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

RFT: PCCC\_2024\_005

File: AP\_3/34/9

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Review and update the Pacific Climate Change Science to Services Research Roadmap (2017 – 2026).** |

*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 CONSULTANT/EXPERT/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** | | **Organization** | | | **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 | | Organization & Contact Details | |
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| **6.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA** | | | | | |
| **CRITERIA 1 (10%)**  Minimum qualifications of a master's degree in Climate Science, Climate Change, Meteorology, Environmental Science, or another relevant technical field. | | | | | | |
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| **CRITERIA 2 (15%)**  At least 10 years of work experience in climate change with at least 5 years of experience in developing national or regional policy and plan documents relating to climate change ang and research and or other aspects of sustainable development | | | | | | |
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| **CRITERIA 3 (15%)**  Experience in international climate change and research consulting related to the development of climate change research. Familiar with climate change and research in the development world context, particular experience in the Pacific is desirable | | | | | | |
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| **CRITERIA 4 (15%)**  Demonstrated experience in applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultation in the development of national or regional policy documents.  Candidates should demonstrate their performance is driven through independent or collaborative efforts with excellent coordination and communication skills | | | | | | |
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| **CRITERIA 5 (25%)**  Provided detailed summary on the proposed methodology, execution approach and timeline. | | | | | | |
| *\*full details can be attached separately* | | | | | | |
| **CRITERIA 6 (20%)**  **Financial Proposal** - provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes. | | | | | | |
| *\*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) | | |  | | | |
| Status of COVID-19 Vaccination | | |  | | | |
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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 Contractor & Proposed Personnel
* Detailed Financial Proposal
* Conflict of Interest Form (sign below)
* Business License
* Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – Review and update the Pacific Road Map for Strengthened Climate Services (2017 – 2026).**

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