| Prepare a draft report                      | 12 |
| Prepare a final report incorporating UNDP comments | 5  |
| Presentation of the Report to stakeholders in Samoa (to be confirmed) | 4  |
| **Overall Level of Effort:**               | **60** |

G) Reporting

The incumbent will be working under the supervision of the UNDP country office in Samoa and the MDGs team leader in the regional Pacific Centre.

H) Payment Milestones:

Consultancy will be paid on a lump sum basic as the following installments:

10. (30%) 1st payment, upon signing the contract and submission of work plan
11. (40%) 2nd payment, upon submission of semi-final drafts
12. (30%) 3rd (final) payment, upon completion of the study

I) Assignment Duration

The assignment starts in March 2011. Total duration of the assignment is three months, including one field mission to Samoa of no more than four weeks.

J) Competencies

33) Demonstrated capacity and extensive experience in industrial policies, private sector development and manufacturing in a developing and LDC country context.
34) Strong quantitative and analytic skills
35) Demonstrated capacity and extensive experience in policy analysis
36) Knowledge and experience of small island economies is an advantage.
37) Demonstrated capacity and extensive experience in policy analysis and planning.
38) Proven ability to work in a diverse team of experts and to contribute to the work of other team members.
39) Ability to work in a multicultural environment
40) Proven ability to work in a complex environment with a number of government, development partner and other stakeholders within a specific political context
41) Fluency in English with strong writing skills
42) Excellent liaison, negotiation and representational skills

K) Minimum requirements

➢ Advance degree (preferably PhD) in economics (preferably, microeconomics and/or industrial policies and organization), planning and/or development studies with a focus on industrial policies and private sector development;
➢ Minimum of 10 years of relevant experience working on industrial and manufacturing issues and private sector development in developing countries and LDC, experience in small island economies and the pacific region is major advantage
➢ Experience in high-level policy advisory services to Government counterparts
➢ A minimum of 7 years of senior level policy development and national planning experience focusing on manufacturing and industrial policies.
➢ Proven strong quantitative and analytic skills
Pro-poor and MDGs Acceleration Policy Analysis in Samoa

Terms of Reference

Sector/focus area: Social Policies

I) Overall Objective

The objective of the assignment is to identify policy options and scenarios that will promote inclusive growth, job creation and poverty reduction and, consequently, contribute to acceleration of progress towards the achievement of MDGs in Samoa. Policy options should be feasible, applicable and based on a comprehensive analysis of relevant data and government policies and regulations.

J) Background

After a period of high growth in the late 1990s, economic growth in Samoa has been stagnant for the past 5 years, with negative growth in 2008 and 2009, as a result of the global financial and economic crises. Correspondingly, unemployment has risen significantly. Samoa submitted the second MDGs progress report (2010). The report shows increasing proportion of populations living below the Basic Needs Poverty line (15% in 1997, 20% in 2002 and 26.7% in 2008). The government of Samoa is seeking UNDP’s assistance in conducting comprehensive policy analysis in order to identify potential feasible policy options to address the gaps identified in the report, particularly slow economic growth and rising poverty and unemployment, and accelerate progress towards the achievement of MDGS. This policy analysis exercise aims to guide the national, provincial and sectoral plans. It will focus on providing policy makers with concrete and applicable pro-poor policy options and scenarios, highlighting their pros, cons and expected impacts and taking into account stakeholders’ perspectives (including private sector and civil society). Policy options will be based on comprehensive analysis of the following:

  ddd) Existing Macroeconomic policies;
  eee) Trade policies and balance of payment;
  fff) Fiscal policies;
  ggg) Monetary policies;
  hhh) Banking, credit and financial regulations;
  iii) Social policies;
  jjj) National export strategy (developed by the ministry of foreign affairs and trade);
  kkk) Performance of productive sectors and sectoral policies/plans (e.g. agriculture, manufacturing, tourism), identifying potential promising sectors and subsectors that may be render as engine for growth and employment generation;
  lll) Labor market and employment trends;
  mmm) Trends in poverty and income distribution;
  nnn) Recent Households Income and Expenditure Survey (HIES) and poverty reports (2002 and 2008), recent MDG report and labor market survey;
C) Gender Equality

The fact that women in general are among the most vulnerable and face discrimination the incidence of poverty and unemployment is quite high which accentuates the importance of giving special attention to the woman’s economic status. Since one of the priorities of the Program in Samoa is to bring prosperity and economic growth, special attention should be given to improve women’s economic participation, especially, since there is an increase in the number of families dependent on women, underscoring once again the importance of studying women’s needs for job opportunities and participation in the economic activity, and taking such needs into consideration in planning pro-poor and MDGs acceleration policy analysis in Samoa.

D) Assignment (Scope of Work)

A senior, experienced, consultant is required to identify policy options and scenarios that will promote inclusive growth, job creation and poverty reduction and, consequently, contribute to acceleration of progress towards the achievement of MDGs in Samoa and deliver specific recommendations on entry points for UNDP’s involvement.

The organization of the mission includes: Preparation by the consultant of (i) an analysis of local conditions, (ii) a work plan for the scoping mission, and (iii) contextual briefings for UNDP’s MDG team in Samoa, Fiji and Pacific Centre, and (iv) a final report.

Scope of work
xlvi. Analyze the labor market survey, the 2002 and 2008 HEIS;
xlvii. Analyze government social policies and social safety nets;
xlviii. Analyze the regulatory and legal framework in the area of social policy,
xlix. Identify pro-poor social policy options, programmes and plans of actions at the national, provincial and sectoral levels, focusing on lagging MDG targets;
1. Analyze the government institutional capacity, particularly the ministry of women and local development, in devising and implementing effective social policies and designing and managing social safety nets;
ii. In collaboration with the national statistics office, design and supervise a citizens voice survey that aims at assessing the quality, coverage and accessibility of basic MDGs related services (e.g. health, sanitation and education);
iii. Conduct interviews with relevant government officials, private sector associations, CSOs and major development partners;

E) Activities, Deliverables and Target Dates

The main deliverables of this assignment include the following:
21. A review of background documents; to be completed within 7 working days.

Consultant will review background documents for a literature review and provide an initial assessment. The documents include but not limited to: UNDP reports; Government of Samoa’s policies, strategies and plans; macro and microeconomic analyses, studies, policy proposals and; other donors’ reports, strategies and plans related to labor and employment programming and projects in Samoa. The review should also take into consideration and build on various assessments and plans already have been done. A thorough gender-sensitive analysis is
required for the labor market survey and 2002 and 2008 HEIS. In regards to the cross-cutting theme of gender equality, the consultant will familiarize himself/herself with the various UN reports on the situation of women in the Pacific and Samoa in particular.

