



REQUEST FOR EXPRESSION OF INTEREST

To conduct and produce a Preliminary Environmental Assessment Report (PEAR) on behalf of the National University of Samoa, for the proposed Faculty of Health Science (FOHS) Project Site. This Project is sponsored by the Japan International Cooperation Agency (JICA).

Expression of Interest

1. The National University of Samoa is inviting an Expression of Interest from qualified and skilled consultants to submit a proposal for conducting and preparing a Preliminary Environmental Assessment Report for the proposed site at the NUS Le Papaigalagala Campus
2. The selected consultant will be responsible for conducting a site assessment, preparing and submitting a comprehensive report on behalf of the NUS
3. The selected consultant will be required to collaborate with the Consortium of Yamashita Sekkei Inc., Fukunaga Architects-Engineers and Binko International Ltd, who is the consultant responsible for assisting NUS in the development of this project
4. The Proposal must include the following as stated in the Terms of Reference:
 - a. *Letter of Proposal*
 - b. *Submission of Technical Proposal*
 - c. *Submission of Financial Proposal*
5. Proposals are to be marked: "Preliminary Environmental Assessment Report for the NUS FOHS Project" and submitted through the NUS Tender Box, located here at the Office of the Vice Chancellor, Taputo'i building, first floor. All bids are to be addressed to:

Professor Tuifuisa'a Patila Malua Amosa
Vice Chancellor and President
National University of Samoa

6. The deadline for the submission is **7th of June 2024, 4pm**
7. Please refer to **Terms of Reference** attached for more details
8. For more information or clarification, please do not hesitate to contact the email below:
 - nusprojects@nus.edu.ws or contact 20072 ext. 185 or 158

Ma le fa'aaloalo lava,

Professor Tuifuisa'a Patila Malua Amosa
VICE CHANCELLOR AND PRESIDENT



TERMS OF REFERENCE

REF No.: NUS-001/24

Position Title:	Preparation of a Preliminary Environmental Assessment Report (PEAR) for the NUS Faculty of Health Science Project
Duration:	Two (2) months
Location:	Le Papaigalagala Campus, National University of Samoa
Project:	Faculty of Health Science (FOHS) Project, sponsored by JICA
Reporting to:	Planning Safety and Maintenance (PSM), Director

The consultancy Proposal should be submitted no later than **7th June 2024**, as stated in the Request for Expression of Interest, with a clear statement of the title above, with reference number. **Any proposals received after this date/time will not be accepted.** For clarification or more information, please refer all queries to nusprojects@nus.edu.ws.

1. Background

The National University of Samoa through a grant agreement signed between the Government of Samoa and Japan, has obtained donor support via the Japan International Cooperation Agency. The project aims to improve the physical facilities and procure learning/teaching equipment for the Faculty of Health Science (FOHS). The project proposes a three-storey development, with the first level allocated as library space. The two levels above will be allocated as office, and learning and teaching spaces for the FOHS.

Before the commencement of the Project, the NUS is required to submit an Environmental Impact Assessment (EIA) through the form of a Preliminary Environmental Assessment (PEAR), under the Planning and Urban Management Act 2004. The PEAR ensures the Project accounts for the potential adverse impacts on the environment and provides a mitigation plan to address these environmental problems.

The proposed Project is to be situated at the NUS Le Papaigalagala Campus. Refer Appendix 1 for map of project site.

2. Purpose

The submission of a PEAR (EIA) Report is significant for the commencement of the project, as it is compliance with the government processes and policies. The PEAR will also clarify that the Project will not cause unnecessary harm to the environment and surrounding areas. And if there is potential harm, then the report will state mitigation strategies to address such concerns.

Therefore, the project seeks the expertise of potential consultants to implement and prepare the PEAR on behalf of the NUS. The Consultant will be responsible in doing a site assessment, drafting report and updates to the university and organise meetings with relevant stakeholders if need be.

