



GOVERNMENT OF SAMOA

**RECRUITMENT OF PUBLIC MANAGEMENT
EXPERT (Ref. No. PFMR2/2011/09)**



The Government of Samoa is seeking to engage the services of a Public Management Expert with proven experience in undertaking reviews and/or evaluations in relation to public sector/ service management and reforms, to undertake a Review of the Public Administration Sector Plan (PASP) 2007 – 2011 and assist in the formulation of a new PASP for the next 4 to 5 year period.

The purpose of the assignment is to provide technical assistance and advice to the Public Service Performance and Sector Plan Division (PSPSPD) of the Office of the Public Service Commission in reviewing the current PASP and in the formulation of the next PASP.

Quotations are invited from suitably qualified local or international consultants to undertake this assignment.

Detailed Terms of Reference and information on the application procedure are available on the following websites: www.psc.gov.ws or www.mof.gov.ws under Services/Procurement; or can be uplifted from the Office of the Public Service Commission, Level 2, FMFM II Government Building.

The deadline for submission is 1000am local Samoan time on Monday 21 November 2011.

Applications must be submitted to:

The Secretary Tenders Board
Ministry of Finance
4th Floor, Central Bank Building
Beach Road
Private Bag
Apia, Samoa

Ms. Sala Sapolu or Ms. Makerita Tiotio can be contacted on email ssapolu@psc.gov.ws or mtiotio@psc.gov.ws for further clarification or Tel: (685) 22123.

Beth Onesemo-Tuilaepa
SECRETARY/CHIEF EXECUTIVE OFFICER
OFFICE OF THE PUBLIC SERVICE COMMISSION



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA

PUBLIC SERVICE COMMISSION

**RECRUITMENT OF A PUBLIC MANAGEMENT EXPERT FOR THE REVIEW OF
THE PUBLIC ADMINISTRATION SECTOR PLAN (PASP) 2007 – 2011 AND
FORMULATION OF A NEW PASP.**

REQUEST FOR QUOTATION

RFQ Reference: PFMR2/2011/09_____

OCTOBER 2011

Letter of Invitation

1. Request for Quotations

The Public Service Commission, hereinafter the Procuring Entity, intends to apply funds received through the Government of Samoa Public Finance Management Reform Program for the recruitment of a Public Management Expert to provide short-term, intermittent technical support and assistance (65 working days) to the PSPSPD of the Office of the PSC, for the review of the PASP 2007-2011 and formulation of a new PASP for the next 4 to 5 year period.

2. Eligibility of Consultants

The individual consultant must meet the following General Eligibility Requirements:

- a. Possess a valid business license;
- b. Be free from insolvency, bankruptcy, or similar status;
- c. Have legal capacity to enter into contract;
- d. Have an adequate record of business integrity and ethics;
- e. Not be excluded pursuant to Part IX of the Tender Board Guidelines for Procurement; and
- f. Has not been convicted within the last year of, or currently under indictment for, a criminal offense involving corruption or other misconduct reflecting a lack of suitability to participate in procurement.

You will need to include a statement confirming the absence of any actual or potential conflict of interest or how any existing actual or potential conflict of interest will be satisfactorily resolved.

3. Terms of Reference

The Procuring Entity hereby invites submission of Quotations (Cover letter + CV + Cost Estimate) for the services described in Annex 1 of this RFQ.

4. Curriculum Vitae

You are hereby invited to submit your Curriculum Vitae (CV) with a covering letter highlighting relevant areas of expertise and **contact details for two references**. Please find below in Annex 2 a sample form of a CV to be utilized when submitting your quotation. You must ensure that your CV provides sufficient and relevant detail to enable assessment against the requirements of the TOR and stipulated Criteria.

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". In preparing your Financial Quotation, please note that an estimate of 65 working days will be required to carry out the assignment. However, you are free to prepare your own estimates of working days required to carry out the assignment and to offer the corresponding cost in your quotation. **Please note that the maximum fee rates allowed for this assignment will be 2,700 Samoan Tala per working**

day. Any RFQ submissions with an amount above this limit will be rejected. The exchange rate that will be used for the financial evaluation is 1 AUD = 2.3 SAT

6. Preparation and Submission of Quotations

The Closing Time and Date for Submission of Quotations is: **10.00am on 21 November 2011 (Samoan Time Zone)**

The CV and Financial Quotation must each be placed into two separately sealed envelopes and clearly marked as follows:

- i. For the CV: “*Curriculum Vitae: Recruitment of a Public Management Expert (RFQ Number PMFR2/2011/09)*” and
- ii. For the Financial Quotation: “*Financial Quotation: Recruitment of a Public Management Expert (RFQ Number)*”. The envelope containing the Financial Quotation must also contain a warning “*Do Not Open with the Curriculum Vitae*”.

