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Program Design

Tamara Green

Procurement and Agreement Services



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The Sub National Strategy

The Goal of SNS is improved service delivery in PNG. Support is provided in three broad areas:

1. Government of Papua New Guinea initiatives that aim to improve public administration and governance processes related to enhanced service delivery (including the PPII);
2. Improved performance in areas of national interest to both governments (special case regions/provinces – Bougainville and Southern Highlands); and
3. Informing the alignment of AusAID's ongoing programs in PNG so that they are more responsive to service delivery challenges at the Sub-National level.



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Phase 2 of SNS

- >The Sub National Strategy was designed in 2006 as a 10 – 15 year initiative.
- >In 2009 an independent review endorsed the relevance of the SNS and supported its continued implementation.
- >In 2010 the Department of Provincial and Local Government Affairs requested that support provided through SNS continue.
- >For these reasons a Phase 2 of SNS would **continue implementation of the original SNS design** with modifications consistent with recommendations from reviews, analysis and views of AusAID and the Government of Papua New Guinea.
- >Also ISP services are expected to remain similar.



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Next steps - Phase 2 SNS design

- > The current phase of SNS is scheduled to end in June 2012.
- > Contractor services are required to cover the final year of this phase (from 29 May 2011).
- > During this 13 month period the next phase will be designed.
- > If agreed by GoA and GoPNG the tender includes an option to extend the contract of the Implementing Service Provider for up to five years.



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Indicative timeframe for design

- > Concept Note Mission - Nov 2010
- > Concept Note Peer Review - Dec 2010
- > In-Country Mission - Feb 2011
- > Design Document Finalised - April 2011
- > Appraisal Peer Review - June 2011
- > Goa and GoPNG approval - July 2011
- > Re-negotiate with contractor for continued services OR Request for Tender - Sept 2011



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Contractual Perspective

> Draft Scope of Services



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Scope of Services - Time Issues

- > 13 months with an option to extend up to 5 years
- > Begin Operations in May 2010
- > Early inputs:
 - Component 1 services (clause 3)
 - Initial Reports (clause 8.6 to 8.10)



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Financials

Imprest Account / Trust Accounts

- 13 months: AUD 7-10million
- 5 year option: AUD 50 million

Note: Indicative figures only. Actual figures will be released for Step 2.



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Program Office

- > Staffed by:
 - 7 specified Long-Term Personnel
 - 1 other Long-Term Personnel
- > Office to be located in Port Moresby
- > Program Management Personnel
 - Team Leader
 - Deputy Team Leader
 - Services Manager
 - Human Resources Manager
 - Logistics Coordinator
 - Finance Manager
 - Support Staff



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Contractor Services

Clause 3 – Initial Services

- >Output 1.1: Draft Security Plan
- >Output 1.2: Establish Office, Mobilise Personnel
- >Output 1.3: Prepare the Operations Manual
- >Output 1.4: Review Financial Mechanisms and Accounts
- >Output 1.5: Establishment of Accounts
- >Output 1.6: Program Procedures Manual
- >Output 1.7: Contract current Advisors



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Contractor Services

Clause 4 - Ongoing Services

- >Output 2.1: Program Planning
- >Output 2.2: Capacity Building Assistance
- >Output 2.3: Recruitment of Advisers
- >Output 2.4: Management of Advisers
- >Output 2.5: Logistics and Administrative support
- >Output 2.6: Other Capacity Building Assistance
- >Output 2.7: Funds Management
- >Output 2.8: Research, Information gathering



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Contractor Services

Summary:

- Component 1: Initial
- Component 2: Ongoing
 - Advisory support
 - Procurement of other forms of capacity building inputs
 - Targeted Training (short and long term)
 - Secondments
 - Exchanges
 - Volunteers
 - Research officers
 - Funds Management
 - Monitoring and Evaluation (Framework at Annex 5)



