

Expressions of Interest AM 9038 for Monitoring, Evaluation and Research Services

Fiji Program Support Facility

October 2022 – Policy and Process Instructions

1. TITLE

Fiji Program Support Facility – Expressions of Interest (EOI) for Monitoring, Evaluation and Research Services for the Fiji Facility and Fiji Facility Partners

NOTE: Individuals and organisations already on the Fiji Facility’s ‘Research and Evaluation Services Panel’ will automatically transition to the ‘Monitoring, Evaluation and Research Services Panel’ and need not respond to this EOI. Email submissions@ausfijifacility.org if uncertain about your current status.

2. OBJECTIVE

The purpose of the EOI for Monitoring, Evaluation and Research Services for the Fiji Facility and Fiji Facility Partners is for the Facility to supplement its monitoring, evaluation, research and specialist capacity until 31 December 2024.

This EOI will identify and select resources for the panel to ensure the availability of suitability qualified and experienced Fiji-based individuals, or companies (the Service Providers) to deliver the range of services (the Services) as described in clause 4 of the Scope of Services, with the required expertise in priority areas. Those consultants/organisations/companies (the Service Providers) selected for these Services will enter into a contractual arrangement with Tetra Tech International Development (Tetra Tech) as the managing contractor for the Fiji Program Support Facility (the Facility) to provide periodic inputs if required and as needed until 31 December 2024.

3. DOCUMENT

This document:

- describes the Fiji Program Support Facility (the Facility);
- directs interested parties where to access the **Scope of Services** and **Application Form**;
- describes the contracting processes for the monitoring, evaluation and learning (MEL) and Technical Specialists Panel Services; and
- provides applicants with information on how Tetra Tech will assess applications and select Service Providers for the pool.

The term “Service Provider” in this Document refers to individuals/organisations/ companies based in Fiji who have the required technical expertise, qualifications and experience to provide the monitoring, evaluation, research and technical specialists services as described in the various Scope of Services.

4. THE FACILITY – BACKGROUND

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia’s aid programs such as health, education, Australia Awards and governance in Fiji. The Facility also supports the Australia Awards program in Tuvalu. The Facility integrates cross-cutting themes, including gender equality, disability inclusion (GEDSI), climate change, and disaster risk reduction (DRR), across sectoral programs. In

particular, the Facility seeks to strengthen program outcomes by better addressing the needs of targeted beneficiaries including those who are often marginalised.

The Facility has a 'zero tolerance' approach towards child abuse and child exploitation, including child exploitation material and complies with all requirements of the DFAT Child Protection Policy. Senior management at Tetra Tech International Development strongly support and are committed to enforcing the procedures designed to prevent and stop instances of child abuse and exploitation.

The Facility is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind, in line with the DFAT Prevention of Sexual Exploitation Abuse and Harassment (PSEAH) Policy.

5. REQUIRED SERVICES

From signing of standing offer to 31 December 2024, the Facility may have periodic need for short-term external technical inputs in niche areas to support Facility and partners to deliver the following priority areas (the Services):

1. Project evaluation
2. Strategic/program evaluation
3. Social science research
4. Specialist quantitative/statistical analysis
5. Specialist qualitative analysis
6. Monitoring and evaluation capacity development
7. Research capacity development
8. Research/Evaluation communications and policy influence
9. Document reviewing, editing, and proofing
10. Technical Specialists for inputs into MEL and research activities

Service Providers may be selected for one or more of these Services if selected according to the evaluation criteria.

6. WORK LOCATIONS

The possible work locations for the delivery of the services depend on the specific Services and could include locations throughout Fiji or Tuvalu or home-based/office-based work.

7. DELIVERABLES

The specific deliverables for Service Providers will be defined in individual Tasking Notes setting out the specific services, timing and remuneration rates for each research, evaluation and technical specialist assignment depending on the needs of the Facility.

8. GENDER EQUALITY, DISABILITY and SOCIAL INCLUSION

The *Australian Foreign Policy White Paper (2017)* defines a commitment to human rights in Australia's development assistance, including the advancement of women and girls, promotion of the rights of people with disabilities, and advancement of the rights of indigenous peoples. These commitments are defined in DFAT's *Development for All Strategy: Strategy for strengthening disability-inclusive development in Australia's aid program (2015)* and *Gender Equality and Women's Empowerment Strategy (2016)*.

All the Service Providers must ensure alignment of their work with Australia's commitments to gender equality, disability and social inclusion.

9. SAFEGUARDING

The Facility has a 'zero tolerance' approach towards child abuse and child exploitation, including

child exploitation material and complies with all requirements of the DFAT Child Protection Policy (2018). Senior management at Tetra Tech International Development (the managing Contractor for the Facility) strongly support and are committed to enforcing the procedures designed to prevent and stop instances of child abuse and exploitation.

