TETRA TECH
International Development

INVITATION

FOR

EXPRESSIONS OF INTEREST (EOI) AM-11216

to Supply

Short Course in Monitoring & Evaluation

Structure of Invitation

Part A – EOI Process Guidelines

Part B – Scope of Services

Part C – Response

Contents

Part A – EOI Process Guidelines

Principal

Tetra Tech International Development Pty Ltd,(ABN 63 007 889 081), a duly registered Australian company located at 'Tower B Citadel Tower' Level 20, 799 Pacific Highway, Chatswood NSW 2067 , Australia, referred to as " Tetra Tech International Development" or "Tetra Tech" as the managing contractor of the Fiji Program Support Facility on behalf of the Australian Government's Department of Foreign Affairs and Trade (DFAT)

Requirements

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia's aid programs – this includes Australia Awards in Fiji and Tuvalu.

Australia Awards are prestigious scholarships offered by the Australian Government that aim to contribute to the long-term development needs of partner countries. Australia Awards are offered to both Fiji and Tuvalu recipients for study in Australia or Pacific-based institutions in the form of long-term scholarships and short courses.

The purpose of this procurement is to identify an Australian Institution or Registered Training Organisation to design and deliver a customized short course on monitoring and evaluation for a cohort of 20 Fijian civil servants. Refer to Part B for full scope of service.

Tetra Tech International Development Pty Ltd needs to procure goods, services and works to support its activities both within Australia and internationally. In addition to the acquisition of goods and services by Tetra Tech International Development for its own use, procurement includes the acquisition of goods and services on behalf of another relevant entity or a third party. Quite often a purchase made by Tetra Tech International Development is on behalf of a Commonwealth Government Department.

Because of this circumstance Tetra Tech International Development is governed by the requirements of the Australian Government's Commonwealth Procurement Rules as a non-corporate Commonwealth entity. The core principle of the Commonwealth Procurement Rules being achieving value for money.

Important Dates

Invitation Issue Date	Friday, 22 March 2024
Last Queries Date (South Australian Time)	Monday, 22 April 2024
Closing Date and Time (South Australian Time)	Wednesday, 24 April 2024

Responses and Lodgment

Location for lodgment	
Email submissions to:	Submissions@ausfijifacility.org
Number of copies required	01 (in PDF/WORD/EXCEL)

Contact Person

Name	Shevleen Kumar
Position	Procurement Assistant

Email	Shevleen.Kumar@ausfijifacility.org

Briefing Session / Site Visit

No briefing or site visit is required.

Evaluation Criteria

Mandatory criteria	The mandatory criteria are:
	• The lead Tenderer must be a Registered Training Organisation (RTO) in Australia, or an Australian tertiary institution as defined in the *Higher Education Support Act, 2003* Table A, B and C.
Technical Criteria	The technical evaluation criteria include, but are not limited to, the following (in no particular order of priority):
	• *Relevant experience and capability*
	• *Personnel*
	• *Delivery*
	• *Innovation and Value add*

1   Invitation

1.1   Tetra Tech International Development Pty Ltd Requirements

Tetra Tech International Development Pty Ltd or "Tetra Tech International Development" invites You to submit an Expression of Interest ("EOI") for the provision of the Tetra Tech International Development's Requirements.

Tetra Tech International Development is seeking a more detailed understanding of the supplier market and range of solutions that may be available. This EOI process may be the first stage of a multi-stage procurement process (see clause 7.5 of this Invitation).

1.2   Accuracy of Invitation

Tetra Tech International Development makes no promise or representation that any factual information supplied in or in connection with this EOI Process or Invitation is accurate.

Information is provided in good faith and Tetra Tech International Development will not be liable for any omission from this Invitation.

1.3   Your Use of Invitation

Without the express prior written consent of Tetra Tech International Development, You must not re-produce, re-advertise and/or in any way use the contents of this Invitation either in whole or in part, other than for the purpose of preparing and lodging a Response.

1.4   EOI Process does not create a contract

Your participation in this EOI Process, (including the preparation and lodgment of Your Response), is at Your sole risk.

Nothing in this Invitation, the EOI Process, or Your Response must be construed as creating any binding contract or other legal relationship (express or implied) between You and Tetra Tech International Development.

2   Structure of Invitation

This Invitation consists of three parts:

Part A EOI Process Guidelines

Part A contains general information about the EOI Process and how You can make a Response.

Part B Scope of Services

Part B sets out Tetra Tech International Development's Requirements in detail.

Part C Response

Part C sets out the format and information that You are required to provide in Your Response.

You must complete the Part C Response Schedule.

3   Communication

3.1   Contact Person

You may only communicate with the Contact Person about this Invitation.

