



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT  
PROGRAMME**

**TENDER APPLICATION FORM**

RFT: 2022/011

File: AP\_3/28/5

**THIS APPLICATION IS FOR THE FOLLOWING TENDER:**

**Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning: Finance and Administration Assistant**

*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.*

<b>1. DETAILS</b>			
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	
<b>2. ACADEMIC BACKGROUND (PRINCIPAL APPLICANT &amp; PROPOSED PERSONNEL)</b>			
Dates	Institution/Country	Qualification Attained	
<b>3. WORK EXPERIENCE</b>			
Dates	Employer	Position (briefly list core functions)	
<b>4. PROFESSIONAL AFFILIATIONS/AWARDS</b>			
Dates	Organisation	Member/Award Status	

<b>5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job)</b>		
Name	Position	Organisation & Contact Details
<b>6. STATE HOW YOU MEET EACH SELECTION CRITERIA</b>		
<b>CRITERIA 1:</b>		
The Consultant must currently reside in Funafuti and have legal status to work in Tuvalu.		
<b>CRITERIA 2: Technical Proposal</b>		
i. A university degree in accounting, economics or environmental management (15%)		
<b>CRITERIA 2: Technical Proposal</b>		
ii. A minimum of 3 years of relevant experience in a field related to climate change. (15%)		
<b>CRITERIA 2: Technical Proposal</b>		
iii. Experience working with project finance and management, project procurement requirements, business administration and project administration. (35%)		
<b>CRITERIA 2: Technical Proposal</b>		
iv. Work experience with international /regional /national organizations. (15%)		

**CRITERIA 3:**

Detailed financial proposal in USD (20%). Outline all costs associated with the undertaking of activities including professional fees and miscellaneous costs inclusive of all taxes

**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?**

<b>10.</b>	<p><b>CERTIFICATION &amp; AUTHORISATION:</b>  <b>All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.</b></p> <p><b>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.</b></p>	
<b>Signature</b>		<b>Date</b>

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

- Curriculum Vitae – Principal Consultant & Proposed Personnel
- Business licence
- Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – Development of Tuvalu’s National Adaptation Plan to advance medium and long-term adaptation planning: Finance and Administration Assistant**

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 \_\_\_\_\_