



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2021/019_ReAd

File: AP_3/1/13

THIS APPLICATION IS FOR THE FOLLOWING TENDER:
Development of a Cross-Sectoral Implementation Framework for the Republic of Marshall Islands' (RMI) NDC Partnership Plan - 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 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		
<p>CRITERIA 1 (15%)</p> <p>At least one team member/consultant to have:</p> <ul style="list-style-type: none"> • Minimum qualification of a Masters degree (or Bachelors with minimum 10 years of experience) in the fields of Social, Environmental or Development Science, Climate Change, Environmental Management, or any other related field; • At least 10 years of professional experience in the climate change and sustainable development sector; • Minimum of 7 years of experience in addressing climate change issues and related plans and policies in RMI; • Strong analytical and writing skills and ability to establish links between various strategies and plans, identify key issues and opportunities; • Minimum of 5 years' experience in Monitoring & Evaluation (M&E) including demonstrated experience in designing and management of M&E systems ideally in areas of environment or sustainable development; • Minimum of 5 years' leadership / management experience as project team leader or manager in a company; • Minimum of 5 years of experience in projects in the Pacific region, of which 2 years was for projects in RMI or another Micronesian country; • Good understanding of UNFCCC and Paris Agreement reporting instruments, requirements and guidelines, especially pertaining to NDC reporting for SIDS / Pacific countries; • Good understanding of environmental and climate change related issues in RMI or other similar Pacific countries. 	<ul style="list-style-type: none"> • 		

<p>CRITERIA 2 (30%)</p> <ul style="list-style-type: none"> • Experience in leading the preparation of national planning documents and long-term strategies which dealt with Climate Change, Environment and Sustainable Development. At least 2 (two) national strategies; • Technical expertise and regional experience working with projects in the areas of climate change, environment, and sustainable development in RMI or other similar Micronesian countries. At least two (2) projects; • Familiarity, knowledge & experience with UNFCCC and Paris Agreement reporting instruments, especially pertaining to NDC reporting. At least 1 (one) submitted report (to government) for UNFCCC; • Expertise in successfully engaging key government ministries and other relevant stakeholders as well as applying gender principles and considering the role of women in certain implementational activities in climate change, environment, and sustainable development sectors. At least 1 (one) project report. 	<ul style="list-style-type: none"> •
<p>CRITERIA 3 (45%)</p> <ul style="list-style-type: none"> • General approach – step by step methodology on how they will carry out this assignment; • The consultant(s) is to describe the key processes for the services for which they are responsible for; • Show how the consultant(s) will articulate the collection of data and related information for the Cross-Sectoral Implementation Framework for RMI’s NDC Partnership Plan; • Timeline – a Gantt chart of work activities including the starting date, dates of consultations, presentations, etc; • Clear presentation of potential difficulties in carrying out this assignment to deliver RMI’s Cross-Sectoral Implementation Framework for their NDC Partnership Plan. Possible solutions to overcome perceived obstacles should also be included; • Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task; • CVs of all team members should also be presented. 	<ul style="list-style-type: none"> •

CRTITERIA 4 (10%) Detailed Financial Proposal	<ul style="list-style-type: none"> 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
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 3/1/13 – Development of a Cross-Sectoral Implementation Framework for the Republic of Marshall Islands’ (RMI) NDC Partnership Plan

Indicate which is relevant

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_____