



# SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

## TENDER APPLICATION FORM

RFT: 2012/075\_ReAd

File: AP\_3/29

### THIS APPLICATION IS FOR THE FOLLOWING TENDER:

**Project Coordinator: Enhancing the resilience and adaptive capacity of Samoa's coastal communities to climate change through marine Ecosystem-based Adaptation pilot solutions, READVERTISEMENT**

*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	

<b>5.</b>	<b>PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)</b>		
Name		Position	Organisation & Contact Details
<b>6.</b>	<b>STATE HOW YOU MEET EACH SELECTION CRITERIA</b>		
<b>CRITERIA 1</b>			
A tertiary qualification from a recognised institution in marine science, natural resources management, biodiversity conservation, climate change adaptation or a related and relevant field; (25%)			
<b>CRITERIA 2</b>			
Project management or project coordination experience; (20%)			
<b>CRITERIA 3</b>			
At least 5 years-experience working in similar roles in the Pacific region and preferably Samoa, including experience in environmental monitoring and sound understanding of coastal ecosystems; (25%)			
<b>CRITERIA 4</b>			
Experience working with Government, communities and other stakeholders in Samoa; (15%)			
<b>CRITERIA 5</b>			
Excellent written and oral communication skills in English and Samoa (15%)			

<b>7.</b>	<b>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.</b>	<b>ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>	
<b>9.</b>	<b>HOW DID YOU LEARN ABOUT THIS TENDER?</b>	
<b>10.</b>	<b>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) – Project Coordinator: Enhancing the resilience and adaptive capacity of Samoa's coastal communities to climate change through marine Ecosystem-based Adaptation pilot solutions**

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\_\_\_\_\_