3.2   Requests for Clarification

Up to and including the Last Queries Date, You may submit a query or request for further information in writing to the Contact Person.

Tetra Tech International Development does not guarantee that it will respond to any query, particularly queries received after the Last Queries Date.

Tetra Tech International Development reserves the right in its' discretion to inform all other Suppliers of any question or matter You raise and the response given (but may choose not to do so).

Tetra Tech International Development is not obliged to consider any clarification from You that it considers to be unsolicited or otherwise impermissible.

3.3   Briefing and Site Visits

Not required at this stage.

4   Your Response

4.1   Format of Response

Your Response must be completed using the Part C Response Schedule, (unless You are otherwise directed).

Your Response must:

a)   be in English

b)   be concise and only provide what is sufficient to present a complete and effective response.

Tetra Tech International Development may disregard any content in a Response that is illegible.

4.2   Cost of Preparing Your Response

You are responsible for the cost of preparing and submitting Your Response and all other costs arising from Your participation in this EOI Process.

5   Lodging a Response

The Closing Time for lodging Your Response is nominated in the Reference Schedule. Tetra Tech International Development may extend the Closing Date and Time in its absolute discretion.

5.1   Lodgement

If You lodge a Response in hardcopy You must satisfy the requirements for hardcopy lodgement identified in the Reference Schedule.

Any Response must be:

a)   prominently endorsed with its Name and the Closing Date and Time

b)   enclosed in a sealed envelope

c)   delivered to the Location by the Closing Date and Time.

You must include the requested number of copies as specified in the Reference Schedule. The copies must be numbered and the original must be clearly marked.

You may lodge a Response by postal mail but any loss or delay is at Your own risk.

5.2   Late Responses

If a Response is lodged after the Closing Date and Time, it may be ineligible for consideration unless:

a)   Tetra Tech International Development determines in its sole discretion that Tetra Tech International Development has caused or contributed to the failure to lodge by the Closing Date and Time or

b)   Tetra Tech International Development decides that exceptional circumstances exist which warrant consideration of the late Response and that acceptance of the late Response does not compromise the integrity of the EOI Process.

5.3   Tetra Tech International Development's Use of Your Response Materials

Upon lodgement, all of Your Response Materials will become the property of Tetra Tech International Development Pty Ltd.

Intellectual Property owned by You or any third parties forming part of the Response Materials will not pass to Tetra Tech International Development with the physical property comprising the Response Materials. However, You acknowledge and agree that You have the authority to grant to Tetra Tech International Development an irrevocable, royalty free licence to use, reproduce and circulate any copyright material contained in the

Response to the extent necessary to conduct the Evaluation and where applicable, in the preparation of any resultant contract.

5.4   Sub-contracting

If Your Response relies on a sub-contracting arrangement, then You must stipulate in Your Response the tasks that the proposed sub-Service Provider(s) would undertake. You remain legally responsible for meeting Tetra Tech International Development's Requirements.

6   EOI Process Conduct

6.1   Your Conduct

You must:

a) ensure all communications are undertaken via the Contact Person

b) declare any actual or potential conflict of interest

c) not offer any incentive to, or otherwise attempt to influence, any employee of Tetra Tech International Development or any member of an evaluation team at any time

d) not engage in any collusive or anti-competitive conduct with any Supplier

e) comply with all laws in force in South Australia and in Fiji applicable to this EOI Process

f) disclose whether You are acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s)

g) not issue any news releases or responses to media enquiries and questions regarding this EOI Process or this Invitation without Tetra Tech International Development's written approval.

If You act contrary to the expectations outlined above, Tetra Tech International Development reserves the right (regardless of any subsequent dealings) to exclude Your Response from further consideration.

6.2   Tetra Tech International Development Conduct

Tetra Tech International Development will:

a) preserve the confidentiality of any information marked as confidential (subject to conditions concerning confidentiality)

b) give Suppliers the opportunity to compete fairly.

6.3   Confidentiality

You must identify any aspect of Your Response that You consider should be kept confidential including reasons. Tetra Tech International Development is not obliged to treat information as confidential and in the absence of any agreement to do so, you acknowledge that Tetra Tech International Development has the right to publicly disclose the information.

Any condition in Your Response that seeks to prohibit or restrict Tetra Tech International Development's right to disclose will not be accepted.

Notwithstanding any undertaking regarding confidentiality, by submitting a Response, You agree that Tetra Tech International Development may forward information relating to You or Your Offer to the Australian Competition and Consumer Commission (ACCC) if Tetra Tech International Development reasonably suspects, or is notified by the ACCC that it reasonably suspects, that there is cartel conduct or unlawful collusion in relation to this EOI Process (whether or not the suspicion relates to Your Response).

