



SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

TENDER APPLICATION FORM

RFT: 2021/021_ReAd

File: AP_3/31/19/1

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

GCCA+ SUPA National Consultant for Impacts Analysis/Adaptation Specialist (Service-Based Consultancy) – COOK ISLANDS, 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.

1.	DETAILS		
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	
2.	ACADEMIC BACKGROUND (PRINCIPAL APPLICANT & 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 (List at least 3 including the most recent relevant to this job)		
Name	Position	Organisation & Contact Details

6. STATE HOW YOU MEET EACH SELECTION CRITERIA	
<p>CRITERIA 1:</p> <p>Minimum of Bachelor of Science level qualification in the areas of science (biology, physical geography, chemistry, or environmental science) or social science and have more than 5 years' work experience in areas of environmental management, climate change policy, adaptation practice, knowledge and information management, development planning, capacity building and facilitation of on-the-job sector training for national officers, GIS, database, and information management. For firm proposals, the team members directly involved in the scope of this consultancy must provide evidence of their qualification as part of required documentation (15%);</p>	<ul style="list-style-type: none">
<p>CRITERIA 2:</p> <p>Demonstrated experience and knowledge of climate change adaptation and disaster risk reduction practice, priority actions at national level towards delivering on targets of the Sustainable Development Goals, climate change policy and commitments (international, national) under the UNFCCC, of the Sendai Framework for disaster risk reduction and regional management arrangements such as the Micronesia Challenge and Framework for Resilient Development in the Pacific (FRDP) (15%);</p>	<ul style="list-style-type: none">

<p>CRITERIA 3:</p> <p>Proven experience in project management and project coordination with similar assignments in the past (10%);</p>	<ul style="list-style-type: none"> •
<p>CRITERIA 4:</p> <p>Demonstrated high-level of skills in reviewing and report writing, ability to work under pressure and deliver within the timeframe, must have strong analytical skills, good communication, public relations skills, and good English proficiency (oral and written) (10%);</p>	<ul style="list-style-type: none"> •
<p>CRITERIA 5:</p> <p>Demonstrated experience working in the Cook Islands, the Pacific region or other developing countries, must be eligible to work in the Cook Islands, be able to speak local dialects/fluent in Maori language, must have an established network of professionals in various fields, ability to work alongside colleagues from different professional backgrounds and be sensitive to cultural differences, ability to work with a diverse team to provide technical support and build/strengthen capacity of national officers and the technical working group/committee in report writing and other aspects of the project (15%);</p>	<ul style="list-style-type: none"> •
<p>CRITERIA 6:</p> <p>Demonstrated experience related to training development and its delivery, as well as building capacity as part of broader resilient development planning initiatives (10%);</p>	<ul style="list-style-type: none"> •

CRITERIA 7: Detailed technical proposal/workplan and methodology including timeframe (15%);	<ul style="list-style-type: none"> • Attach detailed technical proposal/workplan
CRITERIA 8: Detailed financial proposal (10%).	<ul style="list-style-type: none"> • Attach detailed financial proposal
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
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 Consultant & Proposed Personnel
- Detailed Technical Proposal
- Business licence and relevant work permit.
- Detailed Financial Proposal
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

**Request for Tender (RFT) – AP 3/31/19/1 - GCCA+ SUPA National Consultant for Impacts
Analysis/Adaptation Specialist (Service-Based Consultancy) – COOK ISLANDS**

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_____