



Date: 8 November 2010 Pages: 5
Subject: Addendum 2 to the Papua New Guinea Electoral Support Program (Phase 3)
Request For Tender of 30 September 2010

Tenderers are advised of the following:

Clarifications to the RFT

1. Part 1, Table 2C (p 12): Fixed Management Fee Breakdown – Year 1

Delete Row 18 of Table 2C: Fixed Management Fee Breakdown – Year 1 and replace with the following row (refer to Clarification 4 below):

“Costs associated with the Performance Guarantee (Clause 14 of Part 3);”

2. Part 3, Clause 6.1 (p 54)

Delete Clause 6.1, Part 3 and replace with new Clause 6.1, Part 3 as follows:

“6.1 The Contractor shall establish, with approval by AusAID and GoPNG, a Program Board whose purpose is to provide AusAID and GoPNG with independent technical and other advice on any aspects of the Program and to assist AusAID and GoPNG to assess the performance of the Services (refer to **Clause 5 of Schedule 1** (Scope of Services), shown as **Part 5** of this RFT.”

3. Part 3, Clause 9 (p 56)

Replace text in Clause 9 (Grant Administration), Part 3 with “not used”.

4. Part 3, Clause 15 (60)

Rename Clause 15 (Performance Guarantee), Part 3, as Clause 14 (Performance Guarantee).

5. Part 5, Clause 6.4 (p 108)

Delete Clause 6.4, Part 5 and replace with new Clause 6.4, Part 5 as follows:

“6.4 The Contractor will staff one (1) office, to be located within the PNGEC Head Quarters in Port Moresby, PNG.”

6. Part 5, Clause 7.6 (pp 110-112)

Delete Clause 7.6, Part 5 and replace with new Clause 7.6, Part 5 as follows:

“Component Activities

7.6 The Contractor shall be responsible for managing delivery of activities under each of the Program Components. The Program will support a series of activities as approved in the Annual Plan. Potential activities under each Component could include:

- (a) **Component 1: To strengthen electoral governance**
 - (i) Work with the Boundaries Commission;
 - (ii) Exploration of whether existing electoral legislative sanctions could be more effectively enforced;
 - (iii) Research and legal policy exploration on additional legislative sanctions; and
 - (iv) Involvement with other PNG central government agencies, particularly Police, Treasury, DNPM and Department of Finance, in planning elections, and coordination with Police in conducting the elections;
- (b) **Component 2: To strengthen PNGEC capacity to manage elections**
 - (i) Work with GoPNG coordination mechanisms, such the IDEC, PESC, and Provincial Administrations, at national and sub-national levels;
 - (ii) Provision of targeted support through technical assistance personnel inputs;
 - (iii) Piloting and monitoring activities;
 - (iv) Supporting the PNGEC to target provinces with particular skills gaps or technical issues;
 - (v) Identifying and coordinating “surge capacity” support roles for electoral events;
 - (vi) Assistance for planning and conducting any by-elections and recounts over the period of the Program, and assistance to the PNGEC in preparing for the 2012 national election; and
 - (vii) Support to PNGEC organisational capacity work, including human resources development and succession planning, so that the competency of the PNGEC to organise, plan and conduct elections is realised and sustained;
- (c) **Component 3: To increase PNG Electoral System and Civics Awareness**
 - (i) Work with ICAB and civil society to conduct electoral and civic awareness activities in line with the PNGEC Communications Strategy;
 - (ii) Support for relationships between the PNGEC and large-scale CSOs, including the provision of funds to those CSOs, to conduct awareness on behalf of ICAB;
 - (iii) Coordination and alignment with other AusAID programs, particularly the Strongim Pipol Strongim Nesen Program, which will manage a small grants stream that will be available to fund civic education projects;

