

 Australian Government
aid

PAHRODF Industry Briefing

17 March 2010
Makati City, Philippines

www.austlii.gov.au

Agenda

- > Welcome Remarks
- > Program Overview
- > Contribution to Philippine Government Objectives
- > Operational and Management Arrangements
- > Expectations of the Contractor
- > Morning Tea

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Agenda (continued)

- > RFT and Tender Overview
- > Probity Issues
- > Questions
- > Registration for afternoon interviews
- > Hints for new players
- > Interviews (after lunch)

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Welcome Remarks

- > Context of PAHRODF
 - New country strategy development
 - Main delivery mechanism for Australia Awards Initiative
- > Expectations from PAHRODF
 - Ensuring Facility supports DAS, supports GOP partners
 - Importance of Organisational Assessments
 - Go beyond business-as-usual (i.e. delivering scholarships and capacity building) but trying new things so MC must be flexible, responsive and innovative
 - Consistent with Australian Government branding

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Program Overview

- > Program Strategy and Program Objectives from Australian Government Perspective
- > Goal
 - To enhance the effectiveness of selected programs and reform agenda under the Australia-Philippines Development Assistance Strategy.

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Program Overview

- > Development Objectives
 - To develop or strengthen HRD, HRM, planning, management, administration competencies and organisational capacities of targeted individuals, organisations and groups of organisations and support systems for service delivery.
 - To enable targeted individuals and organisations to make better use of HRD, HRM, planning, management, administration and support systems for service delivery competencies and organisational capacities.
 - To enable individuals and organisations to build and maintain relationships, share and build on enhanced competencies, capacities, and lessons learnt from research and knowledge synthesis initiatives

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Program Overview

> Management Objectives

- To ensure efficient and effective targeting of organisations and delivery of human resource and organisational development assistance in support of the implementation of the DAS.
- To ensure effective engagements with strategically selected organisations, groups of organisations and individuals to identify their needs with respect to development of PAHRODF targeted competencies and capacity in relation to the DAS.
- To ensure that selected organisations, groups of organisations and individuals receive appropriate types and quality of support.

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Program Overview

> Key Aspects of Components

– Component 1 – Strategic Planning

- Selection of KPOs and SPOs
- In-depth Organisational Assessments
- Development of Organisational Development proposals with GOP and AusAID

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Program Overview

> Key Aspects of Components

– Component 2 – Delivery of HR/OD Support

- Broader menu of HR/OD options appropriate to needs of partners
- ADS administration
- Use of application profiles
- Piloting of flexible delivery modes such as in-country scholarships, twinning
- Special Case of PA 31

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Program Overview

> Key Aspects of Components

– Component 3 – Research and knowledge synthesis, management and dissemination

- Synthesis and diffusion of research on HR/OD, to inform/influence HR/OD government policy
- Enhancing organisational capacities of Filipino research institutions

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Contribution to Philippines Development Objectives

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Operational and Management Arrangements

- > Support to Facility Governance Structures (FB, FCC)
- > Working with GOP (NEDA, CSC, others)
- > Working with AusAID
 - Initiative Manager will be first point of contact in AusAID (facility management/ contract management/ financial management)
- > Working with other donors

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Expectations of the Contractor

- > High level thinking and awareness
- > Close working relationships
- > Effective use of long-term Australian scholarships
- > Branding of Australia Awards
- > Smooth transition with PAHRDF
- > Emphasis on cross-cutting themes
- > Good M&E
- > Sustainability

AusAID Philippines- Australia Human Resource and Organisational Development Facility Pre -Tender Briefing

Manila, 17 March 2010

Catherine Ross, AusAID

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Structure of the RFT

Section 1

- ◆ Part 1 – Project Specific Tender Conditions
- ◆ Part 2 – Project Specific Contract Conditions
 - Becomes Part A of the Contract
- ◆ Part 3 - Draft Scope of Services
 - Becomes Schedule 1 of the Contract
- ◆ Part 4 - Draft Basis of Payment
 - Becomes Schedule 2 of the Contract

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Section 2

- ◆ Part 5 - Standard Tender Conditions
 - containing Tenderer Declaration at Annex B to be submitted with proposals.
- ◆ Part 6 - Standard Contract Conditions
 - Becomes Part B of the Contract

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- ◆ Tender Endorsement
 - Tender for the Philippines-Australia Human Resource and Organisational Development Facility.
- ◆ Tender close
 - 2.00 pm, Wednesday, 7 April 2010.
- ◆ Mode of submission
 - Electronically, via AusTender at <http://tenders.gov.au>
 - Hard copy
 - Tender Box
 - Ground Floor, AusAID House
 - 255 London Circuit
 - Canberra ACT 2601

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Electronic Lodgement before Tender Closing Time

- PDF (note file size limit)
- Tenderer Declaration
- Tender Schedule A – Technical Proposal
- Tender Schedule B – Specified Personnel
 - Core Personnel
 - Other Nominated Personnel
- Tender Schedule C - Financial Proposal
- Tender Schedule D - Financial Information
- Terms and conditions relating to the use of AusTender are at Part 5, Annex D of the RFT and on the AusTender website: <https://www.tenders.gov.au>
- Submissions received by e-mail will be rejected.