22. Design citizens' voice survey questionnaire and supervise the administration of survey, carried out by the national statistics office, and analyze of the results. The main objective of the citizens’ voice survey is to provide a citizens’ and CSOs’ assessment of the quality, coverage and accessibility of MDGs-related basic services (e.g. health, education, safe water and sanitation) provided by the government, particularly at the provincial level and in rural areas. The survey should take into account informal social networks and social services provided by NGOs, CSOs, faith-based organizations and private sector. Produce a report on the results of the citizens’ voice survey.

23. A synthesis report of a literature review (10-15 pages in length); to be delivered electronically in Microsoft WORD in English to UNDP Pacific Centre. This document should provide a concise analysis of the government’s social policies and/or social safety nets, including the major barriers; provides a preliminary mapping of the principal stakeholders and players in the public and private sectors, the role of private sector and corporate social responsibility, informal social networks, as well as directions for the planning of the field mission. It should comprise:

- A synthesis of the composition of the economy particularly focusing on social policies and MDGs;
- Government social policies, priorities and social safety nets; priorities identified by key constituency groups;
- A concise assessment of the capacity of the formal and informal social services delivery systems, focusing on efficiency, effectiveness, coverage, quality and accessibility;
- Bottlenecks or constraints inhibiting business growth and job creation, including those that particularly affect youth, women entrepreneurs and/or small and medium-sized enterprises in Samoa; [Firm formalization, significant burdens (registration and licensing procedures, costs); red tape associated with export processing; tax burden; transport infrastructure; electricity; land tenure issues; access to affordable credit, development strategy for the sector; entrepreneurial skills; access to market information and technology];
- A preliminary assessment of the capacity of key public and private institutions their capacities and effectiveness, the outreach and impact of their respective programs, including, if relevant, synergies among them. [Challenges associated with improving the enabling environment for banking credit and finance sector, potential of strengthening and improved governance]. It is however understood that a more thorough assessment in the field will permit verifying and further understanding the real capacity of key public and private institutions and of the effectiveness, reach and impact of their respective programs.
- Economic and technical support provided by multilateral and bilateral development organizations [gaps and potential for overlap and complementarities].

In terms of the data collection methodology, to the extent possible, all data collected should be gender-disaggregated. Primary data should be based on consultations with male and female stakeholders from the public and private sectors, civil society organizations and the relevant ministries involved; and secondary data can be drawn from government, academic and NGO reports.

24. A detailed work plan of the field mission; to be delivered electronically in Microsoft WORD in English to UNDP Pacific Centre within one week of signing of contract. This document should act as a steering document for the planning and undertaking of the field mission by setting objectives and identifying specific issues to be investigated and questions to be answered. The work plan is to be discussed with UNDP Offices in Samoa and Fiji.

25. On the basis of the prepared work plan, undertake a field mission to Samoa during third week of the contract. The field mission will involve extensive consultations with: government officials of Ministry of Finance, Planning, Commerce, industry and labor, women and local development, etc; Central Bank and commercial banks, private sector business development organizations (industry associations, business councils, chambers of commerce, etc); and business representatives, both medium and small enterprises; bilateral and multilateral donor organizations.

26. A draft report (40-50 pages in length); to be delivered by email in Microsoft WORD format in English to UNDP Pacific Centre. The report should include considerations for Policy options should be feasible, applicable and based on a comprehensive analysis of relevant data and government policies and regulations and provide at a minimum:

- A concise analytical summary of the current macro and microeconomic context in Samoa; including:

- A summary of key issues inhibiting or facilitating economic and Private Sector Development (PSD) growth; this includes a brief assessment of the primary gender-based obstacles and barriers to women and men’s employment in the various sectors of Samoan economy.

- An outline of government policies, plans and priorities; the government will and capacities to implement the policies and strategies; its existing and planned activities and the gaps, effectiveness, outreach and impact of each program; this includes a brief assessment of government’s capacity to design and implement gender-sensitive policies and programs that would contribute towards poverty reduction

- Informal social networks and social service providers: identify needed regulatory frameworks and capacity development to enhance the role of non-governmental social service providers;

- In collaboration with the fiscal policy expert, government budget allocation and fiscal policies, focusing on expenditure on social policies, social safety nets and
social services, with a focus on MDGs related services. An in depth analysis of the
efficiency and sustainability of the government budget with regards to social
policies and services and identify ways to enhance the efficiency and effectiveness
of budget allocations and ensure sustainability.

- In collaboration with the labor expert, provide in depth analysis of labor market and
employment related regulatory and legislative frameworks (e.g. laws related to
ending gender discrimination, child labor, safe work environment, etc) and
assessment of enforcement and implementation mechanisms;

- A thorough assessment of the work plan and programming of the principal donors
and international organizations active in social policies and provision of social
services and programming, identifying the specifics of their current and future
plans;

- Identification of the principal actors involved in social services related
programming and projects;

- Identification of opportunities for UNDP’s engagement and the expected results in
line with the Samoa’s national initiatives. In performing this task, the focus should
be to look at programming and projects opportunities that do not duplicate what
other donors are doing and that are possibly complementary, to the extent possible.
should also focus on:

  a) Enhancing the provision of social services, in terms of quality, coverage and
accessibility.

  b) Enhancing the efficiency and effectiveness of social policies;

  c) Fiscal sustainability;

  d) MDGs acceleration;

  e) Highlighting opportunities for women and youth.

  f) Identifying possible synergies with UNDAP’s programming Samoa

  g) Reducing poverty and hardship

  h) Enhancing the role of private sector and promote private sector social
responsibility

- Identification of existing and potential risks and, to the extent possible,
corresponding mitigation strategies to the proposed UNDP’s engagement;

- Identification of potential partners to implement UNDP’s engagement in
programming;

- Recommendations and the way forward, focusing on innovative solutions to
enhance delivery systems mechanisms, fiscal sustainability and private sector and
NGOs engagement and scale up efforts to accelerate progress towards the
achievements of MDGs targets;

6) Prepare Briefings for UNDP: (i) related to the field mission issues, to be delivered prior to
departure and upon arrival to the field; (ii) briefings on key findings of the mission and
specific issues on the aforementioned focus areas to be delivered at the end of the field
mission, prior to departure and upon arrival from the field; (iii) briefing on the draft report.
43) A final report incorporating the comments of UNDP.

