



**SOPAC**

## TERMS OF REFERENCE

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### Pacific Integrated Water Resources Management (IWRM) National Planning Programme

#### Development of a National Water Resources Allocation Policy for the Government of Samoa

##### **BACKGROUND**

The Pacific Islands Applied Geoscience Commission (SOPAC) currently executes the European Union (EU) funded **Pacific Integrated Water Resources Management (IWRM) National Planning Programme**. The Programme is designed to support 14 Pacific Island Countries to strengthen their governance structures and frameworks to mainstream IWRM and Water Use Efficiency (WUE) into national planning processes.

Through the Pacific IWRM National Planning Programme, SOPAC has been requested by the Government of Samoa to secure technical support to assist in the preparation of a **National Water Resources Allocation Policy (NWRAP)** and associated **Implementation Plan**.

The work required to develop the NWRAP will accompany support already provided to Samoa through the EU funded IWRM Planning Programme to develop a **Water Sector Investment Plan (WSIP)** for the period 2010 – 2013 which incorporates investment needs and priorities of the main water sector organisation. This work has been completed and is currently awaiting official clearance from counterparts in Samoa but will be made available to inform this required work where relevant.

This assistance will also support the work of the **Water Sector Support Programme (WaSSP)**, financed by the European Commission under the 9<sup>th</sup> EDF. The WaSSP is providing support to Samoa for an integrated sector-wide approach that aims to improve public health through interventions in the water and sanitation sector. The main activities of this programme are being implemented in the period 2006 to 2012. The development of the NWRAP will support Component 1 of the WaSSP (the sector orientation component), which is responsible for formulating adequate legal frameworks for the water sector including water resource management. As such, the development of the NWRAP will occur under the auspices of the Working Group for WaSSP Component 1 (Working Group 1), comprising of the key water sector stakeholders listed in Annex 1.

##### **ASSIGNMENT INFORMATION**

|                        |   |
|------------------------|---|
| <b>Position Title:</b> | Water Resources Allocation Specialist   |
| <b>Location:</b>       | 1. Water Resources Division of MNRE on Level 5 of the Development Bank Building (DBS) in Apia, Samoa.<br>2. Specialist home office. |

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|-----------------------------|--|
| <b>Timing and Duration:</b> | <p>The work is required to be undertaken over 8 weeks spread over a period of 3 months (June-August).</p> <p>This time input will need to be split between 2 missions of 3 weeks in-country (Samoa); and 2-3 weeks in the home office.</p> |
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## **SCOPE OF WORK**

The overall objective of the project of which this contract is a part of to develop a comprehensive and coherent institutional framework for water resources management in Samoa.

The objective of this contract is to assist the Ministry, and in particular its Water Resources Division (WRD) under the auspices of Working Group 1, to draft a comprehensive National Water Resources Allocation Policy (NWRAP) including a Draft Implementation Plan for the policy.

The Consultant will be required to work within the legal and policy context already defined, and will in effect be assisting the Ministry to implement the provisions of the Act relevant to water allocation. In undertaking this work, the Consultant will contribute to the building of longer term capacity within the WRD.

The Consultant will be required to apply a highly participatory method during the assignment and will actively seek consensus among the stakeholders.

**The Consultant shall perform the following services in accordance with the terms and conditions of these Terms of Reference.**

### ***Mission 1 (mid June – early July)***

1. Attend an initial briefing session to discuss and finalise the Terms of Reference before their execution;
2. Review and summarise “Best Practice” water allocation policies (looking at the overall approach to allocation) from other countries in similar circumstances, noting (but not limited to) the following:
  - a. The water resources information (including hydrological and hydrogeological data) and guiding principles that underpin existing allocation policies;
  - b. The systems and processes of existing allocation frameworks that could be easily modified and adapted to Samoa’s situation;
  - c. How existing licensing regimes compare to the licensing system currently proposed for implementation in Samoa;
  - d. How existing allocation frameworks respond to water resource uncertainty and manage supply risks;
  - e. How existing water allocation frameworks address the implications of climate change;
  - f. How existing allocation frameworks effectively address competing demands for water resources (current and future); and
  - g. How existing allocation frameworks adequately provide for in-stream needs and ecosystem services.
3. Submit options for discussion and conduct initial stakeholder consultations on these options noting the advantages and disadvantages of each approach.

4. Provide advice on:
  - a. How land ownership issues and access to water resources can be addressed, given that more than 80% of land in Samoa is under customary ownership;
  - b. How water allocation can be integrated into existing catchment management planning to ensure that monitoring of water abstractions is a part of ongoing watershed monitoring programmes;
  - c. The feasibility of allocating units to various uses and the practicability of implementing water allocation transfers in Samoa; and
  - d. In the light of this work, how Samoa's existing water resources management frameworks could be improved.
5. Assess the water resources information/data available within the Hydrology Section of the WRD and clearly identify data needs (in line with the work of the Surface Water Hydrologist) in order to support the development and implementation of the policy.

***Mission 2 (August)***

6. Hold workshops with key stakeholders (including those listed in Annex 1) to present and discuss results of the review, to consider alternative approaches and to reach agreement on an appropriate "Best Practice" water allocation policy for Samoa.
7. Incorporate the results of the workshops and agreed outcomes into a draft NWRAP and Implementation Plan.
8. Liaise with the Ministry's Watershed Section including the IWRM project manager to ensure that catchment management planning is linked to water allocation for key catchments (for example, the incorporation of water allocation limits for environmental flows and maximum allocation limits for water users into these plans to ensure that monitoring of water abstractions are a part of ongoing watershed monitoring programmes).
9. Submit final draft NWRAP and Implementation Plan together with final mission report to the WRD.
10. Conduct a debriefing session with the Chief Executive Officer of the Ministry, and with the Working Group for Component 1 of the WaSSP; and
11. Attend other Component 1 Working Group meetings or other special meetings from time to time as required.