Tetra Tech International Development's selection process for services is conducted in accordance with Australia's Commonwealth Procurement Rules. For the purpose of assessing Tenders, Tetra Tech International Development is required to pass procurement offers to Commonwealth Government Departments and Agencies as Tetra Tech International Development sees fit and to relevant Ministers and Parliamentary Secretaries.

It is Tetra Tech International Development policy not to divulge to a Tenderer information that has been provided in-confidence by another.

Tenderers should note that the Freedom of Information Act 1982 (The Act) gives members of the public the right of access to official documents of the Commonwealth Government and its Agencies. The Act extends, as far as

possible, rights to access information in the possession of the Commonwealth Government and its Agencies, limited only by considerations for the protection of essential public interest and of the private and business affairs of persons in respect of whom information is collected and held by departments and public authorities.

Information supplied by or on behalf of Tetra Tech International Development is confidential to Tetra Tech International Development and You are obliged to maintain its confidentiality. You may disclose confidential information to any person that has a need to know the information for the purposes of submitting Your Response.

7 Evaluation Process

7.1 Evaluation

In evaluating Responses Tetra Tech International Development will consider:

a) the Evaluation Criteria

b) References from referees

c) any presentations, interviews or site visits

d) any other information that Tetra Tech International Development considers relevant.

Where mandatory criteria are specified in the Reference Schedule and Your Response does not comply with these criteria Tetra Tech International Development may choose not to further evaluate Your Response.

Tetra Tech International Development may seek the advice of external consultants to assist Tetra Tech International Development in evaluating the Responses.

Tetra Tech International Development may in its absolute discretion:

a) take into account any relevant consideration when evaluating Responses

b) invite any person or entity to lodge a Response

c) allow a Supplier to change its Response

d) consider, decline to consider, or accept (at Tetra Tech International Development's sole discretion) a Response lodged other than in accordance with this Invitation

e) seek further information from You regarding Your Response including but not limited to requests for additional information or presentations by, or interviews with You or Your key personnel

f) seek and evaluate relevant financial viability data concerning any Suppliers' business and related entities including seeking any assistance from third party providers

g) make enquiries of any person or entity to obtain information about any Supplier and its Response (including but not limited to any referees)

h) visit facilities operated by any Supplier, proposed sub-Service Providers of any Supplier and/or by their customers in order to assess their capabilities and performance (at a mutually convenient time).

7.2 Discontinue Process

Tetra Tech International Development may decide not to proceed any further with the EOI Process or any other procurement process for Tetra Tech International Development's Requirement.

7.3 Shortlisting

Tetra Tech International Development may choose to short-list some Suppliers and continue evaluating Responses from those short-listed Suppliers or conduct a secondary procurement process by invitation to shortlisted Suppliers. Tetra Tech International Development is not at any time required to notify You, any Supplier or any other person or organisation interested in making a Response of its intentions or decision to short-list.

7.4 Negotiation

Tetra Tech International Development may choose to:

a) enter into negotiations with You or any Supplier (including parallel negotiations with more than one Supplier) in order to vary its Response on grounds of capability / capacity, technical issues, effectiveness, to finalise agreement on the terms of the contract, or any other matters

b) re-evaluate Responses generally after any negotiation

c) suspend, discontinue or terminate at any time negotiations with You or any Supplier or any other person or organisation

d) negotiate with You or any Supplier for the provision of any part of Tetra Tech International Development's Requirement and negotiate with any other Supplier with respect to the same or other parts of Tetra Tech International Development's Requirement and to enter into one or more contracts for part or parts of Tetra Tech International Development's Requirement

e) negotiate at any time with any organisation that is not a Supplier and enter into a contract in relation to Tetra Tech International Development's Requirement or any part of Tetra Tech International Development's Requirement with that organisation on such terms as Tetra Tech International Development, at its absolute discretion, considers appropriate.

7.5 Secondary Procurement Process

After evaluating all Suppliers' Responses Tetra Tech International Development may choose to conduct a subsequent procurement process.

7.6 Further Approach to Market

Tetra Tech International Development may choose to make a further approach to market on a similar or different basis than that specified in this Invitation.

8 Procurement Policies

Tetra Tech International Development Pty Ltd is governed by the requirements of the Australian Government's Commonwealth Procurement Rules (CPR) as a non-corporate Commonwealth entity. The core principle of the Commonwealth Procurement Rules being achieving value for money.