**F) Level of Effort**
The total estimated level of effort required for this mandate is 55-60 days, starting on March 01, 2011.
The principal deliverables will be completed by May 30th 2011 and the mandate will end by June 30th 2011. The estimated level of effort for each activity is as shown in the following table:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of background documents and preliminary report</td>
<td>10</td>
</tr>
<tr>
<td>Review scoping mission TORs and formulate mission work plan</td>
<td>2</td>
</tr>
<tr>
<td>Field mission to Samoa (including travel)</td>
<td>25</td>
</tr>
<tr>
<td>Prepare and provide briefings and debriefings as required</td>
<td>2</td>
</tr>
<tr>
<td>Prepare a draft report</td>
<td>12</td>
</tr>
<tr>
<td>Prepare a final report incorporating UNDP comments</td>
<td>5</td>
</tr>
<tr>
<td>Presentation of the Report to stakeholders in Samoa (to be confirmed)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Overall Level of Effort:</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**G) Reporting**
The incumbent will be working under the supervision of the UNDP country office in Samoa and the MDGs team leader in the regional Pacific Centre.

**H) Payment Milestones:**
Consultancy will be paid on a lump sum basis as the following installments:

13. (30%) 1st payment, upon signing the contract and submission of work plan
14. (40%) 2nd payment, upon submission of semi-final drafts
15. (30%) 3rd (final) payment, upon completion of the study

**I) Assignment Duration**
The assignment starts in March 2011. Total duration of the assignment is three months, including one field missions to Samoa of no more than four weeks.

**J) Competencies**

44) Demonstrated capacity and extensive experience in social policy analysis in a developing and LDC country context.
45) Strong quantitative and analytic skills
46) Demonstrated capacity and extensive experience in financial analysis
47) Knowledge and experience of small island economies is an advantage.
48) Demonstrated capacity and extensive experience in policy analysis and planning.
49) Proven ability to work in a diverse team of experts and to contribute to the work of other team members.
50) Ability to work in a multicultural environment
51) Proven ability to work in a complex environment with a number of government, development partner and other stakeholders within a specific political context
52) Fluency in English with strong writing skills
53) Excellent liaison, negotiation and representational skills

K) **Minimum requirements**

- Advance degree (preferably PhD) in a relevant social science: sociology, economics (preferably welfare economics) and/or development studies with a focus on social policies.
- Minimum of 15 years of relevant experience working on social issues in developing countries and LDC, experience in small island economies and the Pacific region is major advantage
- Experience in small island economies and the Pacific region is major advantage
- Proven strong quantitative and analytic skills
- Experience in high-level policy advisory services to Government counterparts
Pro-poor and MDGs Acceleration Policy Analysis in Samoa

Terms of Reference

Sector/focus area: Tourism

K) Overall Objective

The objective of the assignment is to identify policy options and scenarios that will promote inclusive growth, job creation and poverty reduction and, consequently, contribute to acceleration of progress towards the achievement of MDGs in Samoa. Policy options should be feasible, applicable and based on a comprehensive analysis of relevant data and government policies and regulations.

L) Background

After a period of high growth in the late 1990s, economic growth in Samoa has been stagnant for the past 5 years, with negative growth in 2008 and 2009, as a result of the global financial and economic crises. Correspondingly, unemployment has risen significantly. Samoa submitted the second MDGs progress report (2010). The report shows increasing proportion of populations living below the Basic Needs Poverty line (15% in 1997, 20% in 2002 and 26.7% in 2008).

The government of Samoa is seeking UNDP’s assistance in conducting comprehensive policy analysis in order to identify potential feasible policy options to address the gaps identified in the report, particularly slow economic growth and rising poverty and unemployment, and accelerate progress towards the achievement of MDGS. This policy analysis exercise aims to guide the national, provincial and sectoral plans. It will focus on providing policy makers with concrete and applicable pro-poor policy options and scenarios, highlighting there pros, cons and expected impacts and taking into account stakeholders’ perspectives (including private sector and civil society). Policy options will be based on comprehensive analysis of the following:

- Existing Macroeconomic policies;
- Trade policies and balance of payment;
- Fiscal policies;
- Monitory policies;
- Banking, credit and financial regulations;
- Social policies;
- National export strategy (developed by the ministry of foreign affairs and trade);
- Performance of productive sectors and sectoral policies/plans (e.g. agriculture, manufacturing, tourism), identifying potential promising sectors and subsectors that may be render as engine for growth and employment generation;
- Labor market and employment trends;
- Trends in poverty and income distribution;
- Recent Households Income and Expenditure Survey (HIES) and poverty reports (2002 and 2008), recent MDG report and labor market survey;

The tourism sector in Samoa has substantial unrealized potential for growth, job creation and poverty reduction. Currently, the sector, which employs around 10% of the work force,
contributes 20% of GDP. The sector has a great potential for providing expanded market for agricultural and some of the manufactured products, particularly handicrafts, food and beverages. While has a great potential, however, the tourism sector faces tremendous challenges, including low productivity, client orientation, under developed infrastructure, access to credit, high transaction costs (particularly transportation costs) and lack of effective marketing strategies.

C) Gender Equality

The fact that women in general are among the most vulnerable and face discrimination the incidence of poverty and unemployment is quite high which accentuates the importance of giving special attention to the woman's economic status. Since one of the priorities of the Program in Samoa is to bring prosperity and economic growth, special attention should be given to improve women's economic participation, especially, since there is an increase in the number of families dependent on women, underscoring once again the importance of studying women's needs for job opportunities and participation in the economic activity, and taking such needs into consideration in planning pro-poor and MDGs acceleration policy analysis in Samoa.

D) Assignment (Scope of Work)

A senior, experienced, consultant is required to identify policy options and scenarios that will promote inclusive growth, job creation and poverty reduction and, consequently, contribute to acceleration of progress towards the achievement of MDGs in Samoa and deliver specific recommendations on entry points for UNDP's involvement. The organization of the mission includes: Preparation by the consultant of (i) an analysis of local conditions, (ii) a work plan for the scoping mission, and (iii) contextual briefings for UNDP's MDG team in Samoa, Fiji and Pacific Centre, and (iv) a final report.

Scope of work

- Analyze the sector’s performance, challenges and constraints;
- Analyze tourism policies;
- Assess the internal capacity of the ministry of tourism in terms of capacity to devise and implement policies and programmes;
- Analyze policy, regulatory and legislative frameworks that are related and/or impact the tourism sector;
- In collaboration with the team, identify potential promising sectors for job creation and poverty reduction;
- Provide concrete, applicable and feasible policy options and plans of actions to promote the tourism sector;
- Identify pro-poor policy options and plans of actions at the national, provincial and sectoral levels, focusing on the tourism sector;
- Assess the capacity of relevant national associations and identify capacity development requirements to enable them to act the main promoter of Samoa’s tourism sector;
- Conduct interviews with relevant government officials, private sector associations, CSOs and major development partners;

E) Activities, Deliverables and Target Dates

The main deliverables of this assignment include the following:
27. A review of background documents; to be completed within 7 working days.

