



TERMS OF REFERENCE (TOR)

BUILDING PROJECT (BP) TECHNICAL ADVISOR FOR SNPF

INDIVIDUAL CONSULTANT SELECTION

1. BACKGROUND

The Samoa National Provident Fund (SNPF) owns a prime property in the central area of Apia opposite McDonalds Family Restaurant (**Refer Annex 1 for the Site location details**). SNPF is currently initiating the planning phase for a new building development on this site and seeks to engage a qualified Building Project Technical Advisor to support the process. The proposed development comprises of a multi-storey car park Integrated with a conference centre facility to meet the increasing demand for parking and conference events in Apia.

To ensure the delivery of technically sound, compliant, and resilient infrastructure, SNPF has received approval to engage a Build Project Technical Advisor (TA) Consultant. This TA will provide expert support throughout the planning, conceptual design, procurement, construction and post-construction phases, aligning with national standards and stakeholder expectations.

The works include but not limited to:

- Formulation of the project brief and preliminary assessments;
- Sketching, modelling and traffic analysis;
- Development of concept design and cost estimates;
- Review of detailed design and other construction associated documents;
- Support in tender documentation & evaluation;
- Support in contract administration and supervision;
- Ongoing technical advisory roles and responsibilities.

The detailed Terms of Reference (ToR) for the TA is documented further below.

2. PRINCIPAL

The Principal (and Client) is the Samoa National Provident Fund (SNPF).

3. PROCUREMENT

The procurement of this project will be conducted through a Request for Expression of Interest bidding process.

4. OVERVIEW OF OBJECTIVES

- i. Functions and Objectives of the Building Project Technical Advisor: To provide technical expertise and support, sketching and conceptual design, engineering advisory services and guidance during planning and procurement phases of the project.
- ii. Reporting Framework: The Building Project Technical Advisor must be locally based and must provide required reports and inputs as required by SNPF from time to time.

5. SCOPE OF SERVICES – KEY TASKS AND DUTIES OF THE Building Project Technical Advisor (TA)

The Technical Advisor (TA) Consultant will be required to undertake the tasks listed below in close liaison with SNPF, particularly its Management and Properties & Equities team and other relevant stakeholders as required. A high degree of initiative and pro-active and consultative approach will be required from the TA, including but not limited to:

a. Formulation of the Project Brief and Preliminary Assessments

- iii. Develop a detailed project brief based on the Boards' requirements for presentation to guide the preparation of building designs and plans;
- iv. Conduct a full site assessment of the property including geotechnical, topographic, drainage, PUMA zoning and compliance requirements, utility reviews as well as the identification of any risks associated with the planned works. Where applicable, the TA shall carry out or commission all required site testing to support the assessment;

b. Sketching, Modelling and Traffic Analysis

- v. Development of sketch and associated documentation to ensure that the Board's requirements (as set out in the Brief) are fully understood and addressed from the outset;
- vi. Develop a spreadsheet model or similar (using first principal concepts) to analyse and to forecast of traffic queues both ingress and egress at peak periods (AM, IP and PM) at the entrance and exit points to the planned multi-storey car park;
- vii. Undertake a traffic assessment to show the potential impact of the proposed development on the adjacent intersections for all three peak periods (AM, IP and PM);

c. Development of Concept Design and Cost Estimates

- viii. Taking into account the beforementioned analysis, develop conceptual designs for at least two options (with supporting drawings and specifications) covering but not limited to features such as:

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- A multi storey car park incorporating provisions for efficient vehicle flow, proficient accessibility and safety compliant;
- A conference centre designed with adaptable spatial configurations, engineered to accommodate structural load requirements, and planned to support future expansion;
- ix. Deliver high-level cost estimates and detailed bill of quantities (BOQs) based on the concept plans to inform budgeting and procurement planning;

d. Review of Detailed Design and other construction associated documents

- x. Review of detailed design, working drawings, and specifications to ensure they are consistent, accurate and compliant with expected professional standards;
- xi. Review of construction methods including traffic management plans, mobilisation schedule and statement, construction work schedule, OH&S methodology etc;

e. Support in Tender Documentation & Evaluation

- xii. Assist in the preparation of tender documents, agreements, contracts and any other technical documentation required;
- xiii. Offer technical guidance throughout the procurement process, including contractor selection, bid documentation preparation and evaluation;
- xiv. Provide expert advice in the assessment of tenders, including evaluation of bidders technical and financial capability to successfully complete the works;

f. Contract Administration & Supervision

- xv. Provide on-site technical support during construction, resolution of engineering challenges, response to technical queries, and verification of as-built plans;
- xvi. Ensure timely coordination and supervision of all contracts related to the construction works;
- xvii. Confirm that all works comply with the approved designs, specifications and relevant professional codes;
- xviii. Provide technical advice to the SNPF Project Team on procurement timeframes and contract administration;
- xix. Monitor project progress, project milestones and deliverables, ensuring alignment with the approved work plan and reporting any deviations;
- xx. Manage construction contracts, including performance monitoring, identification of delays, variations, or disputes, and recommendation of corrective actions to ensure timely delivery;
- xxi. Support procurement and evaluation processes, including negotiations, in accordance with Government of Samoa guidelines;

