



# SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

## TENDER APPLICATION FORM

RFT: 2021/026\_ReAd

File: AP\_3/28/6

### THIS APPLICATION IS FOR THE FOLLOWING TENDER:

**Green Climate Fund (GCF) Readiness 1, Solomon Islands (ii) Finance and Administration Assistant,  
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.</b>	<b>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.</b>	<b>ACADEMIC BACKGROUND (PRINCIPAL APPLICANT &amp; PROPOSED PERSONNEL)</b>		
Dates	Institution/Country	Qualification Attained	
<b>3.</b>	<b>WORK EXPERIENCE</b>		
Dates	Employer	Position (briefly list core functions)	
<b>4.</b>	<b>PROFESSIONAL AFFILIATIONS/AWARDS</b>		
Dates	Organisation	Member/Award Status	

<b>5.</b>	<b>PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)</b>		
Name		Position	Organisation & Contact Details
<b>6.</b>	<b>STATE HOW YOU MEET EACH SELECTION CRITERIA</b>		
<b>CRITERIA 1</b>			
(15%) Bachelor's degree or a diploma in business administration, finance, or environment management with over 4 years of work experience or equivalent or higher in a relevant field as per the TOR in Annex B.			
<b>CRITERIA 2</b>			
(15%) Over 4 years of demonstrated work experience as outlined in Annexes B.			
<b>CRITERIA 3</b>			
(15%) Excellent oral and written communication skills, including the ability to prepare high quality written reports and other documents.			
<b>CRITERIA 4</b>			
(15%) Demonstrated familiarity with Solomon Islands, the pacific region and with small island developing states.			
<b>CRITERIA 5</b>			
(15%) Experience working with project finance, managements, project procurement requirements, business administration and project administration.			
<b>CRITERIA 6</b>			
(10%) Demonstrated understanding of the assignment, including the role and expectations of the positions as outlined in Annexes B.			
<b>CRITERIA 7</b>			
(30%) Detailed Financial proposal inclusive of all fees (and applicable taxes) which should cover expenses such as housing allowances, insurance, and costs for duration of the consultancy.			

**\*Attach a detailed 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 Consultant & Proposed Personnel
- Detailed workplan and schedule of activities

- Detailed Financial Proposal
- Business Licence if available, successful consultant can provide this prior to contract signing.
- Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**  
**Request for Tender (RFT) – AP\_3/28/6 - Green Climate Fund (GCF) Readiness 1, Solomon Islands**  
**(ii) Finance and Administration Assistant**

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 \_\_\_\_\_