Consultant will review background documents for a literature review and provide an initial assessment. The documents include but not limited to: UNDP reports; Government of Samoa's policies, focusing on tourism related policies, strategies and plans; macro and microeconomic analyses, sectoral analysis and strategy papers, studies, policy proposals and; other donors' reports, strategies and plans related to tourism programming and projects in Samoa. The review should also take into consideration and build on various assessments and plans already done for this sector. In regards to the cross-cutting theme of gender equality, the consultant will familiarize himself/herself with the various UN reports on the situation of women in the Pacific and Samoa in particular.

28. A synthesis report of a literature review (10-15 pages in length); to be delivered electronically in Microsoft WORD in English to UNDP Pacific Centre. This document should provide a concise analysis of the performance, potential, challenges and constraints in tourism sector in Samoa, including the major barriers; provides a preliminary mapping of the principal stakeholders and players in the public and private sectors, as well as directions for the planning of the field mission. It should comprise:

- A synthesis of the composition of the economy particularly focusing on tourism and tourism related activities and services; major enterprises (sectors and foreign partners); trends in foreign direct investment; access to credit; remittances, etc.]

- Key growth sectors and sub-sectors and their relative competitiveness; sectors with high employment potential; government economic policies and priorities; priorities identified by key business groups;

- Bottlenecks or constraints inhibiting sector and business growth and job creation, including those that particularly affect youth and women in Samoa due to sector's policies and regulations; [Firm formalization, significant burdens (registration and licensing procedures, costs); red tape associated with export processing; tax burden; transport infrastructure; electricity; land tenure issues; access to agricultural and manufacturing inputs; marketing, access to markets, unsustainable utilization of natural resources (e.g. marine and forestry) access to affordable credit, development strategy for the sector, productivity, skills; access to market information and technology];

- A preliminary assessment of the capacity of key public and private institutions their capacities and effectiveness, the outreach and impact of their respective policies, plans and programmes, including, if relevant, synergies among them. [Challenges associated with improving the enabling environment for tourism sector, potential of strengthening and improved governance]. It is however understood that a more thorough assessment in the field will permit verifying and further understanding the real capacity of key public and private institutions and of the effectiveness, reach and impact of their respective programs.

- Economic and technical support provided by multilateral and bilateral development organizations [gaps and potential for overlap and complementarities].

80
In terms of the data collection methodology, to the extent possible, all data collected should be gender-disaggregated. Primary data should be based on consultations with male and female stakeholders from the public and private sectors, civil society organizations and the relevant ministries involved; and secondary data can be drawn from government, academic and NGO reports.

29. A detailed work plan of the field mission; to be delivered electronically in Microsoft WORD in English to UNDP Pacific Centre within one week of signing of contract. This document should act as a steering document for the planning and undertaking of the field mission by setting objectives and identifying specific issues to be investigated and questions to be answered. The work plan is to be discussed with UNDP Offices in Samoa and Fiji.

30. On the basis of the prepared work plan, undertake a field mission to Samoa during third week of the contract. The field mission will involve extensive consultations with: government officials of Ministries of Finance, Planning, agriculture and fishery, Commerce, Industry and labor, etc; Central Bank and commercial banks, private sector business development organizations (tourism industry associations, business councils, chambers of commerce, etc); and business representatives, both medium and small enterprises; bilateral and multilateral donor organizations.

31. A draft report (40-50 pages in length); to be delivered by email in Microsoft WORD format in English to UNDP Pacific Centre. The report should include considerations for Policy options should be feasible, applicable and based on a comprehensive analysis of relevant data and government policies and regulations and provide at a minimum:

- A concise analytical summary of the current macro and microeconomic context in Samoa; including:
- A summary of key issues inhibiting or facilitating the growth of the sector and Private Sector Development (PSD) growth due to policies/regulations; this includes a brief assessment of the primary gender-based obstacles and barriers to women and men’s employment in the tourism sector in Samoa.
- An outline of government policies, plans and priorities, including a detailed and thorough assessment of Samoan Government policies; the government’s will and capacities to implement the policies and strategies; its existing and planned activities and the gaps, effectiveness, outreach and impact of each program; this includes a brief assessment of government to design and implement gender-sensitive policies and programs that would contribute towards poverty reduction
- Identify gaps, challenges, constraints, innovative solution and concrete and applicable policy recommendation to enhance the sector’s growth and contribution to employment generation and poverty reduction
- A thorough assessment of the work plan and programming of the principal donors and international organizations active in tourism, identifying the specifics of their current and future plans;
- Identification of the principal actors involved in programming;
- Identification of opportunities for UNDP’s engagement and the expected results in line with the Samoa’s sector initiatives. In performing this task, the focus should be to
look at programming opportunities that do not duplicate what other donors are doing and that are possibly complementary, to the extent possible. should also focus on:

a) Creating new and sustainable employment.

b) Highlighting opportunities for women and youth.

c) Identifying possible synergies with UNDAF’s programming Samoa

d) Sectors providing stable and sustainable inputs and complementary services to the tourism sector (e.g. agriculture, manufacturing, travel and banking)

e) Contributing to economic growth

- Identification of existing and potential risks and, to the extent possible, corresponding mitigation strategies to the proposed UNDP’s engagement in tourism sector;

- Identification of potential partners to implement UNDP’s engagement in tourism and industrial policies;

- Recommendations and the way forward;

54) Prepare Briefings for UNDP: (i) related to the field mission issues, to be delivered prior to departure and upon arrival to the field; (ii) briefings on key findings of the mission and specific issues on the aforementioned focus areas to be delivered at the end of the field mission, prior to departure and upon arrival from the field; (iii) briefing on the draft report.

55) A final report incorporating the comments of UNDP.

F) Level of Effort

The total estimated level of effort required for this mandate is 55-60 days, starting on March 01, 2011.

The principal deliverables will be completed by May 30th 2011 and the mandate will end by June 30th 2011. The estimated level of effort for each activity is as shown in the following table:

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**Overall Level of Effort:** 60

G) Reporting

The incumbent will be working under the supervision of the UNDP country office in Samoa and the MDGs team leader in the regional Pacific Centre.
II) Payment Milestones:

Consultancy will be paid on a lump sum basis as the following installments:

16. (30%) 1st payment, upon signing the contract and submission of work plan
17. (40%) 2nd payment, upon submission of semi-final drafts
18. (30%) 3rd (final) payment, upon completion of the study

I) Assignment Duration

The assignment starts in March 2011. Total duration of the assignment is three month, including one field missions to Samoa of no more than four weeks.