The two envelopes, respectively containing the CV and the Financial Quotation shall then be placed into an outer envelope and sealed. This outer envelope shall bear the submission address (detailed below) as well as the RFQ reference 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:

The Secretary Tenders Board
Ministry of Finance
4th Floor, Central Bank Building
Beach Road
Private Bag
Apia, Samoa

Submission must be by hand delivery, mail or courier. Quotations submitted by email or fax will not be accepted.

Quotations delivered after closing time will be deemed to be late and will be returned unopened.

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 may result in 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 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 excluding any taxes payable in Samoa.

8. Evaluation Procedure

This is a competitive process and the selection of a Consultant will be the responsibility of an Evaluation Committee, convened by the Procuring Entity, with final approval from the Government of Samoa Tenders Board. The Evaluation Committee will assess each proposal based on ‘Quality- and Cost-Based Selection’, which is further explained as follows.

Evaluation of CVs

The Evaluation Committee shall evaluate the CVs on the basis of their compliance with the requirements of the TOR, experience, skills 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). Contact persons provided for reference may be contacted for further information. A CV shall be rejected at this stage if it fails to achieve the minimum technical score of 70 points.

CVs will be evaluated in accordance with the following criteria:

Criteria	Maximum score
Qualifications	10
Proven experience and skills in undertaking reviews and/or evaluations in relation to Public Sector/Service Reforms, particularly in the context of developing countries/small island states/pacific island region;	20
Strong knowledge of and proven experience in implementing public sector/service reforms and public administration/management initiatives, particularly in the context of developing countries/pacific island region.	40
Knowledge of and proven experience in sector development and/or Sector Wide Approaches	15
Experience and skills in training and capacity building	10
Strong analytical and report writing skills	5
TOTAL	100

Evaluation of the Financial Quotation

The lowest quote will be noted 100 points. The formula for determining the financial score Sf is the following:

$Sf = 100 \times Pi/Pm$, where

- Sf is the point given to the quotation
- Pi is the lowest quote (fees component only)
- Pm is the price of the evaluated quotation (fees component only)

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.

9. Date for Submission

You are requested to provide your quotation at the latest by **10.00am (local Samoan time) 21 November 2011.**

10. Validity of Quotation

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

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

12. The following documents are attached to this Letter of Invitation: Terms of Reference
Annex 1

Sample Format of Curriculum Vitae (CV)

Annex 2

Sample Cost Estimate of Services and Schedule of Rates

Annex 3

13. If you require further information on the assignment and the local conditions, you may contact Ms. Sala Sapolu on email: ssapolu@psc.gov.ws, Tel: +685 22123, or at the Office of the Public Service Commission, Level 2, FMFM II Government Building, Apia, Samoa.

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

Yours sincerely,

Beth Onesemo-Tuilaepa

SECRETARY/CHIEF EXECUTIVE OFFICER
PUBLIC SERVICE COMMISSION

ANNEX 1
TERMS OF REFERENCE

**RECRUITMENT OF A PUBLIC MANAGEMENT EXPERT FOR THE REVIEW OF
THE PUBLIC ADMINISTRATION SECTOR PLAN (PASP) 2007 – 2011 AND
FORMULATION OF A NEW PASP.**

1. BACKGROUND

In December 2006, Cabinet approved the first Public Administration Sector Plan (PASP) for implementation over the period 2007-2011. The PASP is the sector strategy for the Public Administration Sector. It provides the overarching framework for the development of the Sector as a ‘unified institution’ and has as its overall vision the achievement of a “well governed public administration [sector] contributing to an environment that enables every Samoan to have more opportunities for a better quality of life”. The achievement of this vision would then ensure effective contribution to the achievement of Government’s national goals which are currently set out in the Strategy for the Development of Samoa, 2008 – 2012. The vision of the PASP was to be realised through the pursuit of six major goals achieved through implementation of a sector reform program, consisting of 7 long-term projects and several shorter-term projects. The extent to which each of these projects have been implemented varies from project to project, and in some cases is uncertain, given the absence of a Monitoring and Evaluation Framework (MEF) to monitor progress of the PASP to date. The sector reform program builds upon and consolidates public sector reforms implemented in the past and its implementation has been funded primarily through the Samoa Public Sector Improvement Facility (SPSIF), currently housed under the Ministry of the Prime Minister and Cabinet.