9 Glossary

9.1 Definitions

In this Invitation, unless the contrary intention is apparent:

a) "Closing Date and Time" means the date and time nominated in the Reference Schedule by which Responses are required to be lodged

b) "Tetra Tech International Development" means Tetra Tech International Development Pty Ltd

c) "Tetra Tech International Development's Requirement" means the requirements specified in the Invitation, the Statement of Requirements and the Contract

d) ""Contact Person" means the person nominated in the Reference Schedule authorised by Tetra Tech International Development to communicate with Suppliers about the EOI Process

e) "CPR" means Australian Government's Commonwealth Procurement Rules

f) "EOI Process" means the process commenced by the issuing of this Invitation and concluding upon the award of a contract (or other outcome as determined by Tetra Tech International Development) or upon the earlier termination of the process

g) "Evaluation" means the process for considering and evaluating Responses in accordance with clause 7.1

h) "Intellectual Property" means any patent, copyright, trademark, trade name, design, trade secret, knowhow, semi-conductor, circuit layout, or other form of intellectual property and the right to registration and renewal of the intellectual property

i) "Invitation" means this document inviting persons to lodge a Response

j) "Last Queries Date" means the date nominated in the Reference Schedule as the last date for Suppliers to seek clarification of any matters relating to this Invitation Document

k) "Mandatory Criteria" means the criteria considered by Tetra Tech International Development to be critical and identified in the Reference Schedule

l) "Response" means the documents constituting a Response lodged by a Supplier to meet Tetra Tech International Development's Requirement in accordance with this Invitation

m) "Response Material" means all documents, data, computer programs, computer discs and other materials and things provided by You or a Supplier in relation to a Response arising out of this Invitation

n) "Part" means a part of this Invitation

o) "Reference Schedule" means the reference schedule in Part A of this Invitation

p) "South Australian Time" means the time applicable to South Australia, as defined at http://www.australia.gov/about-australia/our-country/time

q) "Specification" means the information about Tetra Tech International Development's Requirement described in Part B

r) "Supplier" or "You" or "Your" means a person or organisation responding to this Invitation.

Part B – Scope of Services

Introduction

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia's aid programs which now include infrastructure, health, education, Australia Awards, disaster resilience, and governance in Fiji.

Australia Awards are prestigious scholarships offered by the Australian Government that aim to contribute to the long-term development needs of partner countries. Under the Facility, Australia Awards are offered to both Fiji and Tuvalu recipients for study in Australia or Pacific-based institutions in the form of long-term scholarships and short courses.

Across all Programs, the Facility integrates cross-cutting themes, including gender equality, disability inclusion, climate change, emergency preparedness and response and civil society engagement, 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 socially disadvantaged.

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.

Background

The purpose of this procurement is to identify an Australian Institution or Registered Training Organisation (RTO) to design and deliver a customized short course on monitoring and evaluation for a cohort of 20 Fijian civil servants.

Opportunity

Tetra Tech International Developments seeks to engage a suitability qualified and experienced Service Provider to deliver the services (the Services) as detailed in this Scope of Services.

Services

The Service Provider is required to provide the following services:

1   Activity Identification

1.1	Client	Tetra Tech International Development PTY Ltd (Tetra Tech International Development)
1.2	Program	Australia Awards (AA) Fiji
1.3	Short Course Award (SCA) Title	**Monitoring and Evaluation**
1.4	Course duration and proposed delivery dates	The final delivery dates and locations will be determined in consultation with DFAT and the preferred tenderer. The indicative / proposed schedule is: - Pre-course workshop in Fiji: Oct 2024 - Up to 6-week course in Australia: Nov 2024 - Post-course workshop in Fiji: Feb 2025
1.5	Number of participants	20 participants

1.6	Course provider conditions for participation	The lead Tenderer must be a Registered Training Organisation (RTO) in Australia or an Australian tertiary institution as defined in the *Higher Education Support Act, 2003* Table A, B and C.

2 Contract Details

2.1	Delivery	Tasks must be performed by a qualified and competent team.
2.2	Contract Type	Service agreement to be negotiated between Tetra Tech International Development and the Course Provider. Service Agreement will include all activities detailed in this Scope of Services.
2.3	Basis of Payment	• Fixed management fee • Personnel course design cost • Personnel delivery cost • Reimbursable expenses
2.4	Contact Details	Short Course & Training Coordinator Australia Awards Fiji Email: shortcourses@ausfijifacility.org

3 Program background and intended outcomes.

3.1	About Australia Awards	The Australia Awards are prestigious international Scholarships and Short Courses funded by the Australian Government. They offer the next generation of global leaders an opportunity to undertake study, research and professional development in Australia. In Fiji, the Australia Awards program is managed by Tetra Tech as part of the Fiji Program Support Facility (FPSF). Short Courses are a new component of the Australia Awards Fiji program.

