



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

File: AP\_3/28/4

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

**Green Climate Fund Readiness Project: Project Coordinator, Republic of the Marshall Islands**

<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>(The consultant must possess or be able to obtain relevant work permits and approvals in order to be able to lawfully work as a consultant in RMI)</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.</b>	<b>PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)</b>	
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Name	Position	Organisation & Contact Details

<b>6.</b>	<b>STATE HOW YOU MEET EACH SELECTION CRITERIA</b>	
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<b>CRITERIA 1</b> <ul style="list-style-type: none"> <li>(15%) Bachelor degree or equivalent in a relevant field including for example project management, climate change policy, international and community development, public administration and policy</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>CRITERIA 2</b> <ul style="list-style-type: none"> <li>(20%) At least 5 years relevant professional experience in project management, preferably in the Pacific islands and in relation to climate change and / or climate finance.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>CRITERIA 3</b> <ul style="list-style-type: none"> <li>(15%) Familiarity with climate change policy and priorities for the Marshall Islands, and climate finance, including the Green Climate Fund.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>CRITERIA 4</b> <ul style="list-style-type: none"> <li>(15%) Experience working with and coordinating a range of stakeholders including across national and local government, NGO's and the private sector. Experience in facilitating consultation and workshops will be considered favourably.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

<p><b>CRITERIA 5</b></p> <ul style="list-style-type: none"> <li>(15%) Excellent communication skills, including the ability to prepare high quality written reports and other documents. Fluency in English is a must and fluency in Marshallese will also be considered an advantage.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>CRITERIA 6</b></p> <ul style="list-style-type: none"> <li>(10%) Demonstrated research and analytical skills and ability to develop and recommend new policies and procedures, particularly with regards to the development of climate finance governance procedures and policies.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>CRITERIA 7</b></p> <ul style="list-style-type: none"> <li>(10%) Demonstrated understanding of the Project, including the role and expectations of the Readiness Project Coordinator</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<p><b>7. GENERAL INFORMATION</b></p>	
<p>Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.</p>	
<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>	
<p><b>8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b></p>	

<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 & Proposed Personnel
- Detailed Financial Proposal
- Any other relevant information to support this tender application.