



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: PCCC_2024_006

File: AP_3/33

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Short-term Consultancy to Review and Refine the Pacific Climate Change Center (PCCC) Strategy and Business Plan

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		
a) At least a Master's degree with 7 years' professional experience or Bachelor's Degree with 10 years' professional experience (10%)		
CRITERIA 2		
b) At least 10 years of professional experience in organizational, project or any other management role requiring strategy formulation, implementation and achievement (15%)		
CRITERIA 3		
c) Demonstrate understanding and knowledge of strategic planning, standard management tools and techniques to schedule, plan, and measure performance (15%)		
CRITERIA 4		
d) Excellent research and analytical skills including desk research, interviewing skills, and stakeholder facilitation methodologies (15%)		

CRITERIA 5

Technical proposal - Provide a detail summary on the proposed methodology, execution, approach and timeline (25%)

*full details can be attached separately.

CRITERIA 6

FINANCIAL PROPOSAL: Provide a detailed outline of the costs involved in successfully delivering this project **including travel** submitted in United States Dollars (USD) and inclusive of all associated taxes (20%)

*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)

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) – Short-term Consultancy to Review and Refine the Pacific Climate Change Center (PCCC) Strategy and Business Plan

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.

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

I declare that there is a potential conflict of interest in the submission of my proposal [please provide an explanation with your proposal]

Name, Signature

Date

Title _____