As the implementation period for the current PASP draws near, the PSC, as the lead agency for the Sector needs to prepare for developing a new PASP for the next four to five year period. In formulating the next PASP, consideration needs to be given to:

- The extent to which projects and objectives within the current PASP have been implemented and achieved to date;
- Factors or constraints that have impacted on the implementation of projects and achievement of PASP goals and objectives;
- Continued relevancy and appropriateness of projects and strategies in contributing to the achievement of PASP goals and objectives;
- Continued relevancy of identified goals and objectives and their alignment with the SDS in the current context;
- Appropriateness of the scope of the current Public Administration Sector Plan and suitability and effectiveness of current institutional arrangements and capacity; and
- Any other lessons learned from formulation and implementation of the current PASP which need to be taken into account in the formulation and implementation of the next PASP.

Since the formulation of the PASP the Government under the Ministry of Finance has developed a Public Financial Management Reform Plan and is currently working to put in place a Finance Sector Plan, which has components linked to the roles of the Central Bank of Samoa, the Bureau of Statistics, the Audit office and the Ministry for Revenue. The Public Administration Sector review will need to take this development into account in the formulation of the updated sector plan.

These issues and considerations have not been fully examined given that, to date, no thorough review of the current PASP has been undertaken. It is thus, imperative that a review of the PASP 2007-2011 is undertaken to shed light on these issues and to provide direction and recommendations in the development and formulation of the subsequent PASP.

2. PURPOSE OF THE ASSIGNMENT

The Public Service Commission in Samoa is seeking to engage the services of a Public Management Expert with proven experience in undertaking reviews/evaluations in relation to public sector reforms and/or public administration and management initiatives. The Public Management Expert will work with the Public Service Performance and Sector Plan Division (PSPSPD) of the PSC in reviewing the current PASP 2007-2011 and formulating a new PASP for the next 4-5 year period.

Accordingly, the broad purpose of this assignment is for the Public Management Expert to undertake a review of the PASP 2007-2011 and provide technical assistance and advice to the PSPSPD in formulating a new PASP for the next 4-5 year period. The purpose of the review is to provide recommendations to the PSC and PASP – SC on directions to be pursued in the formulation of a new PASP.

3. OBJECTIVES OF THE REVIEW COMPONENT OF ASSIGNMENT

The objectives of the review component of this assignment are to:

- i. Assess the extent to which projects and objectives within the current PASP have been implemented and achieved to date;
- ii. Identify factors or constraints that have impacted on the implementation of projects and achievement of PASP goals and objectives;
- iii. Assess continued relevancy and appropriateness of projects and strategies in contributing to the achievement of PASP goals and objectives;
- iv. Assess continued relevancy of identified goals and objectives and their alignment with the SDS in the current context;
- v. Determine the appropriate scope for the next Public Administration Sector Plan with a view to defining and clarifying the linkages with the Public Finance Management Reform Plan and other sector plans, determine the degree of sector stakeholder involvement and suitability as well as effectiveness of current institutional arrangements and capacity; and
- vi. Identify any other lessons learned from formulation and implementation of the current PASP which need to be taken into account in the formulation and implementation of the next PASP.

4. DETAILED TASKS

i. Review of PASP 2007-2011

In consultation with all relevant stakeholders, undertake a review of the PASP 2007-2011 with a view to providing recommendations to assist in the formulation of a new PASP.

ii. Formulation of new PASP

In consultation with all relevant stakeholders and on the basis of recommendations arising from the review, provide technical assistance and advice to the PSPSP Division in the formulation of a new PASP for the next four to five year period.

iii. Provide Capacity Building

Provide capacity building for the PSPSP Division of the Office of the PSC in relation to public sector reforms and public management initiatives which are relevant to the Samoa Public Service context.