J) Competencies

1) Demonstrated capacity and extensive relevant experience in tourism development and policies and private sector development in a developing and LDC country context.
2) Strong quantitative and analytic skills
3) Demonstrated capacity and extensive experience in policy analysis
4) Knowledge and experience of small island economies is an advantage.
5) Demonstrated capacity and extensive experience in policy analysis and planning.
6) Proven ability to work in a diverse team of experts and to contribute to the work of other team members.
7) Ability to work in a multicultural environment
8) Proven ability to work in a complex environment with a number of government, development partner and other stakeholders within a specific political context
9) Fluency in English with strong writing skills
10) Excellent liaison, negotiation and representational skills

K) Minimum requirements

- Advance degree (preferably PhD) in management, planning and/or development studies with a focus on tourism;
- Minimum of 10 years of relevant work experience in developing countries and LDC, experience in small island economies and the pacific region is major advantage
- Experience in high-level policy advisory services to Government counterparts
- A minimum of 7 years of senior level policy development and national planning experience focusing on tourism.
- Proven strong quantitative and analytic skills
Pro-poor and MDGs Acceleration Policy Analysis in Samoa

Terms of Reference

Sector/focus area: Labor and employment generation

M) Overall Objective

The objective of the assignment is to identify policy options and scenarios that will promote inclusive growth, job creation and poverty reduction and, consequently, contribute to acceleration of progress towards the achievement of MDGs in Samoa. Policy options should be feasible, applicable and based on a comprehensive analysis of relevant data and government policies and regulations.

N) Background

After a period of high growth in the late 1990s, economic growth in Samoa has been stagnant for the past 5 years, with negative growth in 2008 and 2009, as a result of the global financial and economic crises. Correspondingly, unemployment has risen significantly. Samoa submitted the second MDGs progress report (2010). The report shows increasing proportion of populations living below the Basic Needs Poverty line (15% in 1997, 20% in 2002 and 26.7% in 2008). The government of Samoa is seeking UNDP’s assistance in conducting comprehensive policy analysis in order to identify potential feasible policy options to address the gaps identified in the report, particularly slow economic growth and rising poverty and unemployment, and accelerate progress towards the achievement of MDGS. This policy analysis exercise aims to guide the national, provincial and sectoral plans. It will focus on providing policy makers with concrete and applicable pro-poor policy options and scenarios, highlighting there pros, cons and expected impacts and taking into account stakeholders’ perspectives (including private sector and civil society). Policy options will be based on comprehensive analysis of the following:

zzz) Existing Macroeconomic policies;
aaaa) Trade policies and balance of payment;
bbbb) Fiscal policies;
cccc) Monetary policies;
dddd) Banking, credit and financial regulations,
eeee) Social policies;
ffff) National export strategy (developed by the ministry of foreign affairs and trade)
geeee) Performance of productive sectors and sectoral policies/plans (e.g. agriculture, manufacturing, tourism), identifying potential promising sectors and subsectors that may be render as engine for growth and employment generation;
hhhh) Labor market and employment trends;
iiii) Trends in poverty and income distribution;
iiiiii) Recent Households Income and Expenditure Survey (HIES) and poverty reports (2002 and 2008), recent MDG report and labor market survey;
C) Gender Equality

The fact that women in general are among the most vulnerable and face discrimination the incidence of poverty and unemployment is quite high which accentuates the importance of giving special attention to the woman's economic status. Since one of the priorities of the Program in Samoa is to bring prosperity and economic growth, special attention should be given to improve women's economic participation, especially, since there is an increase in the number of families dependent on women, underscoring once again the importance of studying women's needs for job opportunities and participation in the economic activity, and taking such needs into consideration in planning pro-poor and MDGs acceleration policy analysis in Samoa.

D) Assignment (Scope of Work)

A senior, experienced consultant is required to identify policy options and scenarios that will promote inclusive growth, job creation and poverty reduction and, consequently, contribute to acceleration of progress towards the achievement of MDGs in Samoa and deliver specific recommendations on entry points for UNDP’s involvement.

The organization of the mission includes: Preparation by the consultant of (i) an analysis of local conditions, (ii) a work plan for the scoping mission, and (iii) contextual briefings for UNDP’s MDG team in Samoa, Fiji and Pacific Centre, and (iv) a final report.

Scope of work

- Analyze the labor market survey, linking it to the 2002 and 2008 HEIS;
- Analyze employment trends and policies;
- Analyze major labor and employment issues, challenges and policies;
- Analyze the regulatory framework in the area of employment;
- Employment situation in the informal economy and the multiple deficits in decent work;
- In collaboration with the team, identify potential promising sectors for job creation and poverty reduction;
- Youth unemployment and its relation to education, employability and apprenticeships
- Rural vs. urban employment trend and its impact on urbanization;
- Employment policies for gender including persons with disabilities
- Identify pro-poor policy options and plans of actions at the national, provincial and sectoral levels, focusing on the area of employment generation;
- Analyze government employment policies and labor regulations;
- Conduct interviews with relevant government officials, private sector associations, trade unions, CSOs and major development partners;

E) Activities, Deliverables and Target Dates

The main deliverables of this assignment include the following:

32. A review of background documents; to be completed within 7 working days.

Consultant will review background documents for a literature review and provide initial assessment. The documents include but not limited to: UNDP reports; Government of Samoa’s policies, strategies and plans; macro and microeconomic analyses, studies, policy proposals and; other donors' reports, strategies and plans related to labor and employment.
programming and projects in Samoa. The review should also take into consideration and build on various assessments and plans already have been done. A thorough gender-sensitive analysis is required for the labor market survey, linking it to the 2002 and 2008 HEIS. In regards to the cross-cutting theme of gender equality, the consultant will familiarize himself/herself with the various UN reports on the situation of women in the Pacific and Samoa in particular.

