



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2021/052

File: AP_2/39

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Consultancy to undertake Marine Rapid Biological Assessments (BIORAPs) 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 (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	
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		
Overall understanding of what the tender requires. (5%)		
CRITERIA 2		
Knowledge of current theory and application of conservation biology in relation to the establishment and maintenance of protected marine areas that conserve ecosystems and habitats, together with associated cultural values and traditional natural resource management systems. (5%)		
CRITERIA 3		
Experience in monitoring and evaluation, data storage and information handling, and being able to capture high quality photographic images and video. (5%)		
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. (10%)		
CRITERIA 5		
Access to other services including GIS expertise. (5%)		
CRITERIA 6		
Previous work undertaking rapid marine biodiversity assessments in Vanuatu, including mapping marine biodiversity and ecosystems, and identifying options to manage threats and protect biodiversity in remote areas. (15%)		

CRITERIA 7

Disciplines covered and the skill set and experience within the assembled team, including degree of partnership with international and local organisation(s). (20%)

CRITERIA 8

Methodology and costed workplan setting out the activities to be undertaken and timings of activities. (15%)

CRITERIA 9

Strong track record in gender sensitive and human rights-based approach to positive collaboration with a range of people including customary/community/ village level groups, government, and local NGOs, accessible communication and project management and facilitation. (15%)

CRITERIA 10

Detailed Financial proposal in US dollars. (5%)

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 Marine Rapid Biological Assessments (BIORAPs) 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_____