



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: PWP-079-CON

File: AP_6/5/8/4

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Project Officer (Service Based Consultancy) – to provide in-country management of the PacWastePlus programme at the Ministry of Foreign Affairs, Timor-Leste

*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. Failure to do this will mean your application will **not** be considered).*

For the Technical and Financial proposals you may attach these separately.

1. DETAILS			
NAME OF FIRM <i>(if applicable)</i>			
NAME OF PRINCIPAL CONTRACTOR			
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 CONTRACTOR & 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 (Provide three references relevant to this tender submission, including the most recent work completed)		
Name	Position	Organisation & Contact Details
6. STATE HOW YOU MEET EACH SELECTION CRITERIA		
CRITERIA 1 (5%)		
Qualification from a recognised tertiary institution in a field related to project management and/or environment management		
CRITERIA 2 (5%)		
At least 3 years project implementation experience on environmentally focused, and/or engineering/construction projects (preferably related to waste management)		
CRITERIA 3 (20%)		
Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight, communication, and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring, and evaluation. Demonstrated experience with a management tool/software an advantage		
CRITERIA 4 (20%)		
Demonstrated experience in capacity building		
CRITERIA 5 (10%)		
Excellent command of spoken and written English and local language and knowledge of the Timor-Leste governmental processes and procedures will be an advantage		
Attach a detailed technical proposal		

CRITERIA 6 (40%)

Submitted proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy

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, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company and being a shell company.

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)

Status of COVID-19 Vaccination

8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT**9. HOW DID YOU LEARN ABOUT THIS TENDER?**

10.	<p>CERTIFICATION & AUTHORISATION: All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.</p> <p>By signing this application form you are indicating your agreement to SPREP’s Standard Terms and Conditions outlined in the Contract for Services (attached). SPREP Standard Contract Terms and Conditions are non-negotiable.</p>	
Signature	Date	

The following documents must be attached to this Tender application form:

- Curriculum Vitae – Principal Contractor & Proposed Personnel
- Detailed Financial Proposal
- Business Licence
- Conflict of Interest Form
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – AP 6/5/8/4 – Project Officer (Service Based Consultancy) – to provide in-country management of the PacWastePlus programme at the Ministry of Foreign Affairs, Timor-Leste

Indicate which is relevant

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 _____