3.2	Goals & Purpose	The goals and purpose of Australia Awards Fiji are underpinned by three program outcomes. These are: • the alumni's use of skills, knowledge and networks to contribute to sustainable development • the networks, relationships and connections between the alumni and Australians and Australian organisations • the positive perceptions that Alumni have of Australia and Australians
3.3	Outputs	All courses delivered under Australia Awards Fiji are required to provide assessment against the following outputs: • Contribute to AA Fiji objectives. • Respond to the governments of Fiji's workforce gaps and priorities. • Meet participant learning and development needs, resulting in new skills or qualification. • Provide networking opportunities with Australians, and exposure to Australian organisations and culture

4 Course details

4.1	**Background**	The understanding and application of effective monitoring and evaluation is critical to service delivery success across any organisation and/or government system.
		The Government of Fiji, made up of 26 Ministries, varies in its development and application of effective monitoring and evaluation practices.
		The Ministry of Civil Service (MCS) is the government agency responsible for training and development across Fiji's civil service and will be the partner organisation supporting to inform the design of this short course.
		MCS has highlighted monitoring and evaluation as a consistent training need across Fiji's Civil Service for many years and this was reiterated most recently at Fiji's National Economic Summit in April 2023 whereby improving data and overall monitoring and evaluation was a clear focus.
		AA Fiji has included M&E as a priority field of study under the long-term Australia Awards Scholarships (AAS) program for many years, however limited Fijian civil servants have applied and/or been selected to study related programs. AA Fiji has also offered civil servants basic M&E training through short (1-day) MEL workshops, delivered in Fiji by Australian experts. The feedback from participants and their supervisors has been consistently positive, and both have indicated the need for more extensive training.
		In January 2024, a capacity needs survey was designed in partnership with MCS and sent to all Fijian civil servants. Results informed the training objectives in section 4.2 and 4.3 below.
4.2	**Purpose**	The purpose of this Monitoring and Evaluation short course is to:
		i) Support the Government of Fiji reform its monitoring and evaluation systems and ultimately enhance planning, reporting, and evidence-based decision making across the civil service.
		ii) Encourage consistent application of monitoring and evaluation practice across Fiji's civil service
		iii) Create a monitoring and evaluation Community of Practice within Fiji's civil service, who are connected with Australian organisations and expertise and can continue to learn, share and contribute.
4.3	**Course learning objectives**	This short course consists of a 4-day pre-course workshop in Fiji, a 4-week course in Australia and a 4-day post-course workshop in Fiji. The course will focus on the following learning objectives to help participants:
		• Appreciate and articulate the benefits of a practical and effective monitoring and evaluation system for their organisation.
		• Develop or reform a tailored MEL system to meet the needs of their organisation – includes developing and understanding a variety of tools available to support effective monitoring and evaluation.
		• Understand and design a basic theory of change.
		• Understand and apply different types of results and reporting (including inputs, outputs, and outcomes).
		• Develop, socialize and report against appropriate indicators (qualitative and quantitative).
		• Analyse and evaluate data (qualitative & quantitative).
		• Report outcome level results effectively to various target audiences.
		• Train / educate others (Fijian civil servants) on the benefits, objectives and practicalities of monitoring and evaluation.

4.4	Course Assessment	• As part of the course the participants will implement a Work-based Project. The project will be approved by their supervisor. During the course there will be regular mentoring sessions to ensure that the course meets the learning needs and the development of the project. • The course provider may conduct pre and post-course tests to assess changes in knowledge levels. • The course provider will assess the Work-based Project implementation and provide details about the challenges, outcomes and proposed next steps in the completion report.
4.5	Participants	The course will be delivered to 20 participants currently employed in Fiji's civil service. The participants for this short course will be nominated by the Government of Fiji (department heads) and final (merit-based) selections will be made by a Joint Selection Committee (including GoF, DFAT & Australia Awards representation). **General criteria for the applicants:** ▪ Minimum five years of professional experience (in relatable role/s). ▪ Participants include representatives of a variety of Ministries across Fiji's civil service. ▪ Civil servants from salary bands G & H (senior officer level) and salary bands J & I (principal level). Tenderers will be required to recommend the best approach to training participants from differing levels of seniority. ▪ Demonstrated linkage between M&E and their current area of work (could include research, data collection, analysis, evaluation and/or reporting). ▪ Be able to identify an innovative and achievable Work-based project for implementation as part of the course. ▪ Participants will have professional working proficiency in English, as well as previously studied in English (evidenced by academic transcripts). ▪ Commitment to disseminate learning from the course with colleagues and peers. ▪ Commitment to engage actively and foster networks with multiple stakeholders. ▪ Gender equity will be a consideration and encouraged but not a constraint, given that participants are selected by position and position responsibilities. Australia Awards Fiji will convene a Joint Selection Committee to review nominations / applications and select participants based on merit against the above participant profile.
4.6	**Location**	▪ The locations of the in-Australia course will be determined in consultation with DFAT, MCS and the training provider selected through an open tender process. ▪ Pre and post- course workshops will be delivered in Fiji.
4.7	Teaching / learning approach	The course provider is expected to produce materials and training that can be communicated by participants at later stages to wider audiences in Fiji. To achieve the above-mentioned learning outcomes, the proposed course offers a structured learning process by applying a range of learning methodologies: • Classroom sessions • Case studies • Site visits • Discussion and planning sessions

