**The Department of Environmental Protection and Conservation**

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**APPLICATION FOR REGISTRATION AS AN INDEPENDENT CONSULTANT**

This form has been prepared in accordance with section 14 of the Environmental Protection and Conservation Act [Cap283] and Reg. 27 of the Environmental Impact Assessment Regulations 2011

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| **CATEGORY OF APPOINTMENT SOUGHT** *(please tick)* | **APPLICABLE REGISTRATION FEE** |
| *(please tick)* |
| ❑ Principal Consultant | ❑ VT100,000 |
| ❑ Technical Assistant | ❑ VT50,000 |
| ❑ Assistant Consultant | ❑ VT30,000 |
| ❑ Review Consultant | ❑ VT50,000 |

**PLEASE NOTE:**

1. For roles, responsibilities and criteria for each category of registration, refer to the **Attachment A** to this form.
2. Applications will not be considered unless they are returned to the DEPC:

a. in this form, completed and signed,

b. with all relevant attachments, and

c. accompanied by the prescribed registration fee.

1. On making a valid application to the DEPC, the Director may call for documents, interview the applicant, cause enquiries to be made and/or obtain advice from technically qualified persons as to the suitability of the applicant for registration. The Director will decide whether to register the applicant and in what category.

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| **SECTION A. PERSONAL INFORMATION** | | | | | |
| **APPLICANT PERSONAL DETAILS**  *Please provide your personal contact details.* | | | | | |
| **FULL NAME** |  | | | | |
| **PHYSICAL ADDRESS** |  | | **POSTAL ADDRESS** |  | |
| **TELEPHONE 1** |  | | **TELEPHONE 2** |  | |
| **EMAIL** |  | | | | |
| **QUALIFICATION DETAILS**  *Please attach your current, detailed curriculum vitae and provide* ***in this part*** *details of your qualifications.* | | | | | |
| **DEGREE/DIPLOMA/CERTIFICATE** | | **INSTITUTION CONFERRING THE DEGREE** | | | **YEAR** |
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| **AREAS OF EXPERTISE**  *Please provide details of up to four areas of expertise from the list provided in attachment A to this form.* | | | | | |
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| **MAINTENANCE OF UP-TO-DATE KNOWLEDGE**  *Please provide details of how you maintain an up-to-date knowledge of developments in the scientific, technical and regulatory fields relevant to the category/ies of appointment sought. Please include**details of the most recent training you have attended that is relevant to the appointment sought.* | | | | | |
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| **PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS**  *Please provide**details of relevant professional organisations/associations memberships****,*** *for example, the name of the professional organization, your type of membership and date joined.* | | | | | |
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| **SECTION B. STATEMENTS OF UNDERSTANDING** | | | | | |
| **STATEMENT OF UNDERSTANDING OF ENVIRONMENTAL LEGISLATION**  *Describe your understanding of relevant provisions of the Environment Protection and Conservation Act [Cap 283] and the Environmental Impact Assessment Regulations 2011.* | | | | | |
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| **STATEMENT OF UNDERSTANDING OF ENVIRONMENTAL IMPACT ASSESSMENTS**  *Describe your understanding of the principles and methods for conducting environmental impact assessments.* | | | | | |
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| **SECTION C. PROJECTS** | | | | | | |
| **PROJECT AND TEAM MANAGEMENT SKILLS** (for principal consultant applicants only)  *Please list 3 projects that demonstrate your experience in forming and managing multidisciplinary teams, which contain the appropriate balance of expertise for complex assessments* | | | | | | |
| **PROJECT TITLE AND PURPOSE** | **APPLICANT’S ROLE** | **PERIOD** | | **TEAM SIZE AND EXPERTISE** | | **HOW DOES THE PROJECT DEMONSTRATE YOUR EXPERIENCE?** |
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| **PROJECT EXPERIENCE**  *In support of the statement provided in Section B, please list the 3 main EIA projects you have been involved in, that demonstrate your experience. If you have no former EIA experience, please list any other relevant experience.* | | | | | | |
| **PROJECT TITLE AND PURPOSE** | **APPLICANT’S ROLE** | | **PERIOD** | | **HOW DOES THE PROJECT DEMONSTRATE YOUR EXPERIENCE?** | |
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| **ADDITIONAL REPORTS AND STUDIES – (OPTIONAL)**  *In this section, you* ***may*** *list up to 3 additional reports and/or studies you have undertaken (not listed elsewhere) that support your application. This may include research papers/reports/studies etc. Do not attach these reports.* | | | | | | |
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| **SECTION D. REFEREES** | | | | | | |
| **REFEREES**  *Please nominate two referees that are not directly associated with you or the company employing you:* | | | | | | |
| **REFEREE 1 – NAME:** | | | | | | |
| **COMPANY** |  | | | | | |
| **ADDRESS** |  | | | | | |
| **TELEPHONE 1** |  | | | **TELEPHONE 2** |  | |
| **EMAIL** |  | | | | | |
| **REFEREE 2 – NAME:** | | | | | | |
| **COMPANY** | |  | | | | |
| **ADDRESS** | |  | | | | |
| **TELEPHONE 1** | |  | **TELEPHONE 2** | | |  |
| **EMAIL** | |  | | | | |

