



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2022/006

File: AP_3/29

THIS APPLICATION IS FOR THE FOLLOWING TENDER:
Project Officer - INTRA ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES)

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 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		
Minimum tertiary qualifications of a Bachelor degree in Environmental Science, Climate Change or other relevant technical field from a recognised institution (5%)		
CRITERIA 2		
At least 5 years of extensive project management or project coordination experience and an excellent project technical assistance track record in projects related to climate change and disaster resilience, preferably within the Pacific islands region (15%)		
CRITERIA 3		
Extensive knowledge of, and a demonstrable track record working on, climate change and disaster resilience, vulnerability reduction and/or climate change adaptation and mitigation projects, preferably in the Pacific islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region (15%)		
CRITERIA 4		
Excellent relationship management and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience (15%)		
CRITERIA 5		
Excellent team management experience including high level advisory and analytical skills as well as nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments (15%)		

CRITERIA 6

Excellent experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting (15%)

CRITERIA 7

Technical Proposal / Methodology

- a. recommended approach to deliver scope of work in the attached terms of reference;
 - b. key sources/data to inform the assignment and relevant stakeholders; and
- detailed work plan clearly outlining milestones and delivery timelines.

*full details can be attached separately.

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 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 Officer - PACRES

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 _____