**SEPTEMBER 2011**

## Letter of Invitation

### 1. Request for Quotations

The Ministry of Finance, hereinafter the Procuring Entity, intends to apply funds from AusAID (Performance-Linked Aid) for the recruitment of an Energy Sector Expert(s) to assist the Ministry of Finance in Developing an energy sector plan

### 2. Eligibility of Consultants.

The individual consultant must not have been convicted within the last year of, or currently under indictment for, a criminal offence involving corruption or other misconduct reflecting a lack of suitability to participate in procurement.

### 3. Terms of Reference

The Procuring Entity herewith invites quotations (COVER LETTER CV(s) + Cost Estimate) for the services described in Annex 1 of this RFQ.

### 4. Curriculum Vitae

You are hereby invited to submit your letter of motivation highlighting relevant experience and skills, and Curriculum Vitae (CV). Please find below in Annex 2 a sample form of a CV to be utilized when submitting your quotation.

### 5. Cost Estimate of Services

You should also provide a Financial Quotation. Please find below in Annex 3 a sample form "Cost Estimate of Services and Schedule of Rates". **Please note that the following exchange rates will be used for the evaluation of financial offers: 1 AUD =2.4 Samoan Tala; 1 NZD = 1.89 Samoan Tala.**

### 6. Preparation and Submission of Quotations

Quotations must be delivered with one original and two copies. The Cover letter and CV shall be placed in a sealed envelope clearly marked "Curriculum Vitae" followed by the RFQ Number and the name of the assignment, as indicated above in the present letter.

Similarly, the Financial Quotation shall be placed in a separate sealed envelope clearly marked "Financial Quotation" followed by the RFQ Number and the name of the assignment as indicated above in the present letter and with a warning "Do Not Open With the Curriculum Vitae." The envelopes containing, respectively, the CV and the Financial Quotation shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, RFQ number, name of the assignment, submission deadline and offer validity, and be clearly marked "Do Not Open, except during the proposal opening session." The address for submission is as follows:

**Secretary Tender's Board  
4<sup>th</sup> Floor, Central Bank Building,  
Beach Road  
Ministry of Finance,  
Private bag  
Apia, Samoa.**

Submission must be by hand delivery, mail or courier. Email or fax submissions will not be accepted.

The Procuring Entity shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may cause the rejection of the quotation. If the Financial Quotation is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for rejecting the Proposal. **The Cover letter and CV shall not include any financial information which may totally or partially disclose the quoted price.** A CV containing such financial information shall be rejected.

**7. Information on tax in Samoa**

This Contract is subject to taxation in Samoa, namely VAGST and withholding tax. However, the Principal is responsible for forwarding the value of the tax charged by the Consultant on the Consultancy Fee direct to the Ministry of Revenue. This means that the value of the tax charged by the Consultant on the Consultancy Fee will not be included in payments made to the Consultant under the Contract. Withholding tax is not payable if the consultant is paying income tax in his country of residence. The Consultant must quote fee rates including any taxes payable in Samoa as set out in Annex 3.

**7. Evaluation Procedure**

**a) Evaluation of CVs**

The Evaluation Committee shall evaluate the Cover letter and CVs on the basis of their compliance with the requirements of the TOR, experience and qualifications of the Consultant, suitability to the assignment, language, and knowledge of local conditions. Each acceptable CV will be given a technical score (St). A CV shall be rejected at this stage if it fails to achieve the minimum technical score of 70 points. A team of experts with more than one CV will also be considered. In this case the evaluation will consider the expertise of the team as a whole.