33. A synthesis report of a literature review (10-15 pages in length); to be delivered electronically in Microsoft WORD in English to UNDP Pacific Centre. This document should provide a concise analysis of the labor market in Samoa, including the major barriers; provides a preliminary mapping of the principal stakeholders and players in the public and private sectors, as well as directions for the planning of the field mission. It should comprise:

- A synthesis of the composition of the economy particularly focusing on employment policies; major enterprises (sectors and foreign partners); trends in foreign and domestic investments; access to credit; remittances, etc.;

- Key growth sectors and their relative competitiveness; sectors with high employment potential: government economic policies and priorities; priorities identified by key business groups;

- In depth analysis of labor market and employment related regulatory and legislative frameworks (e.g. laws related to ending gender discrimination, child labor, safe work environment, etc.) and assessment of enforcement and implementation mechanisms;

- Bottlenecks or constraints inhibiting business growth and job creation, including those that particularly affect youth, women entrepreneurs and/or small and medium-sized enterprises in Samoa; [Firm formalization, significant burdens (registration and licensing procedures, costs); red tape associated with export processing; tax burden; transport infrastructure; electricity; land tenure issues, access to affordable credit, development strategy for the sector, entrepreneurial skills; access to market information and technology];

- A preliminary assessment of the capacity of key public and private institutions their capacities and effectiveness, the outreach and impact of their respective programs, including, if relevant, synergies among them. [Challenges associated with improving the enabling environment for banking credit and finance sector, potential of strengthening and improved governance]. It is however understood that a more thorough assessment in the field will permit verifying and further understanding the real capacity of key public and private institutions and of the effectiveness, reach and impact of their respective programs.

- Economic and technical support provided by multilateral and bilateral development organizations [gaps and potential for overlap and complementarities].

In terms of the data collection methodology, to the extent possible, all data collected should be gender-disaggregated. Primary data should be based on consultations with male and female stakeholders from the public and private sectors, civil society organizations and the relevant
ministries involved; and secondary data can be drawn from government, academic and NGO reports.

34. **A detailed work plan of the field mission**; to be delivered electronically in Microsoft WORD in English to UNDP Pacific Centre within one week of signing of contract. This document should act as a steering document for the planning and undertaking of the field mission by setting objectives and identifying specific issues to be investigated and questions to be answered. The work plan is to be discussed with UNDP Offices in Samoa and Fiji.

35. On the basis of the prepared work plan, **undertake a field mission** to Samoa during third week of the contract. The field mission will involve extensive consultations with: government officials of Ministry of Finance, Planning, Commerce, industry and labor, etc; Central Bank and commercial banks, private sector business development organizations (industry associations, business councils, chambers of commerce, etc); and business representatives, both medium and small enterprises; bilateral and multilateral donor organizations.

36. **A draft report (40-50 pages in length)**; to be delivered by email in Microsoft WORD format in English to UNDP Pacific Centre. The report should include considerations for Policy options should be feasible, applicable and based on a comprehensive analysis of relevant data and government policies and regulations and provide at a minimum:

- A concise analytical summary of the current macro and microeconomic context in Samoa; including:
  - A summary of key issues inhibiting or facilitating economic and Private Sector Development (PSD) growth; this includes a brief assessment of the primary gender-based obstacles and barriers to women and men’s employment in the various sectors of Samoan economy.
  - An outline of government policies, plans and priorities; the government will and capacities to implement the policies and strategies; its existing and planned activities and the gaps, effectiveness, outreach and impact of each program; this includes a brief assessment of government’s capacity to design and implement gender-sensitive policies and programs that would contribute towards poverty reduction
  - A thorough assessment of the work plan and programming of the principal donors and international organizations active in labor and employment issues and programming, identifying the specifics of their current and future plans;
  - Identification of the principal actors involved in labor and employment related programming;
  - Identification of opportunities for UNDP’s engagement and the expected results in line with the Samoa’s national initiatives. In performing this task, the focus should be to look at programming opportunities that do not duplicate what other donors are doing and that are possibly complementary, to the extent possible. should also focus on:
    a) Creating new and sustainable employment.
    b) Highlighting opportunities for women and youth.
    c) Identifying possible synergies with UNDAF’s programming Samoa

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d) Reducing poverty and hardship

e) Improving work environment and enhancing productivity

f) Private sector development as the main engine for employment creation

- Identification of existing and potential risks and, to the extent possible, corresponding mitigation strategies to the proposed UNDP’s engagement;

- Identification of potential partners to implement UNDP’s engagement in programming;

- Recommendations and the way forward;

6) Prepare Briefings for UNDP: (i) related to the field mission issues, to be delivered prior to departure and upon arrival to the field; (ii) briefings on key findings of the mission and specific issues on the aforementioned focus areas to be delivered at the end of the field mission, prior to departure and upon arrival from the field; (iii) briefing on the draft report.

56) A final report incorporating the comments of UNDP.

F) Level of Effort

The total estimated level of effort required for this mandate is 55-60 days, starting on March 01, 2011.

The principal deliverables will be completed by May 30th 2011 and the mandate will end by June 30th 2011. The estimated level of effort for each activity is as shown in the following table:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Days</th>
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<tbody>
<tr>
<td>Review of background documents and preliminary report</td>
<td>10</td>
</tr>
<tr>
<td>Review scoping mission TORs and formulate mission work plan</td>
<td>2</td>
</tr>
<tr>
<td>Field mission to Samoa (including travel)</td>
<td>25</td>
</tr>
<tr>
<td>Prepare and provide briefings and debriefings as required</td>
<td>2</td>
</tr>
<tr>
<td>Prepare a draft report</td>
<td>12</td>
</tr>
<tr>
<td>Prepare a final report incorporating UNDP comments</td>
<td>5</td>
</tr>
<tr>
<td>Presentation of the Report to stakeholders in Samoa (to be confirmed)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Overall Level of Effort:</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

G) Reporting

The incumbent will be working under the supervision of the UNDP country office in Samoa and the MDGs team leader in the regional Pacific Centre.

H) Payment Milestones:

Consultancy will be paid on a lump sum basic as the following installments:

19. (30%) 1st payment, upon signing the contract and submission of work plan
20. (40%) 2nd payment, upon submission of semi-final drafts
21. (30%) 3rd (final) payment, upon completion of the study

I) Assignment Duration
The assignment starts in March 2011. Total duration of the assignment is three month, including one field missions to Samoa of no more than four weeks.

