



Government of Samoa

MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT



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Chief Executive Officer, Private Bag, Apia,
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Faamolemole faatuatusi uma mai fesootaiga i
le Ōfisa Sili.

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTING SERVICES)

SAMOA
PACIFIC RESILIENCE PROGRAM (PREP)
Grant No.: D077-WS

Assignment Title: PREP PROJECT MANAGER (NATIONAL)
Reference No. WS-MNRE DMO-332982-CS-INDV

The Government of Independent State of Samoa (GoS) has received financing from the World Bank toward the cost of the Pacific Resilience Program (PREP) and intends to apply part of the proceeds for consulting services.

The Ministry of Natural Resources and Environment (MNRE) wishes to invite eligible individuals (“Consultants”) to indicate their interest in providing the Consulting Services (“the Services”) as the PREP Project Manager (PM).

The Services include being responsible to the Chief Executive Officer of the Ministry of Natural Resources and Environment (MNRE), and as head of the PREP Project Implementation Unit (PIU), will be required to coordinate, manage, implement, monitor and report on the key components and activities of the project that MNRE is responsible for delivering under the PREP legal agreements. The PM will also work closely with the Climate Resilience Investment Coordination Division of the Ministry of Finance, as well as key stakeholders of the project represented in the PREP Technical Working Group and the PREP Climate Resilience Steering Committee.

The Services is for 15 months with 15 working days per month. The Ministry hopes to have the recommended consultant on board by February 2023.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach Curriculum Vitae with description of experience in similar assignments, similar conditions, etc.). 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 Selection of the Consultant will be based on the following:

- A postgraduate degree in a discipline related, project management or business administration or equivalent of a bachelor’s degree with 5 years of relevant working experience in project management is preferable;
- The Project Manager will be an experienced manager with a proven record in the implementation of largescale programs or projects;
- Minimum 8 years of experience in organizations such as public sector, NGO, development partners organizations or the private sector at management level or with management responsibilities;

- Demonstrated high-level project implementation/management experience and an understanding of project-cycle principles, log-frames, monitoring and evaluation in line with the requirements of development partners;
- Demonstrated relevant practical experience in procurement and financial management skills of large and complex program budgets funded by development partners;
- Relevant practical experience in monitoring and evaluation frameworks and tools;
- Excellent communication skills, including good oral and written English, report writing, and the ability to write for and to a variety of stakeholder hierarchies;
- Demonstrated skills in leadership, coordination and the mentoring of staff;
- Demonstrated ability to work effectively within diverse cultural and multi-disciplinary background;
- Demonstrated familiarity with World Bank procurement, financial management and safeguards policies and guidelines would be advantageous.

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites: www.mof.gov.ws/procurement, www.mnre.gov.ws or email Asuao Malaki Iakopo (malaki.iakopo@mnre.gov.ws) and copy: lina.esera@mnre.gov.ws.

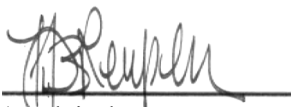
The attention of interested Consultants (including firms) is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, Revised July 2014* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with Section V of the Consultant Guidelines. Firms expressing interest and proposing the name of an individual for the assignment should take note of paragraph 5.5 of the Consultant Guidelines.

Further information can be obtained from Mr. Asuao Malaki Iakopo through email – malaki.iakopo@mnre.gov.ws (and copy lina.esera@mnre.gov.ws) or telephone +685 67200 during office hours (9:00am – 5:00pm).

All Expressions of Interest (EOIs) must be addressed to the Chairperson of the Samoa Tenders Board (Attention: Secretary Samoa Tenders Board) and MUST be submitted via the Government of Samoa e-Tendering Portal (https://portal.tenderlinks.com/mof_samoa) by 11:00am (local Samoa Time), on the extended timeframe of Monday 23 January 2023.

Ma le fa'aaloalo lava,



(Lealaisalanoa Frances Brown Reupena)
CHIEF EXECUTIVE OFFICER

TERMS OF REFERENCE

PROJECT MANAGER (NATIONAL) (IC.PREPSamoa/CON 06)

Position:	Individual Consultant – Project Manager (National)
Location:	Ministry of Natural Resources and Environment (MNRE)
Duration:	15 months
Expected Start Date:	February 2023

1. BACKGROUND

1.1 Project Description:

Disasters, climate and weather extremes and projected changes in climate, are increasingly recognized as a core development challenge, as they adversely impact social and economic development. Accordingly, the Pacific Resilience Program (PREP) was developed in consultation with the Government of Samoa, along with other beneficiaries in order to respond to these challenges. The Government of Samoa has received funding from World Bank's International Development Association (IDA) towards the cost of the Pacific Resilience Program (PREP). The overall objective of PREP is to strengthen early warning, resilient investments and financial protection of Samoa.

