



**SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME**

TENDER APPLICATION FORM

RFT: 2026-BOLD-007

File: AP_3/41

THIS APPLICATION IS FOR THE FOLLOWING TENDER:

Non-governmental organisation (NGO) to support the implementation of the Building Our Loss and Damage (BOLD) Response Project - Vanuatu

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.

| 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 | |
| 2. ACADEMIC BACKGROUND (PRINCIPAL APPLICANT & PROPOSED PERSONNEL) | | | |
| Dates | Institution/Country | Qualification Attained | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 3. WORK EXPERIENCE | | | |
| Dates | Employer | Position (briefly list core functions) | |
| | | | |
| | | | |
| | | | |
| | | | |



| 4. PROFESSIONAL AFFILIATIONS/AWARDS | | |
|-------------------------------------|--------------|---------------------|
| Dates | Organisation | Member/Award Status |
| | | |
| | | |
| | | |

| 5. PROFESSIONAL REFEREES (List at least 3 including the most recent relevant to this job) | | |
|---|----------|--------------------------------|
| Name | Position | Organisation & Contact Details |
| | | |
| | | |
| | | |

| 6. STATE HOW YOU MEET EACH SELECTION CRITERIA |
|--|
| <p>CRITERIA 1: Organisational Experience Demonstrated capacity to operate as a legally registered NGO in Vanuatu, with strong organisational governance, financial management etc. Tenderers must include copies of audited financial statements/reports for the most recent 2-3 years. 10%</p> |
| |
| <p>CRITERIA 2: Organisational Experience Proven experience of more than 5 years in management of community-based projects with the Government of Vanuatu, private sector, Civil Society Organisations, Faith-Based Organisations, and other relevant development agencies.. 10%</p> |
| |
| <p>CRITERIA 3: Technical Capacity Demonstrated technical involvement/work in the fields of climate change, loss and damage, disaster risk reduction, environmental management, or related community-based work in Vanuatu and/or in the Pacific 20%</p> |
| |
| <p>CRITERIA 4: Technical Capacity Proven track record in community engagement and trainings, using participatory, inclusive approaches, including meaningful engagement of women, youth, persons with disabilities, and marginalised groups (GEDSI Approach) etc. 15%</p> |



| | |
|---|--|
| | |
| CRITERIA 5: Technical Proposal/Methodology | |
| Clear understanding of the Terms of Reference objectives, scope of work, and alignment with the BOLD Response Project goals ie. quality and feasibility of the proposed approach, including workplan, coordination arrangements, risk management, and reporting. 15% | |
| *full details can be attached separately | |
| CRITERIA 6: Technical Proposal/Methodology | |
| Relevant experience and expertise of the Project Team in line with the scope and the requirements of this Terms of Reference – refer Section 4. 10% | |
| *full details can be attached separately | |
| CRITERIA 7 | |
| Detailed financial proposal in US dollars. (20%) | |
| *full details can be attached separately. | |
| 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) | |
| 8. ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT | |
| | |
| 9. HOW DID YOU LEARN ABOUT THIS TENDER? | |
| | |
| 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. |
| | |
| Signature | Date |

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

- Curriculum Vitae – Principal Consultant & Proposed Personnel
- Detailed workplan and schedule of activities
- Detailed Financial Proposal
- Business Licence
- Any other relevant information to support this tender application.



CONFLICT OF INTEREST FORM

Request for Tender (RFT) – Non-governmental organisation to support the implementation of the Building Our Loss and Damage (BOLD) Response Project - Vanuatu

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

I declare that there is a potential conflict of interest in the submission of my proposal [please provide an explanation with your proposal]

Name, Signature

Date

Title _____