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| **SECTION E. ATTACHMENT CHECKLIST** |

Check that you have attached the following documents to your application:

❑ Attachment 1 – current curriculum vitae

❑ Attachment 2 – one or two examples of EIA report(s) or studies prepared by the applicant (optional)

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| **SECTION F. APPLICATION DECLARATION** |

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| Have you or any company of which you are or were a director, at the relevant time, been prosecuted for an offence under any environment protection legislation either in Vanuatu or elsewhere? | ❑ Yes ❑ No |
| Have you ever been found guilty of an indictable offence in Vanuatu or elsewhere? | ❑ Yes ❑ No |
| Are you aware of any circumstances that may affect your independence or objectivity in acting as an Independent Consultant? | ❑ Yes ❑ No |
| Is the information you have provided in this application true, correct and complete? | ❑ Yes ❑ No |

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| Signature of APPLICANT  Date: |  | Signature of WITNESS    Print name and occupation of WITNESS  Date: |

**ATTACHMENT A TO APPLICATION FOR REGISTRATION AS INDEPENDENT CONSULTANT:**

**CATEGORIES OF APPOINTMENT**

**ROLES AND RESPONSIBILITIES:**

The roles and responsibilities of each category of appointment are (but need not be limited to):

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| **Principal Consultant** | Must have a good understanding and working knowledge of EIA processes and local laws concerning environmental matters and planning. The principal consultant must be able to conduct EIA studies based on the approved terms of reference, guide Assistant Consultants within the team, and prepare write up for the related sections. Drafts may be prepared by an Assistant Consultant but the final version must be thoroughly examined and approved by the Principal Consultant. |
| **Technical Assistant** | Must have in-depth knowledge in any field indicated in list below in order to conduct specific studies and/or assessments based on the scope of study or approved TOR and prepare write up for the related sections. An explanation on the expertise may be further clarified by the applicant in the application form. Experience in EIA or environmental management is not required. However, the technical assistant is not permitted to lead an EIA team. Technical Assistants can also act as review consultants at the approval of the Director. |
| **Assistant Consultant** | Assistant Consultants are considered to be individuals involved in EIA Studies at a junior level. Assistant Consultants must work under the supervision of a registered Principal Consultant and assist the Principal Consultant in carrying out the study. Tasks may include sampling, data collection and literature review. |
| **Review Consultant** | Reviews any EIA for the team that conducts the EIA before it is submitted to the Department. Review consultants can also be asked to sit in the EIA Review Committee meeting if asked by the Chair of the EIA Review. |

**AREAS OF EXPERTISE FOR ENVIRONMENTAL IMPACT ASSESSMENTS:**

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| Forestry | Hydrogeological study | Geomorphology | Landscape & visual |
| Ecological studies | Archaeology | Mining | Geology & soil Geotechnical study |
| Fisheries | History | Quarrying | Chemical processes |
| Hydrology | Traffic impact assessment | Scheduled waste management | Air quality and odour |
| Water quality | Social impact assessment | Land use planning | Quantitative risk assessment |
| Waste water | Economic valuation/ economic analysis | Solid waste management | Industrial processes (other than chemical) |
| Noise & vibration | Health impact assessment | General environmental management | Others (please specify) |