		• Simulations and role plays
		• Networking events
		Additionally, the course participants will develop a Work-based Project (as an individual or a small group project). The applicants identify a topic for the project as part of their applications. The course participants present the project plan at the pre-course workshop, further develop the project during the course in Australia and present the implemented project (rationale, objectives, steps, challenges, outcomes and next steps) at the post-course workshop.
4.8	People to People Links	Participants should be provided a range of opportunities to develop a deeper awareness of and connection to Australian people and culture, including indigenous Australians. A range of opportunities throughout the course should foster linkages on a professional and personal basis.

DFAT's Indigenous Diplomacy Agenda should be considered in course design and delivery.

People-to-People Links is a reportable output for all SCA activities |
| 4.9 | Certification | The course provider will award the participants with a Certificate of Completion or Certificate of Attainment (developed by Australia Awards) which will be distributed to the participants at the post-course workshop. |

5 Services to be provided.

5.1	Overview of tasks	Course providers are responsible for: • Designing, delivering, monitoring, evaluating and reporting on the course for 20 selected Fijian participants. • All aspects from course design through to course completion. Responsibility resides with the course provider from the time of the group arrival at the international airport in Australia to their departure from Australia. It includes: arranging and supervising accommodation; organising and procuring participant health insurance; briefing the participants on arrival; provision of required course material and info packs; payment of allowances; domestic transport; other logistics; welfare and recreation activities; course venues and site visits; excursions and practical activities; contracting of experts and guest lecturers; and the identification of site visit hosts. • The provider is also responsible for the delivery of the pre- and post-course workshops.
		Tetra Tech International Development is responsible for: • Liaison with Ministry of Civil Service to complete the selection of participants and identify the detailed learning objectives; pre-departure arrangements and briefings in Fiji; administrative arrangements (venue, participant travel and accommodation bookings) for the workshops in Fiji; the preparation and payment of participants' international travel; and the arrangement of Australian visas for the participants. The various component tasks associated with the course providers responsibilities are set out in the following sections.
5.2	Course preparation	The course provider will: • Confirm with AA Fiji the course and participant requirements, finalise delivery dates and make prior arrangements for venues, logistics, domestic travel, etc.; • Employ a Course Designer (this can be allocated to the Course Leader or these two roles can be separate, please indicate this preference in the tender proposal) to design a flexible and experiential program (including teaching, learning and site visits) that responds to the course learning objectives; • Develop a budget (using the Course Budget template) and supply this in MS Excel format for Tetra Tech for approval; • Design the 4-day pre and 4-day post-course workshops in Fiji and the 4-week course in Australia; • Identify and sub-contract suitable experts, guest lecturers, site visit organisations, etc. to ensure a varied and contextualised learning experience; • Prepare course materials and upload in a cloud (link provided to the participants prior to the pre-course workshop); • If required, conduct pre- and post-course tests (this will be negotiated with the successful Tenderer); • Develop specific pre-departure briefing material on the course and location. This material will be emailed to the participants in advance; • Develop a short orientation program and welcome packs (SIM cards etc.) for the participants on arrival; • Have contingency plans in place to vary the program if mobilisation is delayed.

