



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

File: AP 3/29

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

**Tonga Climate Change Portal Young Professionals (Service-Based Consultancy)**

*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will mean your application will **not** be considered.*

<b>1. DETAILS</b>			
NAME OF FIRM (if applicable)			
NAME OF PRINCIPAL CONSULTANT			
LIST OTHER PROPOSED PERSONNEL (if applicable)			
NATIONALITY			
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

**6. STATE HOW YOU MEET EACH SELECTION CRITERIA**

**CRITERIA 1:**  
A qualification from a recognised tertiary institution in communications, information and knowledge management or ICT, or a related field (50%);

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**CRITERIA 2:**  
Excellent computer skills and ability to provide basic ICT maintenance and support for the portal is a highly desirable requirement for at least one of the positions (20%); and

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**CRITERIA 3:**  
Excellent communication skills and can demonstrate they are fluent in both English and Tongan. (10%)

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**CRITERIA 4:**  
Demonstrated research, analytical and reporting skills as well as good understanding and appreciation of environmental ethics, values and priorities (10%); and

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**CRITERIA 5:**  
Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment (10%)

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<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>	
<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 Technical Proposal
- Business licence and relevant work permit.
- Detailed Financial Proposal
- Any other relevant information to support this tender application.