CVs will be evaluated in accordance to the following criteria:

| <b>Criteria</b>  | <b>Maximum score</b> |
|--|----------------------|
| Qualifications   | 15                   |
| Relevant experience in national energy policy and development or implementation of energy sector plans | 35                   |
| Experience in planning and facilitating participatory processes/ workshops                             | 20                   |
| Experience in training and capacity building   | 20                   |
| Consultancy experience in Samoa and the Pacific region   | 10                   |
| <b>TOTAL</b>   | <b>100</b>           |

**b) Evaluation of the Financial Quotation**

The lowest quote will be noted 100 points. **Please note that the following exchange rates will be used for the evaluation of financial offers: 1 AUD =2.4 Samoan Tala; 1 NZD = 1.89 Samoan Tala. Payment of VAGST in Samoa will be excluded from the calculation.** The formula for determining the financial score Sf is the following:

$$Sf = 100 \times Pi/Pm, \text{ where}$$

Sf is the point given to the quotation  
Pi is the lowest quote  
Pm is the price of the evaluated quotation

**c) Global evaluation of the Quotation**

The CV is given a weight of 70% and the financial quotation 30%. The global score is determined as follows:  $S = 70\% St + 30\% Sf$

Where: S is the global score  
St is the score of the technical proposal  
Sf is the score of the financial proposal

**The quotation achieving the highest combined technical and financial score will be selected.**

#### **8. Date for Submission**

You are requested to provide your quotation at the latest by **10am (local Samoan time) on Monday 24<sup>th</sup> October 2011.**

#### **9. Validity of Quotation**

The quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

**10. Please note that the cost of preparing a quotation and of negotiating a contract is not reimbursable as a direct cost of the assignment.**

#### **11. The following documents are attached to this Letter of Invitation:**

- |   |         |
|---|---------|
| I. Terms of Reference                                       | Annex 1 |
| II. Sample Format of Curriculum Vitae (CV)                  | Annex 2 |
| III. Sample Cost Estimate of Services and Schedule of Rates | Annex 3 |

**12.** If you require further information on the assignment and the local conditions, you may contact Heremoni Suapaia at the following phone number and address: [heremoni.suapaia@mof.gov.ws](mailto:heremoni.suapaia@mof.gov.ws) Tel: +685 34341, Principal Energy Officer, Ministry of Finance, Level 3, CBS Building, Private Bag, Apia, Samoa.

**13.** The Client is not bound to accept any of the quotations submitted.

Yours sincerely,

Tupaimatuna Iulai Lavea  
**CHIEF EXECUTIVE OFFICER**  
**MINISTRY OF FINANCE**

## Annex 1



# GOVERNMENT OF SAMOA

## Phase 2

### Public Finance Management Reform Plan



## TERMS OF REFERENCE

### Energy Sector Expert(s)

---

#### 1. Background

The Ministry of Finance in Samoa is seeking to recruit an energy expert or experts particularly with expertise in the energy sector as part of its Public Finance Management (PFM) Reform Plan. The initial phase of the PFM reform programme has focused on strengthening Government's financial management systems with the focus on improved accounting and reporting. In addition, there has been technical support to assist in the development of the budget process with inclusion of forward estimates and improved performance measures. The Ministry of Finance also recognises that Planning is the logical organisation of activities towards the achievement of national objectives. Effective planning requires consultations to build consensus and the development of layered plans from the national level down to the sector and sub-sector levels. Samoa has adjusted the process of the national planning framework from a three year to a four year period commencing in July 2008. Sector plans are prioritised and should take into account realistic resource projections. The Ministry of Finance has continued to promote the development of sector plans and good progress has been made since the start of the PFM Reform Plan. Sector plans will include key outputs and performance measures with measurable indicators as well as mechanisms for annual sector reviews, which will be linked to the budget process. Prioritised plans should be based on the overarching Strategy for Development of Samoa 2008/2012. Sector plans will also include resource requirements.

#### 2. PURPOSE

To assist the Ministry of Finance (MOF) in developing and formulating an Energy Sector Plan and Program.

#### 3. DETAILED TASKS

- i. In close consultation with MOF, prepare a time-bound detailed implementation work plan for the assignment with clear milestones.
- ii. Initial focus will be conducting a situational analysis of the sector based on a review of the Samoa National Energy Policy 2007, its related Strategic Action Plan 2008 and other related policies, plans including the national energy supply and demand. The expert will familiarize himself/herself with the current status and the past

performance of the sector and provide advice on possible future directions in collaboration and consultation with the lead agency (MOF) and key energy stakeholders which include the Electric Power Corporation (EPC), Land Transport Authority (LTA), Ministry of Natural Resources and Environment (MNRE), Ministry of Works, Transport and Infrastructure, Ministry of Women, Community and Social Development (MWCSD), Ministry of Education, Sports and Culture, the Scientific Research Organisation of Samoa (SROS), the private sector (Chamber of Commerce and Manufacturers Association), development partners, NGOs and others as appropriate. The expert will take care to ensure that all key stakeholders are identified and consulted including representatives of consumer/clients of the energy sector. Linkages with other sectors such as Water, Trade (Commerce and Manufacturing), Tourism and Transport should also be considered and factored into the consultative process. The expert will refer to the Sector Planning Guidelines 2009 as a basis for the TA.