5.3	**Delivery**	The contracted course provider will:
		• Designing, delivering, monitoring, evaluating and reporting on the course for up to 20 selected Fijians.
		• Employ a Course Leader to manage the delivery of the course and ensure the course is delivered according to contractual requirements and the Scope of Services;
		• Informing AA Fiji of any changes to the program or staffing;
		• Supporting participants welfare, pastoral care and wellbeing to ensure course completion.
		• Managing participants from pick up at the international airport in Australia until course completion. Providers will be responsible for managing participants 24 hours a day, 7 days a week and need to budget to allocate staff accordingly;
		• Meeting the group on arrival at the nominated airport in Australia, and arrange transport to accommodation;
		• Providing an arrival orientation in Australia on the course and team, study and nearby facilities; participant accommodation and local area and transport, Australian cultural norms, expected course attendance / study behaviours, per diem amounts and payment arrangements, health insurance and medical care assistance, academic and welfare support mechanisms and; communications and IT;
		• Delivering the workshops as agreed and adjusting the content based on requests approved by AA Fiji;
		• Actively and continuously facilitate participant learning through review sessions, discussions, small group sessions;
		• Delivering the pre and post-course workshops in Fiji. AA Fiji team will make the logistical and administrative arrangements for these pre and post-course workshops. The provider will provide the trainer and develop the content and material;
		• Ensuring participants complete the required planning phase of the Work-based Project prior to return to Fiji and that they implement their Work-based Project after they return back to work and get their supervisors' approval of the implementation of the Project by the completion of the post-course workshop;
		• Loaning laptops to participants for course work in Australia (where required) and flash drive for storage.
		• Providing adequate administrative support and pastoral care including accommodation and catering during course hours for all participants.
		Tetra Tech International Development through AA Fiji will be responsible for:
		• Selecting participants and finalising pre-mobilisation requirements (e.g. passports and visas).
		• Leading pre-departure arrangements and briefings in Fiji; administrative arrangements (venue, participant travel and accommodation bookings) for the pre and post-course workshops in Fiji; the preparation and payment of participants' international travel.
		• Liaising with the Course Provider and DFAT on any participant welfare issues.
		Tetra Tech International Development has developed the *AA Fiji Short Course Guidelines* that outline required service levels and guidance on pastoral care. These guidelines will be provided to the Course Provider.
5.4	**Logistics**	For all activities in Australia, the course provider will arrange:
		• Per diems to cover living expenses while attending the course
		• Travel and health insurance for the duration of the course in Australia

		• Acceptable accommodation during the course in Australia
		• Venues in Australia
		• Transportation to and from the airport, to and from meetings and site visits (excluding participant transportation to and from workshops in Fiji)
5.5	**Welfare Support**	The course provider will: • Employ a Welfare Officer in Australia to monitor and provide general welfare and health support for the participants including orientation and advice on issues encountered. The Welfare Officer is the key liaison between the group and course delivery team. It is recommended that the Welfare Officer be employed on a full-time basis for the duration of the course; • Organise and provide Overseas Student Health Cover (OSHC) for participants' time in Australia (note: this is a reimbursable cost). • Provide support for participants who fall ill during the course and require medical treatment; • Provide advice to participants on administrative, logistical, health and welfare matters affecting them during their stay in Australia and, where necessary, arrange for professional counselling; • Work with participants to resolve any issues and problems as they arise, and advise AA Fiji of the issues ASAP and include lessons learned in the final report; • Arrange for suitable social and recreational activities and excursions for the participants in Australia, within approved budget. • Report (within 24 hours) and record any participation or welfare issues.
5.6	**Monitoring and evaluation**	• A pre-course training needs analysis may be undertaken by the course provider to provide a baseline to assess changes in knowledge levels. • AA Fiji will conduct the post-course surveys following the workshops in Fiji. The data will be provided to the course provider to be included in the completion report. • AA Fiji will provide the course provider with a reporting template that includes in-Australia course completion survey. The course provider analyses and reports against the survey data in the completion report. • As part of the course the participants will implement a Work-based Project. During the program there will be regular mentoring sessions to ensure that the course meets the learning needs and the development of the project. • The course provider will assess the Work-based Project implementation and provide details about the challenges, outcomes and proposed next steps in the completion report.
5.7	**Reporting**	The course provider will: • Prepare a <u>Completion Report</u> on the training experience (maximum 15 pages) within four weeks of post-course completion. This report will include endline data, course success, case studies, welfare issues, challenges and recommendations for continuous improvement. It will be disaggregated by gender, disability and social inclusion criteria. A template will be provided by AA Fiji. • Prepare a <u>Financial Report</u> detailing actual expenditure incurred following the completion of the course and the post-course. In the case of reimbursable costs, documentary evidence of payments made will be submitted to Tetra Tech International Development. • Prepare a 2-page <u>brochure</u> to summarise the delivery of the program; including highlights, networking opportunities, participants' testimonials.

5.8	Other Requirements	The course provider will:
		• Advise Tetra Tech International Development immediately in any event whereby the course provider becomes aware that a recipient ceases to attend training sessions.
		• Not issue or release any media statements, photographs, articles, newsletter items or website content without the express written permission of Tetra Tech International Development for each instance. This includes not assisting any media representative to interview any of the participants or to publish an account relating to the course or any of the participants. All photographs taken by the course provider during the course will be deemed to be the intellectual property of Australia Awards and may not be used without written permission of the Tetra Tech International Development Representative. Notwithstanding these constraints, positive media promotion is encouraged.
		• Comply with the provisions of Tetra Tech International Development and DFAT policies as per the contract.

