



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

File: AP\_4/12/18

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

**Papua New Guinea National Coordinator/Environment Specialist (Readvertisement)**

<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 Papua New Guinea)</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	

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		
<b>CRITERIA 1</b> <ul style="list-style-type: none"> <li>Minimum of a Masters Degree in the areas of Science (Biology, Chemistry, Environmental Science) or Social Science. (Bachelors degree will be considered depending on relevant years of experience)</li> </ul>		•
<b>CRITERIA 2</b> <ul style="list-style-type: none"> <li>5 years of more of relevant experience in the areas of public policy, development planning, international conventions and commitments (relating to environment and sustainable development) and Information Technology/GIS and data/information collection and analysis.</li> </ul>		•
<b>CRITERIA 3</b> <ul style="list-style-type: none"> <li>Demonstrated knowledge and experience with multi-lateral environment agreements and international agreements (SDG's) as well as Papua New Guinea's development pathways and sustainable development goals.</li> </ul>		•
<b>CRITERIA 4</b> <ul style="list-style-type: none"> <li>Experience in project coordination with similar assignments in the past.</li> </ul>		•
<b>CRITERIA 5</b> Financial Proposal - budget is fixed at USD\$70,000		•
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)	
<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: 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
- 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.