



# 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: Knowledge Management Consultant, Republic of the Marshall Islands**

<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>(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.</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>Bachelor degree or equivalent in a relevant field including for example information technology, communications. (20%)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 2</b> <ul style="list-style-type: none"> <li>Demonstrated at least 4 years' experience in supporting the development of high quality and fit for purpose data and knowledge management systems and products, as well as experience in developing training materials and providing user training and support. (25%)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 3</b> <ul style="list-style-type: none"> <li>Familiarity with climate change policy and priorities for the Marshall Islands, and climate finance, including the Green Climate Fund. (10%)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>CRITERIA 4</b> <ul style="list-style-type: none"> <li>Experience working with and coordinating a range of stakeholders including across national and local government, NGO's and the private sector including facilitation of consultation and workshops will be considered favourably. (10%)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	

<b>CRITERIA 5</b> <ul style="list-style-type: none"> <li>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. (15%)</li> </ul>		•
<b>CRITERIA 6</b> <ul style="list-style-type: none"> <li>Demonstrated project management experience, research and analytical skills. (10%)</li> </ul>		•
<b>CRITERIA 7</b> <ul style="list-style-type: none"> <li>Demonstrated understanding of the Project, including the role and expectations of the Knowledge Management Consultant. (10%)</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.</b>	<b>ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>	
<b>9.</b>	<b>HOW DID YOU LEARN ABOUT THIS TENDER?</b>	

10.	<b>CERTIFICATION &amp; AUTHORISATION:</b> 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.