6 Financial details

6.1	Funding of courses	EOI (stage 1) does not include financial assessment. Parties who express interest in the EOI stage do not submit a financial proposal.
		Shortlisted tenderers will submit a financial proposal (fixed fees) in the second stage (request for tender).
		Tenderers are to submit a financial proposal (course budget) using a template provided by Australia Awards Fiji.
		Important note: The Financial Proposal submitted by the Tenderers in stage 2 forms part of the like for like price assessment of the RFT.
		However reimbursable costs do not form part of the like for like price assessment of this RFT. **Tenderers are NOT to include any of the reimbursable costs as part of their financial proposal**. Reimbursable budget will be negotiated with the preferred tenderer and will be included in the initial services agreement.
6.2	Invoicing and payment	Tetra Tech International Development shall pay the Service Provider the Service Fees in instalments known as Milestone Payments.
		The Payments will be payable to the Service Provider progressively, on Tetra Tech International Development's acceptance of the satisfactory completion of identified outputs and a correctly rendered invoice.
		Where a Payment is to follow acceptance of a report, Tetra Tech International Development shall not be obliged to make full payment until all required outputs by the Service Provider have been achieved to its satisfaction.
		Payments will be paid within thirty (30) days of acceptance by Tetra Tech International Development.

| 6.3 | Value for money | Most aspects of the funding of courses are developed in conjunction with Tetra Tech International Development using the standard costing template (Course Budget). |
| | | Within submissions Tenderers are asked to provide information that will assist Tetra Tech International Development to determine value for money of the tender bid (e.g. fixed management fee to design and deliver the course, personnel course design cost, personnel course delivery cost). |

Timing and Schedule of Delivery of Services

Task	Indicative timing
Course briefing with Tetra Tech	May / June 2024
Conduct pre-course test / baseline survey	July 2024
Submission of Training Plan	August 2024
Preparation of Pre-Course Materials	September 2024
Preparation of Course Materials (in Australia delivery)	October 2024
Preparation of Post-Course Materials	December 2024
Deliver Pre-Course Workshop – up to 4 days duration (in Fiji)	October 2024
Deliver Course Delivery – approx. 4 weeks (in Australia)	November 2024
Deliver Post-Course Workshop - up to 4 days duration (in Fiji)	February 2025
Completion Report (maximum 15 pages)	Within 4 weeks of Post-Course workshop – March 2025
Financial Report	Submitted with completion report - within 4 weeks of Post-Course workshop – March 2025
Two-page brochure (summarising delivery of the program)	Within 2 weeks of completion report approval – April 2025

Part C – Response

Supplier Details	
Trading Name	<insert name>
Registered Name	<insert name>
ACN	<insert number>
ABN	<insert number>
Address of registered office	<insert address>
Type of entity (e.g. company, trust, partnership, sole trader, other)	<insert entity>
Key Personnel (e.g. director, chief executive officer, principal of business etc.)	<insert names and positions>
Telephone	<insert phone number>
Website	<insert URL>

Contact Person	<insert name>
Position	<insert position>
Address	<insert address>
Postal address (if different to above)	<insert address>
Email	<insert email address>
Telephone	<insert phone number>

Procurement Details	
Response Against Evaluation Criteria	
Mandatory Criteria	
Service Provider must be a Registered Training Organisation (RTO) in Australia, or an Australian tertiary institution as defined in the *Higher Education Support Act, 2003* Table A, B and C.	
Weighted Criteria - maximum of 4 pages	
1. Relevant experience and capability	
Provide details of your relevant experience and capability (include GEDSI & safeguarding compliance experience and organisation policies) to fulfil Tetra Tech International Development's Requirements	
2. Personnel	
Provide details of key personnel including nominated course leader, course designer, welfare officer and other key experts with a relevant brief bio and link to online profile (e.g. LinkedIn).	
3. Delivery	
Provide details of proposed dates, location (city or cities in Australia), teaching and learning methodology and key site visits that strengthen learning outcomes.	
4. Innovation & value add	
Provide details of any innovative solutions, systems or corporate rates that may add value to the course.	

References	
Please provide up to three references that may be contacted in relation to Your Proposal	
Name	**Contact Details**

I/We declare that

a) the Conditions of the EOI Process are agreed; and

b) the information and particulars provided as part of this EOI are accurate and correct.

Dated: ....

Supplier	
Signature	
*Print name and office held	

Witness	
Signature	
*Print name and office held	

*Use BLOCK LETTERS