The Facility is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind, in line with the DFAT Prevention of Sexual Exploitation Abuse and Harassment (PSEAH) Policy

All Service Providers must be:

- willing to sign the Tetra Tech safeguarding (child protection & PSEAH) code of conduct and obtain a police check (if an individual), or develop/update their child protection and PSEAH policies (if an organisation), that meets DFAT's Child Protection compliance standards; sign the Tetra Tech Code of Conduct and Client Services Standards and nominated team members maybe requested to obtain police checks.

10. SELECTION PROCESS

The selection process is designed specifically for the Facility to identify and select Service Providers who are qualified, with suitable expertise and experience – and, if required, registration – to deliver the MEL, research and technical specialists service (the services) set out in the Scope of Services.

Note that individuals and organisations already on the Fiji Facility's 'Research and Evaluation Services Panel' will automatically transition to the 'Monitoring, Evaluation and Research Services Panel' and need not respond to this EOI. Email submissions@ausfijifacility.org if uncertain about your current status.

Successful Service Providers will be invited to enter into a contractual arrangement with Tetra Tech to provide services as needed until 31 December 2024.

The opportunity to apply to provide the MEL services is open to all Fijian citizens and/or business registration in Fiji and/or work rights in Fiji.

The recruiting and contracting authority for the Services is Tetra Tech International Development, a Tetra Tech company.

10.1. Submissions

Applications must be submitted latest by:

5pm Fiji time on Sunday, 06 November 2022

All applications must be submitted in electronic format to the following email address:

Submissions@ausfijifacility.org

10.2. Application Form

Application Form for the Services are provided in the Scope of Services for the EOI on the Tetra Tech website here:

<https://intdev.tetratechasiapacific.com/work-with-us/tender-opportunities/>

All fields in the Application Form are mandatory.

10.3. Remuneration/reimbursable costs

The rates at which Tetra Tech will contract Service Providers will be determined for each specific Service assignment to be delivered under a Tasking Note and will be based on the rates offered by

applicants as specified in the submitted Application Forms and then agreed in the contract negotiations for each Tasking Note.

10.4. Assessment and Selection of Service Providers

The Facility will assess all applications according to the Evaluation Criteria in the Scope of Services.

Incomplete applications or those missing mandatory supporting documents may not be considered for selection – Tetra Tech reserves the right to reject any submission.

Short-listed applicants may also be interviewed, and Tetra Tech reserves the right to request or conduct further assessments.

Additional assessment may include:

- Follow-up interviews
- Request for further samples of work

All suitable Service Providers will be required to undergo background checks including reference checking and police clearance, and contracts will be subject to satisfactory results.

11. PERIOD OF STANDING OFFER

Successful applicants (the Service Providers) will receive a Standing Offer for MEL, Research and Technical Specialists Panel Services for the period 31 October 2022 until 31 December 2024.

12. CONTRACTING PROCESS

- Standing Offer contracts for Monitoring, Evaluation, Research and Technical Specialist Panel Services signed by both parties – where:
 - Individual Contractors will be engaged with a Standing Offer Individual Contractor agreement
 - Organisations or companies will be engaged with a Standing Offer Companies/Businesses Services Agreement

*Examples of contract templates are available here:

https://intdev.tetratechasiapacific.com/wp-content/uploads/2022/10/FPSF-Template-Standing-Offer-Contract_Individual-Consultants.pdf

https://intdev.tetratechasiapacific.com/wp-content/uploads/2022/10/FPSF-Template-Standing-Offer-Contract_Businesses-and-Companies.pdf

The specific Scope of Services for each assignment will be set out in a Tasking Note for the services including negotiated remuneration/fees/reimbursable costs.

- The Facility will determine which Service Provider is best suited to each Service (as specified in each Tasking Note). This determination will be based on the Service Provider's capability, availability and interest.

****Note – the Standing Offer for Monitoring, Evaluation and Research Panel Services does not guarantee work under this agreement**

13. RIGHTS OF CONTRACTING AUTHORITY

Tetra Tech, as the Contracting Authority, reserves the right to:

- 1) Remove a Service Provider from the panel, in the event of the Service Provider's non-compliance with the terms of the Standing Offer arrangement or poor performance;
- 2) Add a Service Provider to the panel following a recruitment process as undertaken by the Facility for any reason;
- 3) Enter into Tasking Note negotiation with any Service Provider on the panel for any

number of assignments;

- 4) Not guarantee any work under the Standing Offer; and
- 5) Enter into negotiation with any Service Provider on Monitoring, Evaluation and Research Services to establish varied remuneration or reimbursable cost rates as required for the communication and any media assignments.