



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2012/080

File: AP_2/39

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Consultancy to undertake Ecosystem and Socio-economic Resilience Analysis and Mapping and develop Ecosystem based Adaptation Options reports in Vanuatu

*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 <i>(if applicable)</i>			
NAME OF PRINCIPAL CONSULTANT			
LIST OTHER PROPOSED PERSONNEL <i>(if applicable)</i>			
NATIONALITY			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
2. ACADEMIC BACKGROUND (PRINCIPAL APPLICANT & 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 (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		
In-depth knowledge and practical experience of conducting ecosystem assessment, goods and services mapping and valuation in the context of social and ecological resilience to climate change, and using Ecosystem-based Adaptation approaches (20%)		
CRITERIA 2		
Disciplines covered and the skill set and experience within the assembled team, including degree of partnership with local organisation(s) and experience working in the Pacific Island countries. Experience working in Vanuatu will be an advantage. (20%)		
CRITERIA 3		
Strong track record in delivering gender sensitive and socially inclusive capacity building and participatory research with a range of people including customary/community/village level groups, government, and local NGOs, accessible communication and project management and facilitation. (20%)		
CRITERIA 4		
Proven experience in report writing, including ability to analyse data, present key findings and recommendations of priority actions in accessible, easily understood language. Presentations to communities must be made in Bislama or the local dialect (15%)		
CRITERIA 5		
Complete technical proposal: methodology and costed workplan setting out the activities to be undertaken and timings of activities. (15%)		
*Attach a technical proposal if necessary		

CRITERIA 6

Experience in monitoring and evaluation, data storage and information handling, and being able to capture high quality photographic images and video. (5%)

CRITERIA 7

Detailed Financial Proposal in USD (5%)

- **Attach a detailed financial proposal**

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
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – Consultancy to undertake Ecosystem and Socio-economic Resilience Analysis and Mapping and develop Ecosystem based Adaptation Options reports in Vanuatu

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_____