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

RFT: 2021/072

File: AP\_4/13/10/1 and AP\_4/12/19

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Consultancy to conduct a Comparative Analysis of Protected Area Management Effectiveness (PAME) Evaluation Tools for the Pacific islands region** |

*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:**  Minimum qualifications of a bachelor’s degree in Environmental Management, Geography, Natural Resource Management or relevant field (15%) | | | | | | | |
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| **CRITERIA 2:**  Demonstrated ability to conduct research and produce analysis (20%) | | | | | | | |
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| **CRITERIA 3:**  At least 7 years’ relevant experience working in protected area management and/or administration, or similar at national and/or regional levels, with a good knowledge of protected area management issues and/or biodiversity conservation, regional context, emerging issues and related challenges within the Pacific islands’ region is an advantage, including broad understanding and familiarity with the following: (25%)   * Existing Protected Area Management Effectiveness (PAME) Evaluation tools and guidance * Convention on Biological Diversity and other related biodiversity conventions * Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets and the new Global Biodiversity * Framework through 2030 Framework for Nature Conservation and Protected Areas in the Pacific islands 2021-2025. | | | | | | | |
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| **CRITERIA 4:**  Demonstrated experience working within a multi-disciplinary and multi-cultural team environment (10%) | | | | | | | |
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| **CRITERIA 5:**  Excellent written and verbal communication skills including high level of presentation, inter-personal and critical thinking skills and maintaining effective relationships with a diverse group of people. (15%) | | | | | | | |
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| **CRITERIA 6:**  Detailed work plan, schedule of activities and timeframe which achieves the outputs of the consultancy. (5%) | | | | | | | |
| * Attach detailed technical proposal/workplan | | | | | | | |
| **CRITERIA 7:**  Detailed financial proposal (10%). | | | | | | | |
| * 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. | | | |  | | | |
| 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.** | | | | | | |
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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.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – AP\_4/13/10/1 and AP\_4/12/19: Consultancy to conduct a Comparative Analysis of Protected Area Management Effectiveness (PAME) Evaluation Tools for the Pacific islands region**

1. 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.

2. 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

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

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Name, Signature Date

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