5. SCOPE OF ASSIGNMENT

The Scope for the Review of the PASP 2007 – 2011 and formulation of the new PASP will take into account, but not be limited to, the following:

i. Scope of Sector and Stakeholder Analysis

- Is the scope of the Public Administration Sector clearly and appropriately defined?
- Are all relevant stakeholders included and engaged in the sector?
- What should be the appropriate scope for the PASP?
- What are the linkages with and boundaries between the PASP and the PFMRP and other Sector Plans?

ii. Alignment and Relevancy

- Are the goals and objectives of the current PASP clearly defined?
- Are the goals and objective of the PASP relevant to context?
- Are the goals and objectives aligned with the SDS?
- What changes, if any, need to be made to the goals and objectives of the PASP?

iii. Achievements

- To what extent has the Public Administration Sector Reform Program and projects contained therein been implemented to date?
- To what extent have they contributed to the achievement of the goals and objectives of the PASP?
- What factors have impacted on the implementation of the Sector Reform Program, individual projects and achievement of PASP goals and objectives
- To what extent do projects remain relevant and do they need to be reviewed and/or changed?
- What changes need to be made to the Sector Reform Program and projects to ensure contribution to the achievement of sector and national goals and objectives?

iv. Clients or Customers

- Is there sufficient information/feedback from customers/clients with regard to the performance of the sector?
- Who are the primary customers/clients and are they satisfied with the performance of the Sector?

v. Institutional Arrangements and Capacity

- Is there an effective Steering Committee?
- Is the composition of the Steering Committee appropriate and do any changes need to be made to the current composition?
- Is there an effective sector coordination unit in place to drive the process?
- What improvements need to be made to ensure that there is an effective sector coordination unit to drive PASP implementation and ensure effective monitoring and evaluation?
- How can external and annual monitoring and evaluation of the sector be improved?

vi. Resource Needs/Availability

- What are the resourcing requirements for the Public Administration Sector?
- Does the PAS have access to adequate resources to implement its programs and reform initiatives?
- How can current access to and allocation of resources be improved to ensure effective implementation of PAS reform initiatives?

6. METHODOLOGY

Prior to commencing the assignment, the Public Management Expert will, at a minimum, need to establish an understanding of and familiarisation with the current PASP 2007-2011, the SDS 2008-2012, the Public Finance Management Reform Plan, the MOF Sector Planning Guidelines and any other relevant documentation. The expert will be required to use a highly consultative and participatory approach to ensure full ownership of the updated sector plan.

The review process and formulation of the new PASP will be conducted in four phases.

Phase 1: Desk Phase/Inception.

At the commencement of the assignment, the Consultant will:

- Undertake a review of all relevant documentation pertaining to the PASP Review and formulation of a new PASP;
- Develop a Work Plan for the Review, taking into account the importance of involving stakeholders at all stages in the process.
- Review and comment on the proposed scope and guiding questions as detailed above and make recommendations on alternative or complementary questions to ensure that the overall purpose of the review is achieved.
- Determine the appropriate methodology to meet the purpose of the review. The review methodology and approach will be set out in the review Workplan to be developed by the Consultant and will be discussed with and approved by the PASP – SC.
- Taking into account the methodology for the review, develop data collection tools and templates as required;
- In consultation with the counterpart from the PSPSPLS Division, PSC, plan for consultations and interviews with appropriate stakeholders and provide an indicative list of people to be consulted and a draft schedule for appointments and consultations;
- Prepare and submit an Inception Report, which shall include the Work Plan and a Risk Management Plan for the Review and which addresses the above issues;

Phase 2: Field Phase

Phase 2 of the assignment will commence upon approval and finalisation of any proposed changes to the scope of the review; as well as approval of the Inception Report and Review Work Plan. During Phase 2, the Public Management Expert shall, at a minimum, undertake the following:

- Hold a sector-wide preliminary workshop with appropriate stakeholders, to present the finalised work plan, discuss the scope and purpose of the review and confirm list of people to be consulted;
- Implement the agreed Work Plan for the Review. If any major changes are required to the approved workplan/program the endorsement of PASP-SC will need to be obtained;
- Plan for and conduct any other workshops, surveys, interviews and focus group discussions that may be required;
- Ensure that all information and data collected during the process of the review is not used for any purpose outside the scope of the review, unless otherwise approved;

