



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

File: AP\_3/29

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

**Climate Change Policy Review: Solomon 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>(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>Has a minimum 5 years' experience in reviewing policies and facilitating stakeholder consultations and validation workshops (25%)</li> </ul>	•	
<b>CRITERIA 2</b> <ul style="list-style-type: none"> <li>Proven ability to conduct complex legislative and policy analysis (20%)</li> </ul>	•	
<b>CRITERIA 3</b> <ul style="list-style-type: none"> <li>Demonstrated experience working in the Pacific region (15%)</li> </ul>	•	
<b>CRITERIA 4</b> <ul style="list-style-type: none"> <li>Demonstrated high-level of skills in writing policy documents and ability to deliver within the timeframe (20%)</li> </ul>	•	
<b>CRITERIA 5</b> <ul style="list-style-type: none"> <li>Detailed financial proposal (20%)</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.		
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.</b>	<b>HOW DID YOU LEARN ABOUT THIS TENDER?</b>
<b>10.</b>	<b>CERTIFICATION &amp; AUTHORISATION:</b> <b>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.