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

RFT: 2023/027

File: AP\_3/28/7

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Technical Assistance for creating an enabling environment for Niue’s Private Sector in Climate Finance** |

*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 ranging in business development, international development, private sector development, economics, development or climate finance, project management. (10%) | | | | | | | |
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| **CRITERIA 2**  At least 10 years demonstrated experience of working with private sector organisations in climate finance activities - public private partnerships, approaches to supporting micro businesses to engage in climate change mitigation and adaptation activities and approaches involving international private sector. (10%) | | | | | | | |
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| **CRITERIA 3**  Demonstrated experience of assessing needs and developing strategies and plans to create an enabling environment for private sector engagement with climate finance or comparative financing mechanisms at a national level. (10%) | | | | | | | |
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| **CRITERIA 4**  Evidence of strong private sector contacts across different sectors, and business types (SMEs, MNCs etc.) relevant to Niue or the Pacific context with demonstrated experience in engaging with private corporations’ management level. (10%) | | | | | | | |
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| **CRITERIA 5**  Demonstrated in-depth understanding and knowledge of the Green Climate Fund and other international climate finance mechanisms for engaging the Private Sector. (10%) | | | | | | | |
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| **CRITERIA 6**  Demonstrated relevant working experience, at least 10 years, in the areas of institutional strengthening and capacity building with the public, private and community sector stakeholders to conduct effective stakeholder consultations, co-develop strategic/operational guiding documents and deliver effective training and information sessions to increase awareness and knowledge. (10%) | | | | | | | |
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| **CRITERIA 7**  Excellent command of spoken and written English with demonstrated ability to develop and deliver reports and presentations or facilitate discussions to effectively draw input or participation from the target audience. (10%) | | | | | | | |
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| **CRITERIA 8: 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 9: 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 creating an enabling environment for Niue’s Private Sector in Climate Finance.**

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