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

RFT: 2025/006

File: AP\_4/12/18

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Consultancy – Development of the State of Environment and Conservation in the Pacific Islands (SOEC) Regional Report 2025** |

*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 | |  |
|  | | | | | | | |
| **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 -** Minimum qualification of a Master’s degree in environmental science, Environmental Engineering, Climate Change, Natural Resources Management or related field OR a Bachelor’s degree with at least 7 years’ working experience in environmental management, natural resources management, climate change and other related areas. (10%) | | | | | | | |
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| **CRITERIA 2 -** Proven extensive experience with the application of Assessment Analytical Models such as the Driver, Pressure, State, Impact, Response (DPSIR) framework, and modelling and scenario development. (10%) | | | | | | | |
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| **CRITERIA 3 -** Proven experience in working with international or regional organizations on similar assignments. Experience working with members of Pacific consortiums such as the Pacific Islands Roundtable for Nature Conservation (PIRT) would be an asset. (5%) | | | | | | | |
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| **CRITERIA 4 -** Prior working experience in Pacific Islands region or knowledge of its current socio-economic situation, current and emerging issues and related challenges. (10%) | | | | | | | |
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| **CRITERIA 5 -** Demonstrated track record in engaging with a diverse range of stakeholders. (10%) | | | | | | | |
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| **CRITERIA 6 -** Demonstrated analytical skills, interpersonal skills, and experience in conducting technical presentations. (10%) | | | | | | | |
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| **CRITERIA 7-** Excellent written and verbal communication and demonstrated science communication skills. (10%) | | | | | | | |
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| **CRITERIA 8 – Technical Proposal/ Methodology (15%)**   1. recommended approach to deliver scope of work in the   attached terms of reference.   1. 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*** | | | | | | | |
| **CRITERIA 9- Financial Proposal (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): 2025/006: Consultancy – Development of the State of Environment and Conservation in the Pacific Is-lands (SOEC) Regional Report 2025**

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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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_