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|  | **SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME**  **TENDER APPLICATION FORM** |

File: AP\_2/39

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Consultancy to Develop a Management Plan for Masamasa-Falelima National Park in Savaii, Samoa** |

*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 or your Technical Proposal. Failure to do this will mean your application will* ***not*** *be considered.*

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| **1.** | **DETAILS** | | | | | | |
| NAME OF FIRM *(if applicable)* | | |  | | | | |
| NAME OF PRINCIPAL CONSULTANT | | |  | | | | |
| 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 APPLICANT & 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 (List at least 3 including the most recent relevant to this job)** | | | | | | |
| Name | | | Position | | Organisation & Contact Details | | |
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| **6.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA** | | | | | | |
| **CRITERIA 1:**  A qualification from a recognized tertiary institution in a field related to natural resources management, protected areas management; preferably with qualifications and experience in applied climate change adaptation (10%); | | |  | | | | |
| **CRITERIA 2:**  Demonstrated high level skills in developing or reviewing policy and plans in relation to protected areas management, preferably also with skills in climate change adaptation and natural resources management (15%); | | |  | | | | |
| **CRITERIA 3:**  Demonstrated skills and experience in undertaking ecological baseline analysis of protected areas (15%); | | |  | | | | |
| **CRITERIA 4:**  Demonstrated skills in community work and ability to engage and communicate with local people (10%); | | |  | | | | |
| **CRITERIA 5:**  Record of having successfully worked with government and communities in Samoa or other Pacific island countries over the past 5 years (10%); | | |  | | | | |
| **CRITERIA 6:**  Detailed technical proposal/workplan and methodology (20%); and | | |  | | | | |
| **CRITERIA 5:**  Financial proposal (20%) | | | * Attach detailed financial proposal | | | | |
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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, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, misrepresentation, corruption, participation in a criminal organization, money laundering or terrorist financing, child labor, and deficiency in capability in complying main obligations. | | |  | | | | |
| 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.** | | | | | | |
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| **Signature** | | | | | | **Date** | |

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

* Curriculum Vitae – Principal Consultant & Proposed Personnel
* Detailed Technical Proposal
* Business licence and relevant work permit.
* Detailed Financial Proposal
* Any other relevant information to support this tender application.