



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2021/013

File: AP 4/12/18

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Development of the 2021 Republic of Marshall Islands State of Environment Report

*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 (if applicable)			
NAME OF PRINCIPAL CONTRACTOR			
LIST OTHER PROPOSED PERSONNEL (if applicable)			
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. 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 Minimum BSc level qualifications in environmental science or related field and more than 5 years' experience working in areas of environmental reporting, environmental management, public policy, development planning and policy instruments (10%)	<ul style="list-style-type: none"> • 	
CRITERIA 2 Well versed in multi-lateral environmental agreements including regional and international commitments (such as SDGs), as well as RMI's development planning and environmental decision-making process (15%)	<ul style="list-style-type: none"> • 	
CRITERIA 3 Proven experience in project management and ability to deliver within the timeframe (10%)	<ul style="list-style-type: none"> • 	
CRITERIA 4 Ability to analyse and visualize (plots, graphs) environmental data and ideally some experience creating maps with GIS software (10%)	<ul style="list-style-type: none"> • 	
CRITERIA 5 Proficiency in English (oral and written) with demonstrated high-level skills in drafting, reviewing, and writing reports (10%)	<ul style="list-style-type: none"> • 	

<p>CRITERIA 6 Excellent communication and inter-personal skills, willing to work alongside colleagues from different professional backgrounds, sensitivity to cultural differences and willing to build and strengthen capacity of government officers. Demonstrated experience working in the Republic of Marshall Islands with national government and civil society organisations or the Pacific region (10%)</p>	<ul style="list-style-type: none"> •
<p>CRITERIA 7 Detailed technical proposal/workplan, methodology and schedule of activities (15%)</p>	<ul style="list-style-type: none"> •
<p>CRITERIA 8 Detailed Financial proposal in US dollars. (20%)</p>	<ul style="list-style-type: none"> • Attached a breakdown if necessary
<p>7. GENERAL INFORMATION</p>	
<p>Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship.</p>	
<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.</p>	
<p>Declaration Tenderer (and other proposed personnel) have not been charged with any child related offences</p>	
<p>Discipline Record (list past employment disciplinary cases or criminal convictions, if any)</p>	
<p>8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</p>	

9.	HOW DID YOU LEARN ABOUT THIS TENDER?
10.	CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.
Signature	Date

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 4/12/18 - Development of the 2021 RMI State of Environment Report

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_____