



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

File: AP\_4/12/17 and AP\_4/12/18

**THIS APPLICATION IS FOR THE FOLLOWING TENDER:**

**Project Communications Support Specialist**

<b>1. DETAILS</b>			
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	
<b>2. ACADEMIC BACKGROUND (PRINCIPAL APPLICANT &amp; PROPOSED PERSONNEL)</b>			
Dates	Institution/Country	Qualification Attained	
<b>3. WORK EXPERIENCE</b>			
Dates	Employer	Position (briefly list core functions)	
<b>4. PROFESSIONAL AFFILIATIONS/AWARDS</b>			
Dates	Organisation	Member/Award Status	

<b>5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)</b>		
Name	Position	Organisation & Contact Details
<b>6. STATE HOW YOU MEET EACH SELECTION CRITERIA</b>		
<b>CRITERIA 1</b> <ul style="list-style-type: none"> <li>Experience with strong knowledge of environmental issues and context in the Pacific (25%)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 2</b> <ul style="list-style-type: none"> <li>Proven track record in developing communication content and knowledge products and delivery of effective communication and outreach activities (25%)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 3</b> <ul style="list-style-type: none"> <li>Quality of works (20%)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 4</b> <ul style="list-style-type: none"> <li>Proven track record in completion of works within timeframe (10%)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 5</b> <ul style="list-style-type: none"> <li>Detailed financial proposal in US dollars (20%)  Note - All project travel and related costs will be covered by SPREP.</li> </ul>	<ul style="list-style-type: none"> <li>Attach detailed financial proposal (optional)</li> </ul>	
<b>7. GENERAL INFORMATION</b>		
Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.		

<p>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.</p>	
<p>Discipline Record (list past employment disciplinary cases or criminal convictions, if any)</p>	
<b>8.</b>	<b>ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>
<b>9.</b>	<b>HOW DID YOU LEARN ABOUT THIS TENDER?</b>
<b>10.</b>	<b>CERTIFICATION &amp; AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.</b>
<b>Signature</b>	<b>Date</b>

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

- Curriculum Vitae – Principal Consultant and 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.