



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

RFT: 2012/055

File: AP\_4/12/19/1

**THIS APPLICATION IS FOR THE FOLLOWING TENDER:**  
**Development of Guidance Note for Coastal Engineering Good Practice in Impact Assessment as Addendum to 2016 Strengthening Environmental Impact Assessment Guidelines for Pacific Island Countries and Territories**

*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. 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. ACADEMIC BACKGROUND (PRINCIPAL APPLICANT &amp; PROPOSED PERSONNEL)</b>		
Dates	Institution/Country	Qualification Attained

<b>3. WORK EXPERIENCE</b>		
Dates	Employer	Position (briefly list core functions)

<b>4. PROFESSIONAL AFFILIATIONS/AWARDS</b>		
Dates	Organisation	Member/Award Status

<b>5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)</b>		
Name	Position	Organisation & Contact Details
<b>6. STATE HOW YOU MEET EACH SELECTION CRITERIA</b>		
<b>CRITERIA 1</b>		
Minimum BSc level qualifications in environmental science or related field and more than 7years' experience working in areas of environmental impact assessment, environmental management, and coastal natural resource management (10%)		
<b>CRITERIA 2</b>		
Proven experience in developing impact assessment practice notes or guidelines recognized at either sector level, nationally or internationally (20%)		
<b>CRITERIA 3</b>		
Well versed in multi-lateral environmental agreements including regional and international commitments (such as SDGs), as well as familiarity with Regional Goals and national development plans from the Pacific (10%)		
<b>CRITERIA 4</b>		
Proven experience in project management and ability to deliver within the timeframe (10%)		
<b>CRITERIA 5</b>		
Proficiency in English (oral and written) with demonstrated high-level skills in drafting, reviewing, and writing reports (10%)		
<b>CRITERIA 6</b>		
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 Pacific region or other developing countries (10%)		

<b>CRITERIA 7</b>	
Technical proposal / methodology: Detailed technical proposal/workplan, methodology and schedule of activities (10%)	
<ul style="list-style-type: none"> <li>• <b>Attach a detailed technical proposal is necessary</b></li> </ul>	
<b>CRITERIA 8</b>	
Detailed Financial Proposal in USD (20%)	
<ul style="list-style-type: none"> <li>• <b>Attach a detailed financial proposal</b></li> </ul>	
<b>7. GENERAL INFORMATION</b>	
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)	
<b>8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>	
<b>9. HOW DID YOU LEARN ABOUT THIS TENDER?</b>	
<b>10.</b>	<b>CERTIFICATION &amp; AUTHORISATION:</b>
	<b>All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.</b>

<b>Signature</b>	<b>Date</b>

**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
- Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – Development of Guidance Note for Coastal Engineering Good Practice in Impact Assessment as Addendum to 2016 Strengthening Environmental Impact Assessment Guidelines for Pacific Island Countries and Territories**

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 \_\_\_\_\_