3. Objectives

This assignment seeks to meet the following objectives:

1. To conduct site assessment at the project site and prepare an Environmental Impact Assessment through the form of a PEAR in accordance with the PUMA EIA Regulation 2007, on behalf of the NUS;
2. To work in collaboration with the Consortium of Yamashita Sekkei Inc., Fukunaga Architects-Engineers and Binko International Ltd team from Japan, who is responsible for overseeing the projects implementation and procurement process:
 - a) This includes availability to meet with Japan Consultant Team via online, such as Zoom
 - b) Provide information upon request by the Japan Consultant Team

4. Scope of Work

The consultant will be expected to provide a Preliminary Environmental Assessment Report for the Faculty of Health Science Project. The consultant will be expected to provide the following deliverables:

1. Produce a timely PEAR for submission to the PUMA for review. The PEAR should include all relevant information as listed in this TOR.
2. Ensure the PEAR adheres to relevant policy and legal frameworks, by referring to them
3. Must provide an Environmental Management Plan and detailed mitigation measures for prior, during and after the construction phase
4. Provide a work plan with specified targets on how the PEAR will be conducted and implemented
5. Work in collaboration with the Yamashita Sekkei Inc. Consultant Team when required
6. Availability to attend relevant meetings, discussions, consultations either in person or via online, when required by stakeholders involved in this project
7. Ensure that the Report follows the format as listed in the reporting requirements

Expected Outputs and Deliverables

- i) The expected output is the completion of a Preliminary Environmental Assessment Report

Deliverable/Outputs	Estimated Duration to Complete	Target Deadline	Review and Approval
1. Signing of Contract Agreement	1 week after informing successful bidder	28 th June 2024	PSM Division
2. Conduct Site Assessment and Meetings with Japan Consultant Team for design specifications	2 weeks	12 th July 2024	PSM Division
3. Submit first draft of EIA report (PEAR)	3 weeks	2 nd August 2024	PSM Division
4. Submit final EIA report (PEAR) for NUS consideration	2 weeks	23 rd August 2024	PSM Division

5. Proposal Selection Criteria

The technical Proposal shall include:

- 1) Profile of Consultant – Explanation for why they are most suited for the works to be implemented (1 page)
- 2) Current CV – signed with at least 3 references
- 3) Valid Business License
- 4) Relevant Experience (2 pages)
- 5) Work plan, technical approach and methodology for delivering assignment against expected deliverables and timelines (3-5 pages)

Evaluation Criteria for Technical Compliance of Individual Consultant:

Technical Evaluation Criteria	Score
Adequacy for the assignment	
<ul style="list-style-type: none"> • <i>Work plan or detailed stages of services for implementing this assignment</i> • <i>Proposed technical approach or methodology for implementing this assignment</i> • <i>Provide a specified duration of the EIA report process</i> 	50%
General qualifications	
<ul style="list-style-type: none"> • <i>Current Curriculum Vitae (signed)</i> • <i>Three (3) references</i> • <i>A Valid Business License</i> 	30%
Experience in the field	
<ul style="list-style-type: none"> • <i>At least five (5) years of work experience in this field</i> • <i>Similar works in the past three (3) years</i> 	20%
Total Points	100%

The minimum technical score required to pass is: 70%.

(Only consultants who pass the technical criteria will be considered for the Financial Evaluation).

6. Proposal Price and Schedule of Payments

All costings and payments are subject to relevant tax laws of Samoa.

The Financial Proposal shall:

- 1) Specify a total lump sum amount of bid price, including a breakdown of costs for fee, number of days of working and any other applicable costs (The amount is to match the amount stated in the Letter of Proposal – Attachment B)
- 2) The Proposal Price must be quoted in Samoan Tala (SAT\$) and inclusive of VAGST
- 3) The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, and any other applicable cost to be incurred by the Individual Consultant in completing the assignment
- 4) Prices are to remain fixed during the period of performance of the contract, regardless of extension of the specified duration

Schedule of Payment

- a) The Consultant will be paid on a **Lump Sum Basis**.
- b) Payment shall be done in instalments after completion of each deliverable or outputs, as specified under the Payment Schedule below:
 - i. **20%** upon signing of Contract Agreement.
 - ii. **30%** upon completion of Deliverable 2 and 3.
 - iii. **50%** upon completion of Deliverable 4.