- Maintain a record of all consultations and interviews for reference and verification purposes;
- Summarise and present preliminary findings (in draft report form and verbally) to the PASP – SC who will, through the PSPSPD, ensure that these are in turn circulated to relevant stakeholders for validation purposes;

Phase 3: Synthesis Phase

This phase will commence during the validation of preliminary findings and will focus on consolidating findings and identifying options and recommendations for formulation of the next PASP. Accordingly, the Consultant will:

- Present options or issues to the PASP – SC that require further consultation;
- Prepare and submit Report on the Review of the PASP 2007-2011 to the PASP – SC, with recommendations to guide the formulation of the next PASP; and
- Reach an agreement on the outline (summary, structure, content and annexes) for the next PASP.
- Review and as required, update the work plan for the formulation of a new PASP and remainder of the assignment.

Phase 4: Formulation of a new PASP for the next four-five year period.

During this Phase, the Consultant will work closely with the PSPSPD of the PSC in the formulation of a new PASP, taking into account the recommendations of the review, including recommendations for the outline of the new PASP as approved by the PASP-SC:

To ensure ownership of the new PASP and capacity building for the PSPSPD, it is expected that the PSPSPD of the PSC will take the lead in the write-up of the new PASP with the Consultant/Public Management Expert to provide a support role:

- in providing feedback and comments on the draft report to ensure quality of analysis, consistency with agreed outline and to ensure that recommendations and proposed interventions are in line with international best practice in public management and public sector reforms;
- through provision of necessary assistance in developing an MEF and MTEF for the new PASP;
- planning for and undertaking any further consultations that may be required before finalisation of the plan; and
- through provision of on-the-job capacity building/training sessions for relevant staff of the PSC as required;

The Consultant/Public Management Expert will be expected to provide an Assignment Completion Report at the completion of the assignment.

7. OUTPUTS AND REPORTING REQUIREMENTS

The consultant will be required to produce the following outputs:

PHASE (end of)	OUTPUTS AND REPORTING REQUIREMENTS
Phase 1	Inception Report, inclusive of: <ul style="list-style-type: none"> • a detailed work plan/program for the review of the PASP 2007-2011 and formulation of a new PASP; • Risk Management Strategy for the remainder of the assignment;

	<ul style="list-style-type: none"> • Communication Management Plan for the remainder of the assignment.
Phase 2	Draft Report on preliminary findings to be presented in verbal and written form to the PASP - SC
Phase 3	Submit draft and final report on the review of the PASP 2007-2011 which shall: <ul style="list-style-type: none"> • Address the objectives and scope of the review; • include recommendations to guide the formulation of the next PASP; and • include an outline for the next PASP.
Phase 4	An Assignment Completion Report that verifies/addresses the extent to which the objectives of the assignment and Phase 4 in particular, have been achieved and makes recommendations to ensure sustainability and ownership of the new PASP.
General	As the assignment, in particular Phase 4, is expected to be undertaken over intermittent input periods, the Consultant/Public Management Expert is also expected to provide progress reports after each input period that shall indicate progress/achievements made over the input period and provide a list of any actions to be completed by the PSPSPD of the PSC to be completed before and followed up in the subsequent input period.

8. EXPERT'S PROFILE

A Public Management Expert is required with knowledge of and experience in implementing public sector/service reforms and/or core public service management initiatives, particularly in the context of developing countries/pacific island region. It is expected that the Expert will have knowledge of and experience with Sector Wide Approaches as well as proven experience and skills in undertaking reviews/evaluation in relation to public sector/service reforms. He/She will have skills and experience in providing training and capacity building and will possess a qualification in Public Management and/or Administration or Public Policy/ or other relevant field.

9. LOCATION AND TIMEFRAME

- The consultant and conduct of the assignment will be based in Apia, Samoa.
- It is estimated that the assignment will take up to a maximum of 65 working days over a period of 5 months from early January – June 2012. The technical support will be provided over a maximum of 3 or 4 intermittent input periods which are to be agreed upon in advance with the Secretary/CEO – PSC.

