



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

File: AP\_2/39

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

**Consultant to provide Communications Support to the BIEM Initiative in Vanuatu (Readvertisement)**

*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. i. PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed)</b>			

Name	Position	Organisation & Contact Details
<b>6. STATE HOW YOU MEET EACH SELECTION CRITERIA</b>		
<p><b>CRITERIA 6.1</b> a) Knowledge of environmental issues and governance context in the Vanuatu. Good understanding of climate change, ecosystem-based approaches and fisheries an advantage. (15%)</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>CRITERIA 6.1</b> b) Proven track record in developing high quality and visually appealing communication content and knowledge products in Bislama and English. (15%)</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>CRITERIA 6.1</b> c) Prior delivery of effective communication and outreach activities/campaigns. (15%)</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>CRITERIA 6.1</b> d) Established networks in the communications community of practice in Vanuatu. (15%)</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>CRITERIA 6.1</b> e) Permanent access to high-quality camera and video-camera and Adobe InDesign software. (15%)</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>CRITERIA 6.1</b> f) Cost (daily rate) in US dollars. (25%)</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>7. GENERAL INFORMATION</b>		
<p>Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.</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.	
Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences	
Discipline Record (list past employment disciplinary cases or criminal convictions, if any)	

**8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT**

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**9. HOW DID YOU LEARN ABOUT THIS TENDER?**

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**10. CERTIFICATION & AUTHORISATION:  
All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.**

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<b>Signature</b>	<b>Date</b>
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**The following documents must be attached to this Tender application form:**

- Curriculum Vitae – Principal Consultant & Proposed Personnel
- Detailed Financial Proposal
- Business Licence
- Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – AP 2/39 - Consultant to provide Communications Support to the BIEM Initiative in Vanuatu**

1. I confirm that I, my family members, and the organisation or company that I am involved with are independent from SPREP. To the best of my knowledge, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence.
2. If it becomes apparent during the procurement process that I may be perceived to have a conflict of interest, I will immediately declare that conflict and will cease to participate in the procurement process, unless or until it is determined that I may continue.

OR

1. I declare that there is a potential conflict of interest in the submission of my bid [please provide an explanation with your bid]

\_\_\_\_\_  
Name, Signature

\_\_\_\_\_  
Date

Title \_\_\_\_\_