



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

RFT: 2012/057

File: AP\_6/5

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

**Development of a Monitoring and Evaluation Plan under the SWAP Project.**

*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                 |  |
|  |                     |  |  |
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| <b>3. WORK EXPERIENCE</b>  |                     |  |  |
| Dates  | Employer            | Position (briefly list core functions) |  |
|  |                     |  |  |
|  |                     |  |  |
|  |                     |  |  |
|  |                     |  |  |
| <b>4. PROFESSIONAL AFFILIATIONS/AWARDS</b>                                   |                     |  |  |
| 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  |          |                                |
| CRITERIA 1   |          |                                |
| Has a minimum of 5 years' experience in the development of project logic framework and monitoring and evaluation plans (CV's for each member of project team to be provided) (15%) |          |                                |
|  |          |                                |
| CRITERIA 2   |          |                                |
| Demonstrated experience in the development of monitoring and evaluation plans and its relevance for projects implemented in the Pacific region (10%)                               |          |                                |
|  |          |                                |
| CRITERIA 3   |          |                                |
| Demonstrated experience and knowledge of best practices deployed in monitoring and evaluation plans (15%)  |          |                                |
|  |          |                                |
| CRITERIA 4   |          |                                |
| Detailed methodology for how the project proposed be delivered (including timeframe and team responsibilities) (40%)   |          |                                |
|  |          |                                |
| CRITERIA 9   |          |                                |
| Detailed Financial Proposal in USD - A detailed budget is to be provided by the bidder(s) for each of the activities to be implemented (20%)                                       |          |                                |
| <ul style="list-style-type: none"> <li>• <b>Attach a detailed financial proposal</b></li> </ul>  |          |                                |
| 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**

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**9. HOW DID YOU LEARN ABOUT THIS TENDER?**

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**10. CERTIFICATION & AUTHORISATION:  
All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.**

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|                  |             |
|------------------|-------------|
| <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 a Monitoring and Evaluation Plan under the SWAP Project.**

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 \_\_\_\_\_