7. Monitoring and Reporting

The consultant will report directly to the Director, Planning, Safety and Maintenance (PSM) and Planning Manager:

Tuala Amerika Siale
Director, PSM
a.siale@nus.edu.ws / 20072 ext. 185

Faith Juanita Manuleleua
Manager, Planning
f.manuleleua@nus.edu.ws / 20072 ext. 158

Detailed Reporting Requirements:

The consultant is required to follow the format below for submission of the PEAR:

EIA REPORT (Preliminary Environmental Assessment Report)
<p>Section 1 – Executive summary</p> <p>1.1 A brief description of the general purpose and major findings in the report; funding of the project and a list of all the relevant policies and guidelines that were used in the preparation of the report.</p> <p>1.2 Briefly describe how the report was prepared and the method used to collect the information as well as an outline of the main environmental and social-cultural impacts of the proposed development.</p> <p>1.3 Should present a bold justification of the benefits of the proposed development.</p>
<p>Section 2 – Table of contents</p>
<p>Section 3 – Introduction</p> <p>Provide an overview of the project and the proponent, including information such as:</p> <ul style="list-style-type: none">3.1 Project name, background and general description3.2 Project purpose and objectives3.3 Profile of project proponent3.4 Contact details for the proponent/project manager
<p>Section 4 – Policy and legal framework</p> <p>Brief outline of relevant policies and laws that apply to the project and the approvals that need to be obtained from different government agencies, for instance:</p> <ul style="list-style-type: none">4.1 National laws4.2 Industry sector plans, policies or codes of practice4.3 Occupational Health and safety standards (MCIL)4.4 National Building Code (MWTI)4.5 Traffic Management and Road Safety (LTA)4.6 Fire Safety and Compliance (SFESA)
<p>Section 5 – Project description and justification</p> <p>Present a detailed description of the project and provide justification for its development, covering:</p> <ul style="list-style-type: none">5.1 Project details<ul style="list-style-type: none">- Project location, size and layout, including a description of the project's proximity to relevant environmental features and resources (e.g. watercourses, resource deposits, towns/villages/settlements, transport infrastructure, natural/cultural/ecological assets)- Maps of the project location, surrounding area and project site, illustrating relevant environmental features and resources (e.g. topography, existing land use, watercourses)

- Project activities (what exactly is going to be carried out on site during operation of building)- what are the opening hours for the proposed development.
- What type of earthworks/ landscaping is going to be carried out for the proposed development. Provide contour lines of existing land slopes/ elevation.
- Predicted type of wastes to be produced

5.2 Analysis of alternatives

- Alternative project location(s), design(s), technologies, timelines
- Advantages and disadvantages of alternatives (e.g. cost, technology availability)
- Explanation for choice of preferred options

5.3 Project benefits

- Benefits accruing to the local area, island, country and region.
- Project relevance in the light of existing development and/or future development plans
- Contribution to sustainable development and/or green growth

Section 6 – Description of the existing environment

6.1 Location: absolute & relative description of the location of the area, shape, size.

6.2 Existing Environment: current status of the physical and socio-cultural environment, drainage, vegetation coverage, wind, geology and soils, vulnerability to natural hazards, current land use, any historical significance or sites in the area and community resources.

Section 7 – Anticipated environmental impacts, proposed mitigation measures and risk assessment

7.1 Environmental impacts

Assess and describe all reasonably foreseeable impacts likely to arise from the project, including negative and positive, short-term and long-term impacts. In conducting the impact assessment consider:

- all relevant aspects of the environment (section 7, description of the existing environment) and how they are likely to be changed or affected, either directly or indirectly
- the nature of the change or affect, including negative consequences and/or expected benefits
- over what area, or on what scale, the change or affect is likely to take place
- changes or affects that will arise at different stages of the project (e.g. during construction, operation, production, decommissioning)

Explain the methods used for impact assessment, such as modelling studies, site or field-based surveys, or review of existing similar situations or previous studies.

7.2 Mitigation measures

Following the impact assessment briefly identify mitigation measures, environmental safeguards or control actions that can be feasibly undertaken (with further details to be provided in section 11, environmental management). Explain how these mitigation measures will address or reduce the anticipated negative impacts.

Section 8 – Climate change assessment

Briefly describe the understanding of the project’s contributions to, the risks from, and the mitigation measures required for dealing with climate change. It may be referred to the Community Integrated Management Plans for the respective Districts.