**REGISTRATION CRITERIA AND REQUIREMENTS:**

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| --- | --- | --- | --- | --- |
|  | **Qualifications and commitment to ongoing professional development** | **General environmental management experience** | **EIA related experience** | **Core competencies**  *(evidence of meeting core competencies must be provided by the applicant)* |
| **Principal Consultant** | 1. A degree (or equivalent qualification) in sciences, technology or engineering in a relevant discipline awarded by a recognised tertiary institution [applicants with other non-technical or sciences degree may only work within their academic specialization]   or   1. PhD with minimum 3 years of work experience in the selected field | Minimum 7 years | Minimum 5 years | 1. Demonstrated detailed understanding of EIA processes e.g. scoping, screening, impact assessment, mitigating measures, consultation, report writing, environmental management and monitoring plans, and project management 2. Demonstrated knowledge and understanding of Vanuatu’s environmental legal framework 3. Competence in clearly and fluently expressing concepts and ideas, orally and in writing 4. Independence and objectivity when undertaking consultancy responsibilities 5. Personal organisation skills necessary to conduct the environmental assessment effectively and efficiently 6. The ability to make professional judgment based on study findings |
| **Technical Assistant** | A degree (or equivalent qualification) in sciences, technology or engineering in a relevant discipline awarded by a recognised tertiary institution. | Minimum 7 years | Not required | 1. Must be highly competent in the selected field (evidence to be supplied), such as one or more of the following areas: 2. water sciences, including freshwater, marine and groundwater 3. aquatic ecology, including physical, chemical and biological assessments of aquatic ecosystems 4. earth science, including soil sciences and soil degradation process and fluvial geomorphology 5. terrestrial ecology, including assessments of flora and fauna and terrestrial ecosystems 6. environmental modelling, including ecological and hydrological modelling 7. environmental chemistry, including the fate and behaviour of chemicals in the environment 8. Subject specialist must be able to perform detailed study and detailed assessment which may include modeling 9. See core competencies c) to f) above |
| **Assistant Consultant** | 1. Degree in sciences, technology or engineering in a relevant discipline awarded by a recognized tertiary institution   or   1. Diploma or certificate in sciences, technology or engineering. | Minimum 1 year | Not required | 1. Basic understanding of EIA process 2. Basic understanding of Vanuatu’s environmental legal framework 3. See core competencies c) to f) above |
| **Review Consultant** | Same qualifications, minimum experience and competencies as a principal consultant or technical assistant. | | | |

**Notes:**

1. Evidence of qualifications, years of experience and meeting core competencies must be provided by the applicant
2. Science disciplines may include natural sciences, biological sciences, physical sciences, earth sciences and environmental sciences
3. Technology disciplines may include Bioprocess, Biotechnology and Environmental Technology
4. Engineering disciplines may include Environmental Engineering, Chemical Engineering, Civil Engineering, Mechanical Engineering and Electrical Engineering.
5. Applicants with other degrees may only work within their specialized area
6. Competency in the environmental law framework may be obtained by attending specialized training through the Department of Environment
7. Individuals with any relevant serious criminal convictions (e.g. bribery or misappropriation of funds) that could affect the applicant’s integrity and professionalism, may not be considered a suitable candidate
8. All applicants must sign and agree to the independent consultants’ code of practice, which is designed to ensure that registered individuals act in an ethical and professional manner. The Code of Conduct is Attachment B to this application

**ATTACHMENT B TO THE APPLICATION FOR REGISTRATION AS INDEPENDENT CONSULTANT: CODE OF CONDUCT**

This code of conduct was prepared by the

Department of Environmental Protection and Conservation (DEPC)

and approved by the Director of the DEPC in January 2012.

I [*insert full name of prospective consultant*]…………………………………………………………………. agree to meet the following professional standards during the course of my registration as an Independent Consultant under the Environmental Impact Assessment Regulations 2011:

1. Act professionally, accurately and in an unbiased manner;
2. Strive to increase the competence and prestige of the environmental impact assessment profession;
3. Assist those under my supervision (if relevant) in developing their management, professional and environmental impact assessment skills;
4. Not to undertake any job that I am not competent to perform;
5. Not to represent conflicting or competing interests and to disclose to any client or employer any relationship that may influence my judgment;
6. Not to accept any inducement, commission, gift or any other benefit from any interested party or knowingly allow colleagues to do so;
7. Not to intentionally communicate false or misleading information that may compromise the integrity of any EIA study; and
8. Not to act in any way that would prejudice the reputation of Independent Consultants registered under the EIA Regulations 2011 and to co-operate fully with any inquiry in the event of any illegal breach of this code.

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| Signature of APPLICANT  Date: |  | Signature of WITNESS    Print name and occupation of WITNESS  Date: |