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

File: AP 3/29

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Tonga Climate Change Portal Young Professionals (Service-Based Consultancy) READVERTISEMENT** |

*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 recognised tertiary institution in communications, information and knowledge management or ICT, or a related field (50%); |  |
| **CRITERIA 2:**Excellent computer skills and ability to provide basic ICT maintenance and support for the portal is a highly desirable requirement for at least one of the positions (20%); and |  |
| **CRITERIA 3:**Excellent communication skills and can demonstrate they are fluent in both English and Tongan. (10%) |  |
| **CRITERIA 4:**Demonstrated research, analytical and reporting skills as well as good understanding and appreciation of environmental ethics, values and priorities (10%); and |  |
| **CRITERIA 5:**Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment (10%)  |  |
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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.