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| SPREP-PROE-tall-colour_sml copy.gif | **SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME**  **TENDER APPLICATION FORM** |

RFT: 2025/005

File: SPREP 2/44

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Strengthening SPREP’s Capacity as a Direct Access Entity: *Establishment & Implementation of the SPREP Climate Mitigation and Adaptation Monitoring and Evaluation (M&E) Framework*** |

*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.*

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| **1.** | **DETAILS** | | | | | | |
| NAME OF FIRM *(if applicable)* | | |  | | | | |
| NAME OF PRINCIPAL CONTRACTOR | | |  | | | | |
| LIST OTHER PROPOSED PERSONNEL *(if applicable)* | | |  | | | | |
| NATIONALITY | | |  | | | | |
| POSTAL ADDRESS | | |  | | E-MAIL ADDRESS | |  |
| TELEPHONE WORK | | |  | | MOBILE NUMBER | |  |
| TELEPHONE HOME | | |  | | FAX NUMBER | |  |
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| **2.** | **ACADEMIC BACKGROUND** *(PRINCIPAL CONTRACTOR & 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 (Provide three references relevant to this tender submission, including the most recent work completed)** | | | | | | |
| Name | | | Position | | Organisation & Contact Details | | |
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| **6.** | **STATE HOW YOU MEET EACH SELECTION/EVALUATION CRITERIA** | | | | | | |
| **CRITERIA 1 – Qualification and Experience (30%)**  The consultants/company/firm must demonstrate the following qualifications, expertise, and skillset.   1. A master’s degree in relevant field(s) from a recognised tertiary institution. 2. At least 10 years’ experience in respective technical areas cited in the Scope of Work, including evidence of similar assignments in the last 5 years. 3. Excellent knowledge of climate change in the Pacific Region, and demonstrated expertise in climate mitigation and adaptation, as well as project monitoring, evaluation and reporting. 4. Strong background in results-based monitoring (RBM) management strategy for measuring performance and achievement of outputs, outcomes and impacts. 5. Good understanding of regional organisations including SPREP, global funding processes and accreditation requirements especially with major donors/development partners such as the EU, AF, GCF, and UN organisations, including project development and implementation processes in the Pacific Islands. | | | | | | | |
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| **CRITERIA 1 – Qualification and Experience – continued (10%)**   1. Good experience in undertaking multiple stakeholder consultations and workshop facilitation as relevant for the Pacific and the tasks outlined in the Scope of Work. 2. Excellent communication skills with high command of spoken and written English, and proficiency in reporting and presenting findings for decision making. | | | | | | | |
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| **CRITERIA 2 – Technical Proposal/ Methodology (40%)**   1. Outline how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan. 2. Provide specific milestones for each of the deliverables including timelines for SPREP and other DAEs comments/inputs on draft documents. 3. As required, specify the personnel responsible for each deliverable including the estimated number of working days to be spent. This is to be costed accordingly in the financial proposal. 4. Include a session to present all the deliverables to SPREP. | | | | | | | |
| ***\* full details can be attached separately*** | | | | | | | |
| **CRITERIA 3 (20%)**  Submitted financial proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy. | | | | | | | |
| ***\* 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) | | |  | | | | |
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| **8.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** | | | | | | |
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| **9.** | **HOW DID YOU LEARN ABOUT THIS TENDER?** | | | | | | |
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| **10.** | **CERTIFICATION & AUTHORISATION:**  **All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.**  **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.** | | | | | | |
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| **Signature** | | | | | | **Date** | |

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

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

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT): 2025/005: Establishment & Implementation of the SPREP Climate Mitigation and Adaptation Monitoring and Evaluation (M&E) Framework**

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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

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

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Name, Signature Date

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_