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

RFT: 2023/026

File: AP\_3/28/7

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Technical Assistance for Niue National Designated Authority with the Green Climate Fund to: (i) Develop NDA Standard Operating Procedures Manual (ii) Update Niue’s Strategic Framework and Country Programme and (iii) Develop a GCF Readiness Strategy and work plan.** |

*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.*

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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**  Postgraduate qualifications in strategic planning, strategic management, finance development and planning, governance and public policy, international development or relations, environment science, climate financing or related fields. (10%) | | | | | | | |
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| **CRITERIA 2**  Demonstrated experience, of at least seven (7) years, working with a cross-section of stakeholders to conduct need assessments, develop Country strategic frameworks and country programmes and plans and/ or comparative documents for government climate finance portfolios in preferably small island developing states or Pacific context. (15%) | | | | | | | |
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| **CRITERIA 3**  Demonstrated experience, of at least seven (7) years, working with government stakeholders in the areas of institutional strengthening, development of organisational policies, procedures, plans or strategies for efficient and effective project management cycle processes, national designated authority processes or comparative processes in preferably small island developing states or Pacific context. (15%) | | | | | | | |
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| **CRITERIA 4**  Minimum of two (2) assignments demonstrating working knowledge of the Green Climate Fund or similar Climate Finance Institutions operational modalities in the past seven (7) years. (10%) | | | | | | | |
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| **CRITERIA 5**  Demonstrated effective communication and interpersonal skills to engage a wide range of stakeholders for collection of information, development of guiding government documents and raising awareness or building capacity, preferably in small island developing states or Pacific context. (10%) | | | | | | | |
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| **CRITERIA 6**  Excellent writing skills, ability to produce clear, concise, logical and grammatically correct written material in plain English language. Knowledge of the Niuean language an advantage. (10%) | | | | | | | |
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| **CRITERIA 7: Technical Proposal/Methodology (10%)**  Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables. | | | | | | | |
| *\** full details can be attached separately | | | | | | | |
| **CRITERIA 8: Financial Proposal (20%)**  Financial proposal detailing all costs associated with the undertaking of project activities including professional fees and miscellaneous costs. | | | | | | | |
| *\** 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 Consultant & Proposed Personnel
* Business licence
* Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – Technical Assistance for Niue National Designated Authority with the Green Climate Fund to: (i) Develop NDA Standard Operating Procedures Manual (ii) Update Niue’s Strategic Framework and Country Programme and (iii) Develop a GCF Readiness Strategy and work plan.**

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