



**REQUEST FOR EXPRESSIONS OF INTEREST
(Individual Consulting Services)**

Date: 27th October 2022

Country: Independent State of Samoa

Name of Project: Samoa Aviation and Roads Investment Project (SARIP)

Grant No.: IDA-E0080

Assignment Title: **Project Officer** for the Project Implementation Unit (PIU) at the Samoa Airport Authority (SAA)

Reference No.: SAA/CONS/012A4

1. The Government of Samoa has received financing from the World Bank toward the cost of the Samoa Aviation & Roads Investment Project (SARIP) and intends to apply part of the proceeds for consulting services.
2. The consulting services (“the Services”) includes all Secretarial and Administrative Related tasks of the project. The assignment will be undertaken by an individual (consultancy services) on a full-time basis in Samoa. It is anticipated that the Consultant will commence as soon as possible for a **three (3) year** period, with a possible three (3) year extension based in country **in Samoa**.
3. The detailed Terms of Reference (TOR) for the assignment can be downloaded from the website: www.samoairports.com or can be obtained at the address given below.
4. The Samoa Airport Authority (SAA) now invites eligible Individuals “(Consultants)” to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions and 03 references with contact details). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are:

Mandatory

- a. At least 3 years working as an administrator/secretary or a similar role.
- b. Excellent general written and oral communication skills.
- c. Fluent in both English and Samoan.
- d. Demonstrated experience working in a complex administrative work environment.
- e. Competency in Microsoft office suite (Word, Excel, PowerPoint, Access, etc.) and MS Project or similar planning / monitoring software.

Desirable

- a. Experience in preparing Cabinet Submissions.
 - b. Experience in preparing STSC requests for PSC reviews.
 - c. Experience in working in a donor-project environment.
 - d. Familiarity with World Bank processes.
 - e. Familiarity with Samoa's Procurement Processes.
5. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" revised in November 2020, setting forth the World Bank's policy on conflict of interest.
 6. Further information can be obtained at the addresses below during office hours from **Monday to Friday, 9:00 to 17:00 Samoa time.**
 7. Expressions of interest must be delivered in a written form to the addresses below (in person, or by mail, or by e-mail) by **18th November 2022.**

Samoa Airport Authority
Attn: Silimana'i Ueta Jr. Solomona
General Manager
Faleolo International Airport
Private Bag, Faleolo WS1920, Samoa

Tel: +685 23201

E-mail: jsolomona@saa.ws and tlam@saa.ws