



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

RFT: 2012/054

File: AP\_4/12/18

**THIS APPLICATION IS FOR THE FOLLOWING TENDER:**

**Samoa State of Environment Consultancy**

*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 of a Masters Degree (Lead Consultant – team leader) in Environmental Science, Environmental Engineering, Climate Change, Natural Resources Management or related. The Senior expert must hold a degree in a related field <b>(10%)</b>		
<b>CRITERIA 2</b>		
10 years of working experience in environmental management, natural resources management, climate change and other related areas <b>(10%)</b>		
<b>CRITERIA 3</b>		
Proven extensive experience in Environmental Impact Assessment (EIA), Strategic Environment Assessment (SEA) and Integrated Environmental Assessments (IEA) <b>(10%)</b>		
<b>CRITERIA 4</b>		
Proven extensive experience with the application of Assessment Analytical Models such as the DPSIR, and modelling and scenario development <b>(10%)</b>		
<b>CRITERIA 5</b>		
Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset <b>(5%)</b>		

<b>CRITERIA 6</b> Prior working experience in Samoa and the Pacific or knowledge of its current socio-economic situation would be an advantage <b>(5%)</b>
<b>CRITERIA 7</b> Proven experience in community consultation processes. Excellent communication skills and experience in conducting technical presentations with a variety of stakeholders <b>(10%)</b>
<b>CRITERIA 8</b> Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference including a work plan and schedule of activities <b>(25%)</b>
<ul style="list-style-type: none"> <li>• Attach a detailed proposal if necessary</li> </ul>
<b>CRITERIA 9</b> Excellent knowledge of Excel, Word, Power Point, and Web navigation <b>(5%)</b>
<b>CRITERIA 10</b> Full proficiency in English both written and verbal including ability to review and edit the required project documentation <b>(5%)</b>
<b>CRITERIA 11</b> Financial proposal <b>(5%)</b>

- Attach a detailed proposal if necessary

<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. CERTIFICATION &amp; AUTHORISATION:</b>	
All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.	
<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) – Samoa State of Environment Consultancy**

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 \_\_\_\_\_