- (iv) Assist in developing strong working relationships between the PNGEC and CSOs and Strongim Pipol Strongim Nesen, to inform the appropriate selection of CSOs for funding, sharing of electoral awareness content, and the monitoring of awareness activities; and
 - (v) Assist in supporting linkages between CSOs, RPNGC at District level, with technical supervision/input by Election Managers, for activities such as electoral roll verification; and
- (d) **Component 4: To improve research, analysis, program management and coordination**
- (i) The mainstreaming of key development issues, particularly gender equality, HIV/AIDS awareness, anti-corruption and peace and conflict;
 - (ii) Funding to conduct evidence-based research, or a clearinghouse of existing research, into challenges to electoral processes (for example: protecting the rights of women to vote freely; options to ensure election workers and absent voters can vote; options to track party political promises and development plans once elected);
 - (iii) PNG electoral coordination mechanisms, such as the IDEC, the Central Agencies Coordination Committee (CACC), and at sub-national levels Provincial Administrations and Provincial Election Steering Committee (PESC);
 - (iv) PNGEC to provide technical advice to the above organisations to allow them to effectively plan, budget and manage their electoral roles; and
 - (v) Coordination with other AusAID programs with partner GoPNG agencies with electoral roles.”

7. Part 5, Clause 7.8(a) (p 113)

Delete Clause 7.8(a), Part 5 and replace with new Clause 7.8(a), Part 5 as follows:

“7.8 The Contractor shall be responsible for:

- (a) Managing the establishment of the Program Board (in accordance with **Clause 5.1 above**) in a manner approved by the PNGEC and AusAID;”

8. Part 6, Table 3C (p 152): Fixed Management Fee Breakdown – Year 1

Delete Row 18 of Table 3C: Fixed Management Fee Breakdown – Year 1 and replace with the following row:

“Costs associated with the Performance Guarantee (Clause 14 of Part A);”

Clarifications to the PowerPoint slide presentations from the Industry Briefing held on 12 October 2010 in Port Moresby (slide presentations attached to Addendum 1)

9. **PowerPoint Presentation – Pre-Tender Briefing – Important Dates (slide 9)**

Delete Row 1 of the Important Dates Table and replace with the following row:

5 November 2010	Final date for questions to AusAID on RFT (10 days before tender closes)
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10. **PowerPoint Presentation – Contract – Scope of Services – Time Issues (slide 3)**

Delete first point “2 years with an option to extend up to 3 years” and replace with the following:

“The Contract is a two-year Contract with an option to extend for up to 2 years, in accordance with Clause 2.3, Part 3 (p 53) of the RFT”.

Questions raised by interested Tenderers

Technical Adviser Review

11. **Question:** Who is undertaking the Technical Adviser Review (TA Review)?
Answer: The review is being undertaken by the Government of Australia and the Government of Papua New Guinea (GoPNG).
12. **Question:** When will the TA Review be completed and made public?
Answer: The review has been completed and is with the GoPNG for consideration. An update will be provided once the GoPNG responds.
13. **Question:** Should Tenderers be using the TA Review as a guide for specifying non-specified personnel on bids?
Answer: No. However, Tenderers do have the option to nominate other personnel as part of their bids.
14. **Question:** Which of the Specified Personnel positions in Part 1, Table 1 are rated as High, Medium and Low in terms of TA Review rating system?
Answer: All of the Specified Personnel positions (listed in Clause 6.1, Schedule 1, Part 5 of this RFT) were rated as High. However, the TA Review has not been finalised and any changes as a result of the review will be raised with the successful Tenderer.

Financials

15. **Question:** Is the AUD7,420,000 for Reimbursable Operation, Travel and Activity Costs for the initial 2 years of the program, or for the full 4 years of the program including the option period?
Answer: Refer to Question 26 of Addendum 1.

Personnel

16. **Question:** Should the “Daily Fee (AUD)” column of Tables 4A and 4B, Part 1 of the RFT, include the Short-Term Personnel per diems in accordance with Clause 6.4(a), Part 6, i.e. as part of the Short-Term Personnel Fee, or should the per

diems be paid in accordance with Clauses 7.3(c) and (d), Part 6 of the RFT, i.e. as a reimbursable travel allowance?

Answer: Short-Term Personnel per diems are to be paid in accordance with Clauses 7.3(c) and (d), Part 6 of the RFT.

All other information as set out in the RFT dated 30 September 2010 and Addendum One dated 4 November 2010 remains unchanged.