Section 9 – Environmental management

Provide a draft environmental management plan (EMP), including a more detailed discussion of the mitigation measures identified in section 8. The draft EMP should cover all phases of the project, from construction through to operation, decommissioning, closure and post-closure (where relevant). It should be further developed and refined following the conclusion of the EIA process. Provision should also be made for periodic review of the EMP once the project becomes operational. Recommended topics to be included

in the EMP document:

- 9.1 Environmental objectives for the project
- 9.2 The proponent's environmental management framework, i.e. who will have responsibility for overseeing the EMP, the implementation of different mitigation measures, incident response, environmental monitoring and reporting
- 9.3 Specialized management plans with a high level of operational detail for sensitive or high-risk aspects of the project (Including but not limited to Waste Management Plan, a Stormwater and drainage plan and a Traffic Management plan)
- 9.4 Performance criteria for measuring the extent of environmental impacts and/or the success of mitigation measures
- 9.5 Environmental management expectations and requirements to be placed on project contractors
- 9.6 Provisions for independent environmental auditing (especially in the case of high-risk projects)
- 9.7 The names of the government agencies the proponent will report their project activity outcomes and monitoring results to
- 9.8 Staffing and equipment requirements, allocated budget, and any capacity development necessary to ensure successful EMP implementation
- 9.9 A process for responding to unanticipated or emergency incidents
- 9.10 A process for managing and responding to stakeholder concerns or complaints

It is advisable to cross-reference different elements of the EMP to relevant text in the EIA report.

Section 10 – Stakeholder consultation

Supply details of stakeholder consultation activities, including:

- 10.1 How stakeholders have been identified
- 10.2 Meetings, workshops or other forms of consultation held to date, or to be organised in the future
- 10.3 The outcomes of consultation, including issues and concerns raised by different stakeholders as well as signed attendance sheets, minutes of meeting and/or Completed Affected Persons Forms
- 10.4 Proposals for addressing stakeholder issues and concerns, and for keeping stakeholders informed of project activities

Section 11 – Conclusions and recommendations

Present the main conclusions of the EIA report and the proponent's suggested recommendations for progressing the project, including key environmental management and mitigation measures that should be undertaken.

Section 12 – References

Appropriately reference all information sources that have been used or consulted during EIA Report preparation

Section 13 – Appendices

Include appendices that support the main text and that do not contain unnecessary information. Appendices may present:

- Relevant environmental studies and reports
- Detailed technical information
- Draft management plans
- A table listing how the TOR have been addressed, cross-referenced to relevant sections of the EIA report
- A table listing environmental mitigation/management commitments made by the proponent
- Evidence of project support from stakeholders (Completed and Signed Affected Persons Forms)

GENERAL ADVICE FOR EIA REPORT PREPARATION

- The EIA report should be based on a level of analysis and detail that reflects the significance of the project's potential environmental impacts, and that allows government and interested stakeholders to clearly understand the project's likely environmental consequences
- Information provided in the report should be objective, clear and easily understood by the general reader
- Different sections of the TOR may be combined or re-ordered, if this helps to present information in a clear and logical manner
- Maps, plans and diagrams should be prepared using an appropriate scale, resolution and clarity
- Technical jargon should be avoided or accompanied by a clear, understandable explanation
- Cross-referencing should be used to avoid unnecessary duplication of text
- Key project impacts should be explained in a culturally-appropriate format, using graphics and illustrations to assist with interpretation, where relevant

8. Documents and Support

The following will be made available to the consultant carrying out the work:

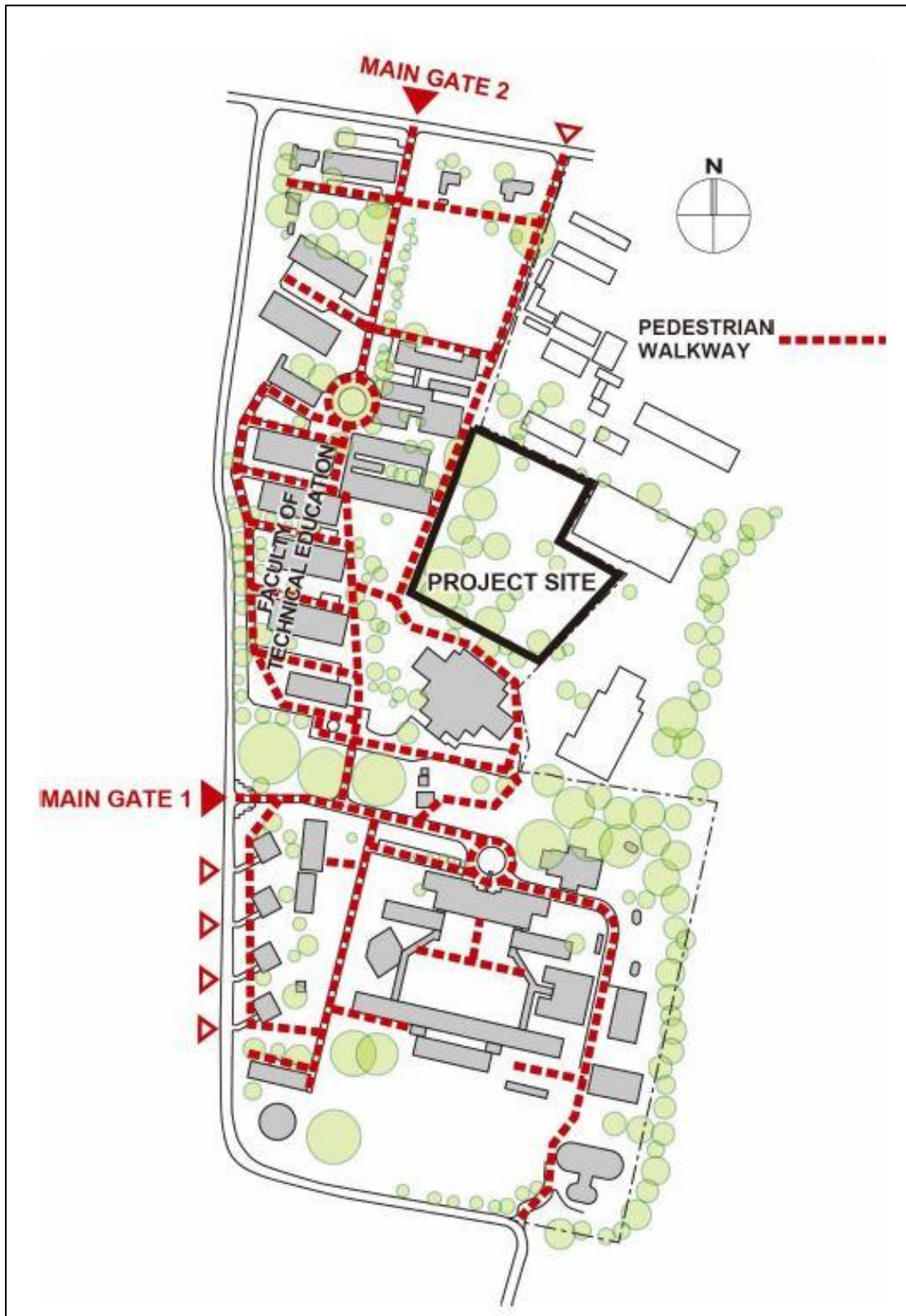
- i) Documents deemed relevant to the project;
- ii) Access on campus during any of its opening hours, the use of NUS conference rooms, office spaces for meetings, discussions with relevant stakeholders upon request and booking of rooms for this purpose;
- iii) PSM team will ensure support is provided to consultant, regarding queries, access to project site, and any other needs related to the project.

9. Proposal Submission

Consultants must submit the following documents:

1. Attachment B: Consultant's Letter of Proposal
2. Submission of Technical Proposal
3. Submission of Financial Proposal

Appendix A: Project Site



Attachment B: Contractor’s Letter of Proposal

Consultant Letterhead

Date:

Ref No.: Insert Reference Number of TOR

To: Name and Address of client

We, the undersigned, declare that:

- (a) To supply, in conformity with the Request for Expression of Interest for Proposals, the following services: Preparation of a “Preliminary Environmental Assessment Report”
- (b) Confirm that the total price of our proposal inclusive of all applicable taxes is:(SAT\$)
- (c) Agree that in competing for (and, if the award is made to us, in executing) the contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in Samoa.
- (d) Understand that this proposal, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (e) Understand that you are not bound to accept the lowest responsive Proposal or any other Proposal that you may receive.
- (f) We understand that NUS reserve the right to cancel a procurement at any time prior to the acceptance of the successful Proposal or after the successful Proposal is accepted.

Name:

In the capacity of:

Signed:

Duly authorized to sign the proposal for and on behalf of:

Dated on _____ day of _____