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Hard copy before Tender Closing Time

- One Original
 - Tenderer Declaration
 - Technical Proposal (Tender Schedules A and B)
 - Financial Proposal (Tender Schedule C)
- One Original
 - Financial Assessment (Tender Schedule D)
- One CD containing all files as for electronic lodgement.

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Further Information

- **Read all documentation carefully.**
 - Tenderers are encouraged to familiarise themselves with the:
 - AusAID Contracts Charter
<http://www.aisaid.gov.au/business/pdf/charter.pdf>
 - Commonwealth Procurement Guidelines
<http://www.finance.gov.au/publications/fmg-series/procurement-guidelines/index.html>
 - Commonwealth Grants Guidelines
<http://www.finance.gov.au/publications/fmg-series/23-commonwealth-grant-guidelines.html>
- These documents set out the responsibilities of AusAID and the Tenderer.

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Questions on the RFT or the Program

- Must be submitted in writing to:
HRODF@aisaid.gov.au or
fax +612 6206 4885
- Can be submitted anytime prior to close of business (AEST) Wednesday, 24 March 2010.
- Will be answered by issuing an addendum via AusTender before close of business Wednesday 31 March 2010.

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Tender Assessment

- Eligibility – this Tender is untied, meaning there are no restrictions on eligibility to bid.
- Conformity (see Annex C in Part 5)
 - AusAID may seek clarification, but a non-conforming tender will be rejected.
- Assessment and scoring against the Selection Criteria set out in Clause 5 of Part 1 of the RFT.
- Like-for-like financial assessment of proposals assessed as technically suitable.
- Overall score determines the preferred Tenderer.

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Assessment

- Technical assessment = 80% of total score.
- Technical Assessment Panel (TAP) consists of 2-5 voting members (including AusAID staff and external independent consultants).
- TAP members assess and score all bids against the Selection Criteria. Initial scores will indicate which tenderers are assessed as technically suitable and may be invited to interview.
- TAP meeting in Canberra, including interviews. Technical scores may be adjusted, based on interview.
- Financial scores calculated.
- Final scores calculated.

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Assessment Process:

- Check bids for conformity with tender requirements
- Distribute bids to TAP members
- Assess bids against Selection Criteria
- Interview
- Finalise technical scores
- Conduct like for like assessment
- Confirm financial capacity
- Make recommendation to delegate
- Negotiate contract with successful tenderer
- Notify unsuccessful bidders
- Distribute debriefs

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Part 1-Tender Schedule A: Technical Proposal

- Response to Selection Criteria - (max12)
- Annex 1 – Past Experience Form - (max 4)
- Annex 2 – Mobilisation Plan
- Annex 3 – Team Member inputs
- Annex 4 – Risk Management Plan (max 5)
- Annex 5 - Letters of Association and details of proposed sub-contractors
- Annex 6– Commonwealth Government Policies Compliance

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Part 1 - Tender Schedule B: Specified Personnel

- Table of proposed team members:
 - Facility Director
 - Deputy Facility Director
 - Organisational Development Adviser
 - Human Resource Development Adviser
 - Monitoring and Evaluation Manager
- Skills matrix
- CVs for each proposed team member.

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Part 1 - Tender Schedule C: Financial Proposal

- Table 1 – Like-for-Like Assessment
 - Summary of tenderer's financial proposal for the period July 2010 to 30 June 2015
- Table 2 – Profit and Management Fees
- Table 2A – Additional Personnel Costs
- Table 2B – Other Program Administration and Equipment Costs.

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Tender Schedule D: Financial Assessment

- Two options – see Part 1, Clause 8.
- AusAID may contact the nominated company accountant to obtain further information if required.
- Financial information is treated as commercial-in-confidence by AusAID. Distribution is limited to AusAID's Procurement area and the firm contracted to report on the tenderer's financial capacity to implement the contract.

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Feedback on Tenders

- Written debriefs will be available to all tenderers on request, after completion of contract negotiations with the preferred tenderer.
- Debriefs include scores and ranking against the selection criteria.

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Important Dates

24 March	• Final date for questions to AusAID on RFT (14 days before tender close)
31 March	• Final date for AusAID to issue addenda/respond to tenderer questions (7 days before tender close)
7 April	• RFT closing date
Up to 2 days in late May	• TAP meeting and interviews
July	• If delegate approves TAP recommendation, negotiate contract
August	• Contractor mobilisation

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