10. ADMINISTRATIVE AND PROJECT MANAGEMENT INFORMATION

The Public Management Expert will work under the overall guidance of the Secretary/CEO - PSC with day-to-day supervision by the ACEO PSPSPD. The ACEO – PSPSPD is the focal point for the management of this contract and will liaise directly with the Consultant/Public Management Expert for the duration of this contract/assignment. Invoices for payment will require the endorsement of the Secretary/CEO – PSC.

The expert will also be required to consult with various stakeholders in relation to the review of the PASP 2007-2011 and the formulation of a new PASP.

Reports will be submitted to the Secretary/CEO – PSC with copies for members of the PASP-SC who will be responsible for approving the submitted reports.

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

11. PAYMENT PROCEDURE

Per diems and reimbursement of airfares (if applicable) will be paid upon arrival into Samoa at the beginning of each input period and after submission of an invoice for payment. Consultant Fees will be payable upon approval of each progress report at the end of each input period and after submission of an invoice for payment. This may be varied, with payment to be made at the completion of each output/reporting requirement, but will need to be agreed upon by both parties beforehand. The final payment will be made upon approval of the consultant’s Assignment Completion Report by the PASP-SC.

Tentative Payment Schedule

PHASE (end of)	OUTPUTS AND REPORTING REQUIREMENTS	PAYMENT (%)
Phase 1	Inception Report, inclusive of: <ul style="list-style-type: none"> • a detailed work plan/program for the review of the PASP 2007-2011 and formulation of a new PASP; • Risk Management Strategy for the remainder of the assignment; • Communication Management Plan for the remainder of the assignment. 	15%
Phase 2	Draft Report on preliminary findings to be presented in verbal and written form to the PASP - SC	20%
Phase 3	Submit draft and final report on the review of the PASP 2007-2011 which shall: <ul style="list-style-type: none"> • Address the objectives and scope of the review; • include recommendations to guide the formulation of the next PASP; and • include an outline for the next PASP. 	35%
Phase 4	An Assignment Completion Report that verifies/addresses the extent to which the objectives of the assignment and Phase 4 in particular, have been achieved and makes recommendations to ensure sustainability and ownership of the new PASP.	30%
General	As the assignment, in particular Phase 4, is expected to be undertaken over intermittent input periods, the Consultant/Public Management Expert is also expected to provide progress reports after each input period that shall indicate progress/achievements made over the input period and provide a list of any actions to be completed by the PPSPPD of the PSC to be completed before and followed up in the subsequent input period.	

ANNEX 2

SAMPLE FORMAT OF CURRICULUM VITAE (CV)

Name: _____ (insert as appropriate)

Profession: _____ (insert as appropriate)

Date of Birth: _____ (dd/mm/yyyy) (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.)

References:

Contact details for two references must be provided

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: _____ (dd/mm/yyyy) (insert as appropriate)
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 or AUD as applicable)* (per working day)</i>	<i>Time spent (number of working days)</i>	<i>Total (Samoan Tala or AUD applicable)*</i>
_____ (insert as appropriate)	_____ (insert no.)	65	_____ (insert no.)
Sub-Total (1)			

* Currency applicable must be clearly indicated.

NOTE: The daily fee rate must be **inclusive of all costs**, medical insurance, etc, but excluding from VAGST/withholding tax payable in Samoa and return airfares for the expert for each mission foreseen within the contract. **The fee rates will be based on 5 working days per week. The maximum fee rate allowed is 2,700 SAT.** 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 own laptop computer. Separate funds will be available for training events. **Fees and per diem must be quoted in Samoan Tala or Australian Dollars. The exchange rate of 1 AUD = 2.3 SAT will apply for the evaluation of bids.**

2. REIMBURSABLES

	<i>Rate(Samoan Tala or AUD as applicable) for return flight</i>	<i>Number</i>	<i>Total (Samoan Tala, or AUD as applicable)</i>
(a) International Travel	_____ (insert no.)	3	_____ (insert no.)
(b) Per diem* (payable for each night spent in Samoa)	300 Samoan Tala	85	25,500 SAT
Sub-total (2)			

* The per diem rate approved by the Government is 300 SAT per day only payable for international experts not resident in Samoa.

3. TOTAL COST (Samoan Tala /AUD as applicable)* _____ (insert number)

Signed: _____

Date: _____ (dd/mm/yyyy) (insert as appropriate)