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

RFT: 2022/068

File: AP\_3/28/8

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| **THIS APPLICATION IS FOR THE FOLLOWING TENDER:** |
| **Republic of Marshall Islands**  **GCF Readiness Project Support** |

*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate the selection criteria is met – DO NOT refer to CVs. Failure to do this will mean the application will* ***not*** *be considered.*

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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**  A minimum associates degree, diploma or equivalent in governance and public policy, international development, business administration, project management or similar field (5%). | | | | | | | |
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| **CRITERIA 2**  At least 3 years of relevant experience preferably in governance and policy, project coordination or support, institutional capacity development, and finance in government institutions, NGOs and / or development agencies on similar assignments (20%). | | | | | | | |
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| **CRITERIA 3**  Demonstrated experience in project support and working with the Government of RMI, private sector, NGOs, or other development agencies nationally and internationally (15%). | | | | | | | |
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| **CRITERIA 4**  Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community (10%). | | | | | | | |
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| **CRITERIA 5**  Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information (20%). | | | | | | | |
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| **CRTITERIA 6**  Good knowledge and understanding of climate change impacts and issues in the Marshall Islands and the Pacific (5%). | | | | | | | |
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| **CRTITERIA 7**  Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks (5%). | | | | | | | |
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| **CRTITERIA 8 (20%)**  Financial proposal to outline all costs associated with the undertaking of project activities including professional fees and miscellaneous costs (all costs to be inclusive of all applicable taxes in RMI). Each Bidder is to provide the financial proposal in the following format – **Total 20%.** | | | | | | | |
| |  |  | | --- | --- | | **Financial proposal** | **USD** | | 1. Professional fees   (inclusive of all applicable taxes) |  | | 1. Miscellaneous costs – if any   (provide detail on cost and purpose) |  | | 1. Total (A + B) = |  | | 1. Daily rate (C / 415) = |  |     **Note** - The terms of reference specifies 415 working days over the period of project effectiveness.  Applicants are required to provide a daily rate, this being the Total (C) divided by 415 (number of working days). The daily rate must be rounded to the nearest whole number. | | | | | | | |
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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
* Business Licence
* Conflict of Interest Form
* Any other relevant information to support this tender application.

**CONFLICT OF INTEREST FORM**

**Request for Tender (RFT) – Republic of Marshall Islands GCF Readiness Project Support**

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