- iii. Identification and review of existing government plans, budget policy statements, legislation and regulations and standards; and cross-cutting issues and risks and mitigating measures that may have an impact on the Sector Plan and Program. Advise on any changes that may need to be considered to strengthen the legislation, policy or regulation and incorporate these issues in the participatory consultations with the sector stakeholders.
- iv. The expert will assist in defining options, assess impacts and undertake consultations in order to facilitate consensus on future direction and development of the sector. Workshops will be arranged through separate financing under the PFM programme for this process.
- v. Develop a medium to long term prioritized strategy for the development of the sector and implementation of the sector plan and program. This should be based on the views of the key stakeholders of the sector during the consultative process.
- vi. Prepare and develop realistic target performance indicators and targets under an appropriate Monitoring and Evaluation framework. There should be agreement on a small number of higher level outcome performance indicators for measuring the overall progress of the sector.
- vii. Guide the development of a resourcing framework to support implementation of the sector plan and program. While the plan must be prioritized against realistic resource estimates; this should not preclude priorities for which no resource estimates can be confirmed.
- viii. Assist the sector stakeholders in reviewing the current institutional and monitoring arrangements to coordinate and manage the implementation of the energy sector plans and policies and develop options to strengthen this framework. Identify any critical capacity constraints that will impact on the performance of the sector and propose capacity building support to strengthen implementation capacity.
- ix. Throughout the process of developing the sector plan the consultant will ensure that key cross-cutting issues including climate change, environmental sustainability, the risks of dependency on external resources and opportunities for growth in the economy are all given adequate consideration within and in association with the contexts where these cross cutting issues are already being assessed.

#### **4. METHODOLOGY**

The expert is required to ensure full ownership of the Sector Plan by the lead sector agencies. The consultant will develop a workplan to determine the priorities for the sector and will facilitate the process. During the first mission the expert will be required to develop a conceptual approach to undertake the development and formulation of the energy sector plan and program based on a review of the SNEP2007, its related Strategic Action Plan and existing relevant documentation. The expert will prepare a time-bound detailed implementation work plan with clear milestones as a first input. The work to be undertaken will be agreed in advance in close consultation with the lead agency. A report on progress is to be provided after each input mission

## **5. LOCATION AND TIMEFRAME**

The expert(s) will be based in Apia, Samoa, for a series of up to three inputs (missions) or as agreed with MOF. The timing of each mission will be agreed in advance between the expert(s) and MOF. The work should be completed by 31<sup>st</sup> March 2012 (November to March 2012).

## **6. EXPERTS PROFILE**

The expert(s) or team of expert is/are required to have extensive experience in energy policy and sector planning and programming and development including advising Governments on such issues. The expert(s) should have experience in capacity building preferably in a developing country context. The expert(s) should also have experience in facilitating participatory processes through workshops and stakeholder consultation. The expert(s) must have a relevant degree to Masters level in economics, business management, or any other related area, with 10 years of work experience in the energy sector. Demonstrated experience in Samoa and the Pacific island nations is a desirable requirement.

## **7. REPORTS AND OUTPUTS**

The expert will be required to produce a report after each input. Each input should start and end with a briefing and debriefing session including details of the agreed future work programme and achievements to date. In addition the expert will be required to produce the completed sector plan and program as part of his final report.

