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

File: AP 4/12/18

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Vanuatu National Coordinator/Environment Specialist** |

*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 Bsc level qualifications in environmental science or related field and more than 5 years experience working in areas of environmental management, public policy, development planning and policy instruments (10%); | | |  | | | | |
| **CRITERIA 2:**  Well versed in multi-lateral environmental agreements and international commitments (such as SDGs), as well as Vanuatu’s development planning and environmental decision making policy framework (10%); | | |  | | | | |
| **CRITERIA 3:**  Proven experience in project management (10%); | | |  | | | | |
| **CRITERIA 4:**  Proficiency in English (written and oral) and excellent communication skills, ability to analyze and plot basic environmental data and ideally some experience creating maps with GIS software (10%); | | |  | | | | |
| **CRITERIA 5:**  Demonstrated high-level of skills in reviewing and report writing and ability to deliver within the timeframe (15%); | | |  | | | | |
| **CRITERIA 6:**  Demonstrated experience working in Vanuatu, the Pacific region or other developing countries, willing to work alongside colleagues from different professional backgrounds, sensitivity to cultural differences and willing to build and strengthen capacity of DEPC officers (15%); | | |  | | | | |
| **CRITERIA 7:**  Detailed technical proposal/workplan and methodology (15%); and | | |  | | | | |
| **CRITERIA 8:**  Detailed financial proposal (15%). | | | * 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.