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

RFT: 2022/071

File: AP\_2/39

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Consultancy to engage with communities and stakeholders to undertake biodiversity and socio-economic assessments and develop a widely supported integrated ecosystem management plan for the Navua catchment and Beqa Lagoon area, Central Province, Fiji** |

*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).*

*For the Technical and Financial proposals you may attach these separately.*

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| **1.** | **DETAILS** |
| NAME OF FIRM *(if applicable)* |  |
| NAME OF PRINCIPAL CONTRACTOR |  |
| 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 CONTRACTOR & 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 (Provide three references relevant to this tender submission, including the most recent work completed)** |
| Name | Position  | Organisation & Contact Details |
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| **6.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA**  |
| **CRITERIA 1 – 30%**Have proven experience in employing GSI sensitive and human-rights based approaches to positively collaborate with a range of people including customary/community/ village level groups, government, and local NGOs to develop integrated ecosystem management plans for coastal areas and associated terrestrial ecosystems in Fiji. ( |
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| **CRITERIA 2 – 30%**Be able to assemble a multi-disciplinary team of experts[[1]](#footnote-1) that prepared to conduct substantive fieldwork in challenging rural locations with local communities with proven expertise in:* the design, implementation and reporting of marine and terrestrial biodiversity surveys undertaken in Fiji, including the management of logistics including organising boats, land transport, food, accommodation, and provision of dive tanks for the survey work etc.
* in their specialist fields and commensurate detailed knowledge of Pacific biota and ecosystems, theory and application of conservation biology in relation to the establishment and maintenance of protected areas.
* design, implementation and reporting of ecosystem and socio-economic surveys, resilience analysis and mapping.
* in the specialist fields required and commensurate detailed knowledge of marine and terrestrial ecosystems threats analysis and identifying realistic, community-centred Ecosystem-based Adaptation (EbA) resilience options.
* the use of participatory conservation management, consultative research approaches and in training and capacity building.
* project management and facilitation
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| **CRITERIA 3 - 15%**Have proven experience:* in monitoring and evaluation, data storage and information handling, and being able to capture high quality photographic images and video.
* in report writing, including ability to analyse data (including the GSI dimension of data collected),
* presenting key findings and recommendations of priority actions in accessible, easily understood language, in English, iTaukei and Fijian Hindi.
* have access to other services such as GIS expertise.
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| **CRITERIA 4 – 20%**Technical proposal / Methodology - Costed workplan setting out the activities to be undertaken and timings of activities. |
| *\** full details can be attached separately |
| **CRTITERIA 5 (5%)**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).** |
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| **Signature** | **Date** |

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

* Curriculum Vitae – Principal Contractor & Proposed Personnel
* Detailed Financial Proposal
* Business Licence
* Conflict of Interest Form
* Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – Consultancy to engage with communities and stakeholders to undertake biodiversity and socio-economic assessments and develop a widely supported integrated ecosystem management plan for the Navua catchment and Beqa Lagoon area, Central Province, Fiji**

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

1. Key skills to be included: marine and terrestrial species, terrestrial, marine and social ecology, (bio)geography/geomorphology, resource economics, GIS mapping, hydrology, GSI specialist, participatory stakeholder engagement and training or similar. [↑](#footnote-ref-1)