## **8. SPECIFIC OUTPUTS**

- a. A time-bound detailed implementation work plan with clear milestones;
- b. Situational Analysis of the Energy Sector;
- c. Literature Review of Existing Government energy related policies, plans, budget statements, legislations, regulations and standards and relevant materials;
- d. Definitions of options and assessment of impacts and consultations on future directions and development of the sector;
- e. Prioritised Medium to Long Term Strategy for the development of the sector and implementation of the sector plan and program.
- f. A Medium Term Expenditure framework to support the implementation of the sector plan and programme
- g. A Results (Monitoring and Evaluation) Framework including realistic indicators in support of implementation of the sector plan and program.
- h. A proposed institutional framework for implementation of the sector plan that includes all key stakeholders.

## **9. ADMINISTRATIVE INFORMATION**

The expert will work under the overall supervision of MOF Economic Policy and Planning Division and under the guidance of the National Energy Coordination Committee. The expert will be required to consult with the Economic Planning and Policy, the Aid Coordination and Debt Management and Budget Divisions of the Ministry of Finance, key stakeholders such as EPC, LTA, MNRE, SROS, SUNGO MWCSD and the private sector as well as development partners and donors.

Reports will be submitted to the National Energy Coordination Committee through the Ministry of Finance (Secretariat).

The expert will be provided with the necessary office space and facilities as required. The expert is required to provide his own laptop computer.

## **10. PAYMENT PROCEDURE**

Per diem and reimbursement of airfares will be payable on arrival within 10 working days on provision of receipts (for airfares). Fees will be payable on acceptance of the Final Report.

## Annex 2

### Sample Format of Curriculum Vitae (CV)

Name: \_\_\_\_\_ (insert as appropriate)  
Profession: \_\_\_\_ (insert as appropriate)  
Date of Birth: \_ (insert as appropriate)  
Nationality: \_\_\_\_ (insert as appropriate)  
Membership in Professional Societies: \_\_ (insert as appropriate)  
Key Qualifications:

(Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.)

Education: (Summarize college/university and other specialized education, giving names of institution, dates attended, and degrees obtained. Use about one quarter of a page.)

Employment Record: (Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.)

Languages:

(For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.)

Names and contact details (phone and email) for 2 references.

Certification: I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ (insert as appropriate)

Day/Month/Year

Note Alternative CV formats which include all the above information will be accepted

**Annex 3**  
**Financial Quotation**  
**Cost Estimate of Services and Schedule of Rates**

(1) **Remuneration**

| <i>Name</i>                   | <i>Rate (Samoan Tala, AUD, NZD as applicable)* (per working day)</i> | <i>Time spent (number of working days)</i> | <i>Total (Samoan Tala, AUD, NZD or USD applicable)*</i> |
|-------------------------------|--|--|---|
| _____ (insert as appropriate) | _____ (insert number)  | 60   | _____ (insert number)                                   |
| <b>Sub-Total (1)</b>          |  |  |   |

**NOTE:** The daily fee rate must be **inclusive of** medical insurance, etc, but excluding VAGST/withholding tax payable in Samoa, and any per diem or return airfares for the expert foreseen within the contract. **The fee rates will be based on 5 working days per week.** A separate per diem will be paid for each night spent in Samoa. No fees or per diems will be paid for travel days. The expert will be expected to provide his/her own laptop computer. Separate funds will be available for workshops/training events. **Fees and per diem must be quoted in Samoan Tala, Australian Dollars (AUD) New Zealand Dollars (NZD) or US Dollars.**

(2) **Reimbursables**

|   | <i>Rate (Samoan Tala, AUD, NZD as applicable) for return flight</i> | <i>Number</i>                   | <i>Total (Samoan Tala, AUD, NZD as applicable)</i> |
|---|---|---------------------------------|--|
| (a) International Travel (economy class only will be reimbursed) – if required by international experts | _____ (insert number)   | ..... (insert estimated number) | _____ (insert number)                              |
| (b) Per diem (payable for each night spent in Samoa) – if required for international experts            | _____ (insert number)   | ..... (insert estimated number) | _____ (insert number)                              |
| <b>Sub-total (2)</b>  |   |                                 |  |

**TOTAL COST (Samoan Tala /AUD/NZD as applicable)\*** \_\_\_\_\_ (insert number)

\* Currency applicable must be clearly indicated. National consultants are required to bid in Samoan Tala

Signed:  
 .....