***Tasks to be conducted remotely (between missions)***

12. Review and analyse information gathered during the first mission including the information/data available on water resources and the current policy and legislative framework in place, to support the allocation of water resources in Samoa.
13. Preparation of workshop information and reports for consultation with key stakeholders upon return for the second mission.

**OUTPUTS**

Outputs to be delivered by the Consultant include:

1. A range of options for a framework for the NWRAP;
2. A report on the review of water resources information/data to support allocation of water resources in Samoa;

3. A draft National Water Resources Allocation Policy;
4. An Implementation Plan for the policy; and
5. A Mission Report, to be produced within the allocated time period for the study, outlining clear conclusions and recommendations in line with the terms of reference, and attaching outputs 1 to 4 above as appendices.

## **IMPLEMENTATION AND MANAGEMENT ARRANGEMENTS**

The consultant will be recruited and contracted by SOPAC in Fiji under the EU funded Pacific IWRM National Planning Programme, being responsible to Ms Rhonda Robinson, Project Coordinator.

Overall supervision of the consulting services will be undertaken by the Component 1 Working Group. Daily technical supervision of the work of the Consultant will be undertaken by the Policy and Regulatory Section of the Water Resources Division of Samoa's Ministry of Natural Resources and Environment.

The Consultant's counterpart in Samoa will be Mr Suluimalo Amataga Penaia, Assistant Chief Executive Officer, Water Resources Division, Ministry of Natural Resources and Environment.

## **PROCEDURE FOR SUBMITTING EXPRESSIONS OF INTEREST**

Expressions of interest are to include:

- The applicant's *curriculum vitae* highlighting experience relevant to undertaking the tasks described in these Terms of Reference;
- A short brief (no more than two pages) broadly outlining the approach to be adopted in undertaking the tasks;
- A brief work plan to match the scope of work required;
- Examples of relevant work undertaken in the past; and
- An indication of applicant charges per day.

Financial proposals shall include indicative costs detailing fees, travel and other relevant items required to successfully complete the assignment. The costs of implementing local consultations through workshop(s), and printing and copying facilities will be provided by the client at no cost and should not be included in the financial proposal.

Expressions of interest are to be e-mailed to the e-mail address, [rhondar@sopac.org](mailto:rhondar@sopac.org), and copied to [fane@sopac.org](mailto:fane@sopac.org) with the subject heading "Expression of Interest to Develop a National Water Resources Allocation Policy for Samoa".

Enquiries may be directed to Ms Rhonda Robinson on E-mail: [rhondar@sopac.org](mailto:rhondar@sopac.org) or Telephone: (679) 3381377 (extension 259).

**Submission of Expressions of Interest must reach the SOPAC Secretariat no later than 1630h, Fiji Time, on 4<sup>th</sup> June 2010.**

**Late applications will not be considered.**

SOPAC will contact selected applicants for further discussions.

Expressions of Interest will be assessed based on both technical competency and the total professional cost for completing the work. Technical Weighting 85%, Financial 15%.

**Annex 1: List of key stakeholders to be consulted during policy development study (comprising the WaSSP Component 1 Working Group).**

| <b>NO.</b> | <b>STAKEHOLDERS</b>                               | <b>ACRONYMS</b>     | <b>DIVISIONS</b>                          |
|------------|---|---------------------|---|
| 1          | Ministry of Natural Resources and Environment     | MNRE<br>Lead Agency | Planning & Urban Management Agency (PUMA) |
|            |   |                     | Land Management Division                  |
|            |   |                     | Environment & Conservation                |
|            |   |                     | Forestry Division                         |
|            |   |                     | Meteorology                               |
|            |   |                     | Technical Services                        |
|            |   |                     | Corporate Services Division               |
|            |   |                     | Renewable Energy Division                 |
|            |   |                     | Legal Services                            |
|            |   |                     | GEF Services                              |
| 2          | Ministry of Agriculture and Fisheries             | MAF                 | Livestock Division                        |
|            |   |                     | Crops Division                            |
|            |   |                     | Fisheries Division                        |
| 3          | Ministry of Women, Community & Social Development | MWCSD               | Internal Affairs Division                 |
|            |   |                     | Women's Division                          |
|            |   |                     | Youth's Division                          |
| 4          | Ministry of Health                                | MOH                 | Environmental Health Division             |
|            |   |                     | Policy and Planning                       |
| 5          | Ministry of Works and Infrastructure              | MWTI                |   |
| 6          | Ministry of Finance                               | MOF                 | EPPD                                      |
|            |   |                     | Aid                                       |
|            |   |                     | Budget                                    |
| 7          | Samoa Water Authority                             | SWA                 | Urban Water Supply Division               |
|            |   |                     | Rural Water Supply Division               |
|            |   |                     | Waste Water Division                      |
| 8          | Electric Power Corporation                        | EPC                 | Hydropower Generation                     |
| 9          | Independent Water Schemes Association             | IWSA                | Water Supply                              |
| 10         | Farmer's Association                              | FA                  | Farming                                   |
| 11         | Manufacturer's Association                        | MA                  | Water Use/Waste water disposal            |