



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

File: AP_3/29

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Consultancy to review Vanuatu's Department of Climate Change organisational structure and inter-sectoral arrangements to support ecosystem-based climate change adaptation solutions.

*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.*

1. DETAILS			
NAME OF FIRM <i>(if applicable)</i>			
NAME OF PRINCIPAL CONTRACTOR			
LIST OTHER PROPOSED PERSONNEL <i>(if applicable)</i>			
NATIONALITY			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
2. ACADEMIC BACKGROUND (PRINCIPAL CONTRACTOR & PROPOSED PERSONNEL)			
Dates	Institution/Country	Qualification Attained	
3. WORK EXPERIENCE			
Dates	Employer	Position (briefly list core functions)	
4. PROFESSIONAL AFFILIATIONS/AWARDS			
Dates	Organisation	Member/Award Status	

5.	i. PROFESSIONAL REFEREES (Provide three references relevant to this tender submission, including the most recent work completed)	
Name	Position	Organisation & Contact Details
6. STATE HOW YOU MEET EACH SELECTION CRITERIA		
CRITERIA 1 A qualification from a recognized tertiary institution in a field related to management and public administration, human resource development and knowledge on climate change will be an advantage (15%);	•	
CRITERIA 2 Experience (5-10 years) in institutional strengthening reviews and human resources and organisational development to strengthen inter-sectoral coordination in the public service in the Pacific (20%);	•	
CRITERIA 3 Strong track record in developing or reviewing climate change and disaster risk reduction related mandates, frameworks, strategies and plans in the Pacific region (20%);	•	
CRITERIA 4 Detailed technical proposal/workplan and methodology (25%); and	•	
CRITERIA 5 Detailed Financial Proposal – 20%	• Attached a detailed financial proposal if necessary	
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.	
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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Signature	Date
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The following documents must be attached to this Tender application form:

- Curriculum Vitae – Principal Contractor & Proposed Personnel
- Detailed Financial Proposal
- Business Licence
- Conflict of Interest Form
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – AP 3/29: Consultancy to review Vanuatu’s Department of Climate Change organisational structure and inter-sectoral arrangements to support ecosystem-based climate change adaptation solutions.

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_____