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- xxii. Supervise construction activities through regular site inspections, ensuring full compliance with approved drawings and specifications. Prepare certificates and notices, certify contractor claims, and authorize payments as required;
- xxiii. Prepare and submit regular reports and minutes of technical meetings, including review of contractor submissions, contract amendments, variation requests, and site inspection findings;
- xxiv. Verify the quality and compliance of construction materials and maintain relevant documentation;
- xxv. Coordinate closely with key stakeholders including consultants, contractors, and other stakeholders to ensure effective planning and implementation of project activities;
- xxvi. Support SNPF in obtaining relevant development consents and permits;
- xxvii. Submit a monthly work plan detailing the tasks and activities of the TA, contractor and all relevant parties involved in the project to SNPF.

g. Ongoing Technical Advisory Role

- xxviii. Provide professional and technical advice to the management & Board on all matters relevant to the execution of the building project; and
- xxix. Undertake such additional responsibilities as the Board may direct from time to time.

6. DELIVERABLE/REPORTING TASKS, including but not limited to

- i. Project detailed brief;
- ii. Technical Report detailing:
 - the outlining outcomes of the site assessments and risk identification with the planned works;
 - the findings from an opportunity/threat assessment of the site targeting site constraints, drainages and utility connections, geotechnical, topographic etc;
 - zoning and compliance requirements under PUMA and other regulatory bodies;
- iii. Sketch and associated documents illustrating ideas expressed in the project brief;
- iv. Spreadsheet model or similar for AM, IP and PM peak periods;
- v. Technical report detailing results from traffic impact assessment;
- vi. Concept design plans (two options) showing functional layouts with sufficient details;
- vii. Accurate cost estimates based on concept designs in Ms Excel format;
- viii. Tender Support Documents: technical support inputs for bid documents and evaluation criteria. As required, responses to any requests from SNPF team on inputs to the following (but not limited) documents:
 - Pre bid Presentation;

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- Advertisement for the Design & Build;
 - Standard Bidding Documents and ToRs;
 - Responses to Queries from bidders;
 - Evaluation Process and Report
 - Negotiation and relevant documents;
 - Contract Documents;
- ix. Where requested, provide updates via email correspondence to the SNPF team on the new project at any critical stages of the contract, including the Kick off meetings, Site Meetings (where required) and Review for final Sign Off at Practical Completion;
- x. Progress reports on specific activities that require the TA's expertise including monthly progress reports on related civil/construction works;
- xi. Works contract certificates and documents such as payment certificates, completion certifications, notices for contractor; and
- xii. Engineering and supervision inputs through technical notes, memoranda, field notes, sketches, drawings, feasibility study reports and other documents as reasonably requested by SNPF.

7. QUALIFICATION AND EXPERIENCE REQUIREMENTS

The selected candidate will have the following qualifications and experience:

Mandatory

- i. A Bachelor's Degree in Architect or Engineering or related fields – must provide a copy of degree;
- ii. At least five (5) years of proven experience in Architectural and Engineering Consultancy services, specifically in the design and supervision of high-rise buildings and conference centres – must demonstrate experience and list at least 3 relevant projects that have been completed, within the last 10 years. Each listed project should provide the project name, scope of services/tasks that the candidate specifically handled, the total cost of project and a statement of its relevancy to the assignment;
- iii. Must be a Chartered Professional Engineer at the Institute of Professional Engineers in Samoa (IPES) – must provide IPES registry confirmation (from IPES council or certificate);
- iv. Must provide at least one (1) referee for each project listed in (ii) with details of previous clients (Name, Contact details and corresponding project).

8. DURATION OF THE ASSIGNMENT AND ESTIMATED TIME INPUT

The engagement of the TA will be required until the building project is complete and will be upon mutually acceptable terms and conditions.

9. PAYMENT SCHEDULE

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Mode of remuneration and other conditions for the TA shall be subject to negotiation with the Board upon receiving of expressions of interest, but applications, must include an indication of all fees and costs expected for such services based on the above scope.