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

RFT: 2025/010

File: AP\_3/42

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Loss and Damage Consultant for the Development of a National Loss and Damage Evidence Base for the Cook Islands under the Loss and Damage Capacity and Capability Project** |

*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 (20%)**  Master’s degree with expertise in the areas of climate change, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 7 years of professional experience in gender related work.  And/or  Bachelor’s degree with expertise in the areas of climate change, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 10 years professional experience in gender related work. | | | | | | | |
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| **CRITERIA 2 (20%)**  a) Demonstrated experience in designing / developing evidence base reports.  b) Demonstrated experience in undertaking similar assignments in the Pacific.  c)Familiarity with GEDSI analysis tools and methodologies  d)Knowledgeable about climate change impacts and challenges, environmental issues, resilience building opportunities particular to PICs | | | | | | | |
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| **CRITERIA 3 (10%)**  e) Culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.  f) Strong data collection and analytical skills.  g) Strong skills in report writing and delivery of training.  h) Proactive in updating work progress and raising any challenges and proposing practical solutions when delays and/or change of plans occur. | | | | | | | |
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| **CRITERIA 4 (10%)**  Fluency in English (oral and written) is a requirement with sound written and presentation skills using plain English. | | | | | | | |
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| **CRITERIA 5 (20%)**  Technical proposed on the approach and methodology to undertake the activities outlined in the terms of reference, including timelines to complete the deliverables. | | | | | | | |
| ***\* full details can be attached separately*** | | | | | | | |
| **CRITERIA 6 - 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): 2025/010: Loss and Damage Consultant for the Development of a National Loss and Damage Evidence Base for the Cook Islands under the Loss and Damage Capacity and Capability Project**

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