The PREP commenced in 2015 and will be completed in April 2024. It has the following four components: Component 1 - Strengthening Early Warning and Preparedness; Component 2 - Risk Reduction and Resilient Investments; Component 3 - Disaster Risk Financing; and Component 4 – Project Management.

1.2 Purpose and Objectives of the Assignment:

The Project Implementation Unit (PIU) housed by the MNRE, is headed by the Project Manager (PM), with the key responsibilities of:

- overseeing and fast tracking implementation,
- monitoring and reporting progress towards intended results according to the indicators,
- providing technical inputs for procurement processing/documentation as required to MNRE and the Ministry of Finance (MoF),
- as well as coordinating support on fiduciary matters and ensuring environmental and social safeguards compliance.

This Terms of Reference outlines the overall requirements of the work to be undertaken, including the:

- specific tasks and activities to be completed by the successful candidate
- expected time frame for these tasks;
- essential and desirable qualifications;
- selection criteria of the candidate needed to carry out this work; and,
- identification of deliverables and other expectations.

2. SCOPE OF SERVICES

The Project Manager (PM) is responsible to the Chief Executive Officer of the Ministry of Natural Resources and Environment, and as head of the PIU will be required to coordinate, manage, implement, monitor and report on the key components and activities of the PREP that MNRE is responsible for delivering under the PREP legal agreements.

The PM will work closely with the Climate Resilience Investment Coordination Division (CRICD) of MoF, as well as key stakeholders of the project represented in the PREP Technical Working Group and the PREP Climate Resilience Steering Committee.

Duties and responsibilities of the Project Manager will include (but not limited to):

a. Lead and Manage:

- Lead and coordinate the PIU team that includes the Procurement Officer, the Environment Safeguard Specialist and others that may be recruited throughout the project;
- Provide guidance as needed on project procedures and policies, and ensure activities performed by PIU is consistent with the legal agreements, approved Procurement Plan, approved Budget, safeguards policies, Project Operational Manual (POM) and the Monitoring and Evaluation Framework;
- Provide expertise and strategic guidance to project components and provide support to counterparts in the coordination of the implementation of planned activities;
- Manage the day-to-day activities of the PREP to ensure achievement of set outputs and the timelines articulated in the Work Plan;
- Administer and manage activities that MNRE is responsible for under the PREP including providing the necessary implementation support to MNRE (through key divisions involved in the implementation of the relevant sub-components under the PREP);
- Collaborate with MNRE, MOF, PIU, World Bank team and other project stakeholders as and when necessary, on the development, updating and revision of project documents including the work program and budget, Procurement Plan, and POM;
- Ensure good communications and information flow with and between relevant Government agencies, World Bank team, and other stakeholders on project related matters.

b. Supporting MNRE on delivery of PREP activities:

- Provide the necessary support that will be required by the Disaster Management Office (DMO), Water Resources Division (WRD) and Samoa Meteorology Division (SMD) of MNRE to fast-track implementation of expected outputs under the PREP;
- Ensure effective collaboration with the MNRE Legal Division and the Office of the Attorney General in managing contracts under the project;
- Ensure effective communication and information flows between key agencies involved in the PREP implementation through MNRE counterparts and with the World Bank team through MOF;
- Ensure that appropriate standards of Governance are applied at all times on all activities generated by or related to the PREP;
- Develop and coordinate progress reports and updates; and the completion report for PREP activities, working closely with MoF CRICD;
- Assist the implementation of follow up actions and facilitate visits resulting from technical and implementation support missions and biannual reviews;
- Assist the relevant divisions in MNRE that are involved in the delivering of PREP activities;
- Manage works, services and goods contracts that are financed from PREP.

c. Coordination between MoF and MNRE:

- Facilitate monthly meetings of the PREP Technical Working Group and provide secretariat support as needed;
- Ensure overall quality control and implementation of program operational procedures including technical, procurement, financial management, social and environmental safeguards;
- Prepare and facilitate Tenders Board submissions and conveyance;
- Prepare progress updates for the PREP Working Group and progress reports for the Climate Resilience Steering Committee's (CRSC) information on a quarterly basis or as needed;
- Any other duties applicable to the project as delegated by MNRE and MOF.

