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These were:

- Rokos Restaurant
- Gardenias Catering
- Uber Salads

The 3 quotes are provided as attachments to this Memo.

I would appreciate your collaboration in providing clearance for the administrative process by MPE for the procurement of the services Gardeniaz Catering to cater for holding the Event on 3<sup>rd</sup> April. Your assistance in this matter is greatly appreciated. Please charge to the SEA

## 1. Background

**Location:** Mulifanua, Upolu

**Project Duration:** two months

**Client:** Samoa Export Authority (SEA)

**Date:** 9 March 2026

The Samoa Export Authority (SEA) intends to establish a **demonstration commercial agroforestry farm** at Mulifanua, integrating coconut and cocoa production under a climate-resilient and sustainable land-use model for farmers to replicate across Samoa.

The demonstration commercial agroforestry farm will incorporate:

- Commercial coconut production (copra, fresh nuts, and value-added processing potential)
- Cocoa production for domestic processing and export markets
- Agroforestry principles including soil conservation, biodiversity enhancement, and climate adaptation.

The Client seeks to engage a qualified **Farm Labour Contractor** to provide labour, supervision, and field-level execution for the establishment phase of the farm.

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## 2. Objective of the Assignment

To supply and manage skilled and semi-skilled agricultural labour for the **land preparation, planting, and early-stage maintenance** of coconut and cocoa within an integrated agroforestry system.

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## 3. Scope of Work

The Farm Labour Contractor shall provide all necessary labour and on-site supervision to carry out the following activities:

### 3.1 Site Preparation

- Manual and/or mechanical clearing of designated areas
- Removal of invasive species and unwanted vegetation
- Marking and pegging of planting lines according to approved farm layout
- Soil preparation, including digging planting holes to specified dimensions
- Coconut and cocoa propagation for seedlings
- Composting and organic matter incorporation as directed

## **3.2 Planting Operations**

### **Coconut Establishment**

- Layout according to approved spacing design (e.g., 9-12m triangular or square system)
- Development, transport and handling of seedlings
- Proper planting and staking of seedlings
- Mulching around planted coconuts

### **Cocoa Establishment**

- Layout under coconut canopy or designated agroforestry zones
  - Digging and soil enrichment of planting holes
  - Preparation and transplanting cocoa seedlings
  - Installation of shade support (if required)
  - Initial watering and mulching
- 

## **3.3 Agroforestry Integration**

- Planting of supplementary shade or nitrogen-fixing trees (if required)
  - Establishment of windbreaks
  - Contour alignment where required for erosion control
  - Drainage channel formation (if applicable)
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## **3.4 Farm Infrastructure Support**

- Installation of temporary fencing
  - Construction of basic access paths
  - Assistance with irrigation system installation
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## **4. Deliverables**

The Contractor shall:

1. Provide a mobilized labour team for two months.
  2. Complete land preparation within 3 weeks.
  3. Achieve 100% target of 50,000 coconut and 20,000 cocoa seedlings.
  4. Achieve 100% target for 2,500 coconut and 1,000 replanting.
-

## **5. Contractor Responsibilities**

The Farm Labour Contractor shall:

- Provide all labour (skilled and unskilled)
  - Provide on-site team leader/supervisor
  - Ensure compliance with Samoan labour laws
  - Ensure occupational health and safety standards
  - Provide basic hand tools (unless otherwise agreed)
  - Ensure workers use appropriate protective equipment
  - Maintain discipline and productivity standards
  - Ensure environmental compliance consistent with sustainable agroforestry practices
- 

## **6. Client (SEA) Responsibilities**

The Client (SEA) shall:

- Provide planting materials (coconut and cocoa seedlings)
  - Provide fertilizers and agricultural inputs
  - Provide farm layout design and technical specifications
  - Provide machinery (as agreed)
  - Make timely payments upon verification of completed work
- 

## **7. Labour Requirements (Indicative)**

- 1 Field Supervisor
  - 8–12 General Labourers
  - Skilled operators (for chainsaws, scrub cutters)
- 

## **8. Health, Safety & Environmental Compliance**

The Contractor shall:

- Comply with occupational safety standards
  - Provide first aid capability on site
  - Avoid chemical misuse
  - Provide field supervision at all times when using machinery
-

## **9. Reporting & Supervision**

The Contractor shall report to:

**Project Manager:** Pouli Dr Keneti Faulalo, CEO of SEA

Weekly coordination meetings shall be conducted.

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## **10. Payment Terms**

Payment structure include:

- Mobilization payment (up to 25%)
  - Payment shall be made within 14 days of certified invoice submission.
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## **11. Required Qualifications & Experience**

The Contractor must demonstrate:

- Proven labour contracting experience
  - Ability to manage rural labour teams
  - Knowledge of agroforestry systems (preferred)
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## **12. Termination**

The Client may terminate the contract if:

- Work quality is substandard
- Deadlines are not met
- Labour laws are breached
- Environmental damage occurs

Written notice of 14 days shall be provided.

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## **13. Acceptance**

This Terms of Reference forms part of the contractual agreement between the Client and the Farm Labour Contractor.