



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2022/007

File: AP_3/34/9/1

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Consultancy to analyse and identify Climate Resilience Innovative Solutions and implement the PCCC Virtual Innovative Exhibition 2022

*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 | |
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| 3. WORK EXPERIENCE | | | |
| Dates | Employer | Position (briefly list core functions) | |
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| 4. PROFESSIONAL AFFILIATIONS/AWARDS | | | |
| Dates | Organisation | Member/Award Status | |
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| 5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job) | | |
|---|----------|--------------------------------|
| Name | Position | Organisation & Contact Details |
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| 6. STATE HOW YOU MEET EACH SELECTION CRITERIA | | |
| CRITERIA 1: | | |
| At least ten (10) years demonstrated experience and understanding of the Pacific context including regional, environmental and developmental issues. Demonstrated knowledge and understanding of the work of SPREP and its mandates, and the Council of Regional Organisations of the Pacific (CROP) architecture, interactions, mandates, policy and planning instruments. (25%) | | |
| | | |
| CRITERIA 2: | | |
| Demonstrated expertise and experience in organisational and thematic strategic planning, change management, education, gender and social inclusion, monitoring and evaluation and undertaking reviews of this nature. (20%) | | |
| | | |
| CRITERIA 3: | | |
| Excellent communications skills with high command of spoken and written English and including demonstrated experience engaging with national government agencies, using participatory and consultative approaches relevant to the Pacific. (15%) | | |
| | | |
| CRITERIA 4: | | |
| Technical Proposal/Methodology of how the reviews will be conducted and implemented. (20%) | | |
| *full details can be attached separately. | | |
| CRITERIA 5: | | |
| Detailed Financial Proposal in US dollars. Clearly identify amounts for: person day rates and virtual or in-person workshops and consultations, communications, and incidentals (20%). | | |
| *full details can be attached separately. | | |

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|--|--|
| 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) | |
| 8. | ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT |
| | |
| 9. | HOW DID YOU LEARN ABOUT THIS TENDER? |
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|------------------|---|-------------|
| 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 Technical Proposal
- Business licence and relevant work permit.
- Detailed Financial Proposal
- Any other relevant information to support this tender application.

CONFLICT OF INTEREST FORM

Request for Tender (RFT) – AP 3/34/9/1- Consultancy to analyse and identify Climate Resilience Innovative Solutions and implement the PCCC Virtual Innovative Exhibition 2022

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 _____