3. DELIVERABLES AND REPORTING OBLIGATIONS

The PM will report to the Chief Executive Officer (CEO) of MNRE, through the ACEO Disaster Management Office (DMO), ACEO Samoa Meteorology Division (SMD), and ACEO Water Resources Division (WRD), that are jointly involved in delivering outputs under the Samoa PREP.

Furthermore, the PM will also be required to work closely with the CEO of MOF, through the ACEO Climate Resilient Investment Coordination Division (CRICD) of MOF.

The Consultant's reporting obligations and deliverables are listed as follows:

- i. Prepare and submit 6 monthly progress reports for the project aligned with annual work plan on implementation of the PREP activities ensuring compliance with legal agreements governing the administration and implementation of the PREP activities
- ii. Present monthly updates for the project aligned with annual work plan on implementation of the PREP activities;
- iii. Updated PREP Work Plan aligned with project budget;
- iv. Updated Procurement Plan with robust contract management system;
- v. Revised Project Operations Manual (POM) as needed;
- vi. Updated Monitoring and Evaluation Framework for the remaining PREP Samoa activities;
- vii. Regular briefings prepared for the CEO MNRE (through ACEO DMO) and DMO, WRD and SMD as may be required throughout contract duration;
- viii. Prepare and submit the Project Completion Report at the end of the project;

4. QUALIFICATION AND EXPERIENCE REQUIREMENTS

- A postgraduate degree in a discipline related, project management or business administration or equivalent of a bachelor's degree with 5 years of relevant working experience in project management is preferable;
- The Project Manager will be an experienced manager with a proven record in the implementation of largescale programs or projects;
- Minimum 8 years of experience in organizations such as public sector, NGO, development partners organizations or the private sector at management level or with management responsibilities;
- Demonstrated high-level project implementation/management experience and an understanding of project- cycle principles, log-frames, monitoring and evaluation in line with the requirements of development partners;
- Demonstrated relevant practical experience in procurement and financial management skills of large and complex program budgets funded by development partners;
- Relevant practical experience in monitoring and evaluation frameworks and tools;
- Excellent communication skills, including good oral and written English, report writing, and the ability to write for and to a variety of stakeholder hierarchies;
- Demonstrated skills in leadership, coordination and the mentoring of staff;
- Demonstrated ability to work effectively within diverse cultural and multi-disciplinary background;
- Demonstrated familiarity with World Bank procurement, financial management and safeguards policies and guidelines would be advantageous.

5. DURATION OF ASSIGNMENT

The estimated duration for the assignment will be 15 months with 15 working days per month

6. IMPLEMENTATION ARRANGEMENTS

6.1 Information and Facilities to be Provided by the Government of Samoa under the PREP:

MNRE will provide the office space, including office furniture, access to the internet and IT equipment (except laptop), and communications (phone and fax) as needed by the Consultant. The MNRE will provide to the Consultant the relevant project documents such as the Appraisal Document (PAD), Financing Agreements, WB Guidelines, Project Operations Manual and all the existing reports and materials related to PREP that may be required.

The Cost related to inter-island transportation and in outer rural communities of Upolu for work related travel (excluding to and from work each day) will be covered by the Project.

6.2 To be provided by the Consultant:

The Consultant is fully responsible for the cost of local transportation (to/from the Office). The Consultant shall pay all applicable/relevant taxes (such as withholding taxes, VAGST, income tax etc), duties, insurance and any other fees applicable to doing business in Samoa and should conduct a research to fully understand these requirements. See below websites and contact numbers for the local appropriate authorities to contact directly regarding taxes, duties and any other applicable fees that the Consultant is required to pay in Samoa.

Ministry of Revenue, website: www.revenue.gov.ws or contact number +685-20414.

Ministry of Commerce, Industry and Labour, website: www.mcil.gov.ws or contact number +685 20441.

Samoa Chamber of Commerce and Industry (which is an incorporated association of businesses and private sector organization in Samoa) can also be contacted (website: www.samoachamber.ws) for further information.