



# SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

## TENDER APPLICATION FORM

File: AP 3/25

### THIS APPLICATION IS FOR THE FOLLOWING TENDER:

**Consultant to Develop Training for Short Term Courses in Pacific Meteorology, Climate and Climate Change**

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

<b>5.</b>	<b>PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)</b>	
Name	Position	Organisation & Contact Details
<b>6.</b>	<b>STATE HOW YOU MEET EACH SELECTION CRITERIA</b>	
<b>CRITERIA 1</b> <ul style="list-style-type: none"> <li>Demonstrate knowledge on Pacific meteorology, climate and climate change training needs – 15 points</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 2</b> <ul style="list-style-type: none"> <li>At least 5 – 7 years' experience and skills in conducting training need assessment in the field of science, meteorology, climate and climate change – 20 points</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 3</b> <ul style="list-style-type: none"> <li>Demonstrate experience in developing training modules/curriculum, drafting report etc – 25 points</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 4</b> <ul style="list-style-type: none"> <li>Methodology, activities, workplan experience and skills – 10 points</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 – 30 points</li> </ul>	<ul style="list-style-type: none"> <li>Attach detailed financial proposal</li> </ul>	
<b>7.</b>	<b>GENERAL INFORMATION</b>	
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)	
<b>8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>	
<b>9. HOW DID YOU LEARN ABOUT THIS TENDER?</b>	
<b>10. CERTIFICATION &amp; AUTHORISATION:</b> All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.	
<b>Signature</b>	<b>Date</b>

**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.