



SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TENDER APPLICATION FORM

File: AP 4/12/17

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Regional Guideline on Strategic Environment Assessment (SEA) for the SPREP Member Countries

1.	DETAILS		
NAME OF FIRM <i>(if applicable)</i>			
NAME OF PRINCIPAL CONSULTANT			
LIST OTHER PROPOSED PERSONNEL <i>(if applicable)</i>			
NATIONALITY <i>(Samoan nationals or if you are currently residing in Samoa please enclose a copy of your business licence)</i>			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
2.	ACADEMIC BACKGROUND (PRINCIPAL APPLICANT & PROPOSED PERSONNEL)		
Dates	Institution/Country	Qualification Attained	
3.	WORK EXPERIENCE		
Dates	Employer	Position (briefly list core functions)	
4.	PROFESSIONAL AFFILIATIONS/AWARDS		
Dates	Organisation	Member/Award Status	

5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)		
Name	Position	Organisation & Contact Details
6. STATE HOW YOU MEET EACH SELECTION CRITERIA		
CRITERIA 1 <ul style="list-style-type: none"> Minimum of a Bachelor's or equivalent degree, preferably in the Sciences, Environmental Management and Planning, Ecology, Geography, Development studies/international relations and/or related fields. 	<ul style="list-style-type: none"> 	
CRITERIA 2 <ul style="list-style-type: none"> Expertise in environment impact assessment, strategic environment assessment, and use of other environment planning tools is important. 	<ul style="list-style-type: none"> 	
CRITERIA 3 <ul style="list-style-type: none"> Demonstrated experience in technical writing and editing, preferably with creating national-level documents, and workshop facilitation. 	<ul style="list-style-type: none"> 	
CRITERIA 4 <ul style="list-style-type: none"> Familiarity with/comprehensive understanding of coordinating with governments and other agencies to solicit data and/or information. 	<ul style="list-style-type: none"> 	
CRITERIA 5 <ul style="list-style-type: none"> Experience working in Pacific island region is preferred. 	<ul style="list-style-type: none"> 	
CRITERIA 6 <ul style="list-style-type: none"> Detailed Financial Proposal in USD dollars. 	<ul style="list-style-type: none"> Attach detailed financial proposal 	
7. GENERAL INFORMATION		
Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.		

Declaration Tenderer has no association with exclusion criteria, including bankruptcy, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, misrepresentation, corruption, participation in a criminal organization, money laundering or terrorist financing, child labor, and deficiency in capability in complying main obligations.	
Discipline Record (list past employment disciplinary cases or criminal convictions, if any)	
8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT	
9. HOW DID YOU LEARN ABOUT THIS TENDER?	
10. CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.	
Signature	Date

The following documents must be attached to this Tender application form:

- Curriculum Vitae – Principal Consultant & Proposed Personnel
- Detailed Financial Proposal
- If you are a Samoan National or currently residing in Samoa, please provide a copy of Business Licence
- Any other relevant information to support this tender application.