J) Competencies

57) Demonstrated capacity and extensive experience in labor and employment policy analysis in a developing and LDC country context.
58) Strong quantitative and analytic skills
59) Demonstrated capacity and extensive experience in financial analysis
60) Knowledge and experience of small island economies is an advantage.
61) Demonstrated capacity and extensive experience in policy analysis and planning.
62) Proven ability to work in a diverse team of experts and to contribute to the work of other team members.
63) Ability to work in a multicultural environment
64) Proven ability to work in a complex environment with a number of government, development partner and other stakeholders within a specific political context
65) Fluency in English with strong writing skills
66) Excellent liaison, negotiation and representational skills

K) Minimum requirements

➢ Advance degree (preferably PhD) in economics (preferably labor economics), sociology and/or development studies with a focus on labor and employment regulations.
➢ Minimum of 10 years of relevant experience working on labor issues in developing countries and LDC, experience in small island economies and the pacific region is major advantage
➢ developing countries and LDC, experience in small island economies and the pacific region is major advantage
➢ Proven strong quantitative and analytic skills

Experience in high-level policy advisory services to Government counterparts
Annex 3:

Definition of the Trade Sector &
Cabinet Endorsed Roles and Responsibilities

Definition of Trade in the Trade Sector Plan and What is Involved

Part A. Definition of Trade in the Trade Sector Plan
A possible starting point is to broadly define Trade. Trade is commonly referred to as the action of Buying and Selling or operating any Business. In Samoa this would entail;

- Buying and Selling (Wholesale and Retailing) or
- Operating any Business in Samoa or with the Head Office is a residency of Samoa

According to the Sector Planning Manual for Samoa 2009, trade activities could be classified under the broad heading “Economic Sector”, this is based on the type of Good and Services produced. We could therefore deduce that Trade in General for Samoa could include the following relevant Sub Sectors,

1. Commerce (Services)
2. Manufacturing (Manufacturing)
   a. Agro Processing
   b. Other Potentials Manufacturing based on where Samoa might have a comparative advantage (both Natural and Manmade)
3. Services,
   a. Tourism
   b. Others

It has to be noted that there would be no standard of one shoe fit all. The importance is placed on clearly articulating what Samoa sees as priorities and subsequent where Samoa would place greatest emphasis. This should be a collective decision by the Trade Sector Steering Committee.

Snapshot Performances
Wholesale and Retailing is one of the largest sectors in Samoa. This sector accounts for 19.98% of GDP in 2009 up from 16.94% of total GDP in 2000. Retailing is fuelled mainly by Remittances and tourism earnings and some from government expenditures.
Manufacturing in Samoa is restricted mainly to agro processing with the exception of a foreign owned wire harnessing company. Food and Beverage manufacturing declined from 3.53% to 1.44% during this same period. Similarly, manufacturing of Non Food commodities is predominately the manufacturing of wire harnessing. This declined from 11.51% to 7.07% of total GDP between 2000 and 2009. Supporting the decline in agro processing was the recorded decline from 9.19% to 6.23% for Agriculture. Tourism which could be approximated to the Hotels and Restaurants category for the National Accounts increased from 2.36% to 3.65 percent.

Part B. What is involved?
There has been substantial work developed in recent years looking at the various segments that could be classified under Trade. This includes the 2010 DTIS, 2008 Export Strategy for Samoa
the Agriculture Sector Plan, Chamber of Commerce Corporate Plan as well as what has been prioritized in the 2008 SDS 2008 and previous Strategies for the Development of Samoa.

One of the key tasks for developing the Trade Sector Plan is to consolidate all recent studies and conduct an in-depth situational analysis for the Trade Sector after agreeing on what would be included in the Trade Sector plan.

Based on the situational analysis, we would then set outcomes of what we would like the Trade Sector for Samoa to be after the duration of the sector plan. These outcomes will form the basis of what we are trying to achieve. We would then identify strategies and formulate associated policies that would achieve the desired outcome. This exercise includes identifying current and possible bottlenecks to achieving the results that we envisaged and we would map out possible remedial actions to address these. These challenges could be in the form of:

- Prevailing Policies both at the macro and sector level that would require changes,
- Good policies but poor implementation due to limited skills and constraining networks,
- Lack of ownership especially from key beneficiaries and,
- Lack of financial resources to fully implement these policies
- Others

Solving what has been mentioned will have to be done in a systematic manner adopting a sector wide approach with clear accountability to all stakeholders. The linkages identified between the subsectors of what will be included under the Trade Sector as well as with other sector plans will evolve as we formulate and develop new strategies. These have to be incorporated into the plan. As part of implementing the sector plan, all players have to be identified with their respective roles. Delivering on these actions will require resourcing both Human Resources as well as Capital both fixed and financial.

Resourcing the achievement of the sector plan will include a Medium Term Framework for what would be financed under the Government Budget coupled with what is expected to be financed by the Domestic Private Sector and probably from development partners.
Annex 4.

Trade, Commerce and Industry Sector Plan
Timetable

**Phase 2: Situational Analysis**

- Compile all sector materials
- Consultation with key stakeholders
- Background notes Provided by TS members
- Write-up of first draft Situational Analysis
- feedback situation analysis from TS
- TF Meeting
- Situation analysis finalized and submitted to SC
- Agreement of Sector Plan Structure/Chapters
- Steering Committee (SC) Mtg to validate situation analysis
- Draft Situational Analysis Accepted

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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<tbody>
<tr>
<td>Finalized</td>
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<td>8/6</td>
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<td>15/07</td>
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<td>22/07</td>
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**Phase 3: Drafting**

- Background notes from TF covering the following chapters:
  a. A Vision for the Trade Sector
  b. Funding Sources
  c. Diagnostic Assessment of Performances
  d. Sector goals and Key objectives
  e. Sector Strategies and Policies
  f. Resource Requirements
  g. Monitoring and Evaluation
  h. Result framework matrix

- Integration of Pro-poor policy analysis
- Write-up of first Sector Plan Draft
- Feedback from TF
- TF meeting
- Submit First draft to SC
- Feedback from SC

<table>
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<th>Task</th>
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<tbody>
<tr>
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<td>09/09</td>
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<td>12/09</td>
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<tr>
<td>19/09</td>
<td></td>
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<tr>
<td>30/09</td>
<td></td>
</tr>
</tbody>
</table>

**Phase 4: Sector Consultations**

- Second Draft Consultations and review by: APRC
- UNWomen
- Chamber of Commerce
- SAME
- MWCD
- WIBDI
- SUNGO

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feedback</td>
<td>14/10</td>
</tr>
<tr>
<td>Write-up semi-final Draft Sector Plan</td>
<td>17-28/10</td>
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</table>

**Phase 5: Public Consultations**

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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<tbody>
<tr>
<td>TF meeting</td>
<td>01/11</td>
</tr>
<tr>
<td>Savaii Consultation on Semi-final Draft of Sector Plan</td>
<td>07/11-18/11</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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<td>---------------------------------------------------------</td>
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<tr>
<td>Upolu Consultation on Semi-final Draft of Sector Plan</td>
<td>07/11-18/11</td>
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<tr>
<td>Other stakeholders consultations</td>
<td>07/11-18/11</td>
</tr>
<tr>
<td>Steering Committee Review</td>
<td>07/11-18/11</td>
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<tr>
<td><strong>Phase 6: Print Launch Trade Sector Plan</strong></td>
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</tr>
<tr>
<td>Final edit</td>
<td>21-25/11</td>
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<tr>
<td>Final Trade Sector Plan Submitted to Steering Committee and TF</td>
<td>28/11-02/12</td>
</tr>
<tr>
<td>Steering Committee and TF Validation Workshop</td>
<td>07/12</td>
</tr>
<tr>
<td>Final plan submitted to cabinet</td>
<td>12/12</td>
</tr>
</tbody>
</table>

**Printing of Sector Plan**

**Official Launch of Trade Sector Plan for Samoa**
Annex 5

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE
GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Ms. Simi,

1. Reference is made to consultations between officials of the Government of Samoa (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
   (a) Identification and/or recruitment of project and programme personnel;
   (b) Identification and facilitation of training activities;
   (a) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the [UNDP Standard Basic Assistance Agreement with the Independent State of Samoa 2007] (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

Signed on behalf of UNDP
Nileema Noble
Resident Representative

For the Government
Peseta Noumea Simi, ACEO, Aid Coordination Division
Ministry of Finance
26th May 2011

HOW TO USE THIS LETTER OF AGREEMENT

- This agreement is used to provide appropriate legal coverage when the UNDP country office provides support services under national execution.
- This agreement must be signed by a governmental body or official authorized to confer full legal coverage on UNDP. (This is usually the Minister of Foreign Affairs, the Prime Minister or Head of State.) The UNDP country office must verify that the government signatory has been properly authorized to confer immunities and privileges.
- A copy of the signed standard letter will be attached to each PSD and project document requiring such support services. When doing this, the UNDP country office completes the attachment to the standard letter on the nature and scope of the services and the responsibilities of the parties involved for that specific PSD/project document.
- The UNDP country office prepares the letter of agreement and consults with the regional bureau in case either of the parties wishes to modify the standard text. After signature by the authority authorized to confer immunities and privileges to UNDP, the government keeps one original and the UNDP country office the other original. A copy of the agreement should be provided to UNDP headquarters (BOM/OLPS) and the regional bureau.
**Description of UNDP Country Office Support Services**

1. Reference is made to consultations between Ms. Peseta Simi of the Ministry of Finance, the institution designated by the Government of Samoa and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed Samoa MDGs Acceleration Project, "the Project".

2. In accordance with the provisions of the letter of agreement signed on 26th May 2011 and the project document, the UNDP country office shall provide support services for the Project as described below.

3. **Support services to be provided:**

<table>
<thead>
<tr>
<th>Support services (insert description)</th>
<th>Schedule for the provision of the support services</th>
<th>Cost to UNDP of providing such support services (where appropriate)</th>
<th>Amount and method of reimbursement of UNDP (where appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preparation of the Samoa MDGs Acceleration Project Document, approval processes undertaken (LPAC, Minutes, finalization of product), and resource mobilization.</td>
<td>March to May 2011</td>
<td>7% each year of project budget for all support services rendered in 2011, 2012 and onwards.</td>
<td>% from the project budgets paid directly to UNDP XB account (transfer in ATLAS).</td>
</tr>
<tr>
<td>2. Recruitment of and quality control of all International Consultants for the Pro-Poor Policy Options, Trade and other relevant components of the Project.</td>
<td>May to December 2011 and January – June 2012</td>
<td>As described above.</td>
<td>As described above.</td>
</tr>
<tr>
<td>3. Direct liaison with key line Ministries in the preparation of the Trade, Commerce &amp; Manufacturing Sector Plan (TCM-SP) for Samoa inclusive of covering costs for national consultants, national consultations, meetings and reporting, as well as printing and launching of the TCM-SP.</td>
<td>January – December 2011 and January – March 2012.</td>
<td>As described above.</td>
<td>As described above.</td>
</tr>
<tr>
<td>4. Conduct of Social Accountability Surveys as highlighted in the MDGs Accel. Project.</td>
<td>3rd and 4th Qtr 2012</td>
<td>As described above.</td>
<td>As described above.</td>
</tr>
<tr>
<td>5. Initiation of and Preparation of the</td>
<td>February – December 2011 and January – March 2012</td>
<td>As described above.</td>
<td>As described above.</td>
</tr>
<tr>
<td>Samoa Support to Parliamentary Strengthening Project Document, approval processes undertaken (LPAC, Minutes, finalization of prdoc), and resource mobilization...</td>
<td>January – December 2011 and January – March 2012</td>
<td>As described above.</td>
<td>As described above.</td>
</tr>
</tbody>
</table>

6. National consultant(s) (Economist) and quality control for working preparation of:
   - Samoa NHDR
   - Niue MDGR
   - Tokelau MDGR
   - TA to TCM-SP
   - TA for Pro-Poor Policy Options

4. Description of functions and responsibilities of the parties involved:
   **UNDP MCO**

The UNDP MCO will undertake to develop and draft the project document for the Samoa MDGs Acceleration Project with resourcing from both core and non-core funding sources to cover project activities (the non-core funding to cover the costs for production of the MDGRs for Niue and Tokelau).

The UNDP MCO will directly manage all internal and external processes related to above key outputs of the Samoa MDGs Acceleration Project and collaborate with the Government as much as possible (e.g. Setting appointments for all consultants; conduct of national consultations for the Trade Sector Plan and other meetings requiring feedback from stakeholders (including development partners); and provision of technical advisory services for each of the components.

The UNDP MCO will liaise closely with its technical experts (MDGs and poverty reduction; gender; trade; etc.) located in the Pacific Centre (IPC) in Fiji and the Asia-Pacific Regional Centre (APRC) in Bangkok, as well as Bureau of Development Policy (BDP) in New York, to ensure that all key outputs are advantaged by the resources (dollars and expert view and inputs) from its Regional Centres. This will include liaising closely with the PC Parliamentary Adviser on developing Samoa’s Parliamentary Strengthening Project.

The UNDP MCO will maintain the appropriate financial reporting requirements for the project and report progress to the Government on project deliverables and budgetary reporting.

**GOVERNMENT OF SAMOA**

The Government will articulate its needs to UNDP MCO at the beginning of the project in order for UNDP to cover in the project design.
The Government will provide support through the Project Board and provide support for the project where needed e.g. setting meetings for the pro-poor policy work; national consultations for the trade sector plan; etc.