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Advisory Support

- > This support comprises long and short term advisers who are available on request by the province. The range of expertise available are as follows:
 - Corporate Plan Implementation (long term, in province)
 - Performance Management
 - Finance & Budget Management
 - Planning and Program/Project Management
 - Legal Support
 - Economic Policy
 - Human Resources Management
 - Asset Management
 - Information Technology
 - Process Improvement
 - Monitoring & Evaluation
 - Cooperation with Civil Society



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Training

Examples of Training Support

- Development Planning and Database Management
- Elected Leaders' Induction Program
- LLG Leaders Program
- Project Management, Preparing Proposals for Donor Funding
- Budgeting and Financial Management (Internal Revenue)
- Computer Software skills
- Preparing Policy Briefs for PEC, JPBPPC, JDBPPC
- Concept Payroll
- Frontline Management
- People Management
- Communication



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Funds Management

Financial Administration and Management of Funds for the following accounts:

- SNS Head Trust Account
 - 10 Subsidiary accounts
- Bougainville Governance Implementation Fund Trust Account
 - 2 subsidiary accounts)
- Program Implementation Personnel Account
 - Imprest v reimbursables

Services include:

- Procedures
- Recording systems
- Standardisation of operating
- Overseeing and verifying payments
- Accountability for flow of funds
- Immediately reporting discrepancies
- Co-signatory on certain accounts



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Papua New Guinea Sub-National Strategy (SNS)

Pre-Tender Briefing

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Procurement and Agreement Services



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Structure of the RFT

- > Part 1
 - Project Specific Tender Conditions
- > Part 2
 - Standard Capability Statement Conditions
- > Attachments
 - Draft scope of services
 - Note “Sub National Strategy Update October 2010”
 - SNP Phase 1 Design Document
 - SNS Mid Term Review, Final Report 2009
 - Word versions of:
 - Past Experience Form
 - Capability Statement Declaration; and
 - Organisational Checklist



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Addenda

- Addenda will be posted on AusTender
- Answers to any questions forwarded to the SNS mailbox at SNS2@ausaid.gov.au will also be uploaded as Addenda
- First Addenda already issued



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Addenda (cont)

> Second Addenda will include the powerpoints from today's presentations, questions and answers from today's industry briefing and the following documents:

- Letter from AusAID Minister Counsellor;
- PPII Draft Report
- Concept Paper for SNI Design
- PPII Framework 2005 (Unsigned)
- PPII Key Design Features 2006
- Guide to Services (PPII)



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Submissions

Technical Proposal

➤ Response to Selection Criteria A and B

A. Approach to the Program 70%

- (a) Management and Administrative Personnel
- (b) Financial Management Systems
- (c) Project Management Arrangements
- (d) Experience



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Submissions (cont)

B. Approach to Key Issues

30%

Understanding and appreciation of the key issues and critical points related to the SNS Program. Includes recruitment and delivery of quality capacity building assistance for rural and remote areas in the context of a decentralised system of Government.

Annexes

- Annex 1 - Past Experience Form
- Annex 2 - Letters of Association and other details of other proposed sub-contractors
- Annex 3 - Commonwealth Government Policies Compliance



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Shortlisting and Interviews

- Shortlisted bidders may be invited to interview
- If interviews are held:
 - Location: Papua New Guinea
 - Indicative Date: 6 - 7 December
- Price will not be considered at this step.



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Step 2 - RFT

- > Up to 4 organisations will be invited to submit tenders for Step 2
- > Specified personnel nominated at this stage (not required for Step 1)
- > Specified personnel criteria will be a maximum of 10% (actual weighting to be confirmed)
- > Approach to program will be the main weighted criteria



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Important Dates

9 November 2010	Final date for questions to AusAID on RFT (14 days before tender close)
16 November 2010	Final date for AusAID to issue addenda/respond to tenderer questions (7 days before tender close)
23 November 2010	RFT closing date
24 – 30 November 2010	TAP Shortlisting and assessment against Selection Criteria
6 – 7 December 2010	Interviews (if required)
6 – 10 December 20010	TAP recommendation
13 – 17 December 2010	Bidders notified of outcome of Step 1 (indicative)
20 December 2010	Step 2 opens (indicative)
15 February 2011	Step 2 closes (indicative)



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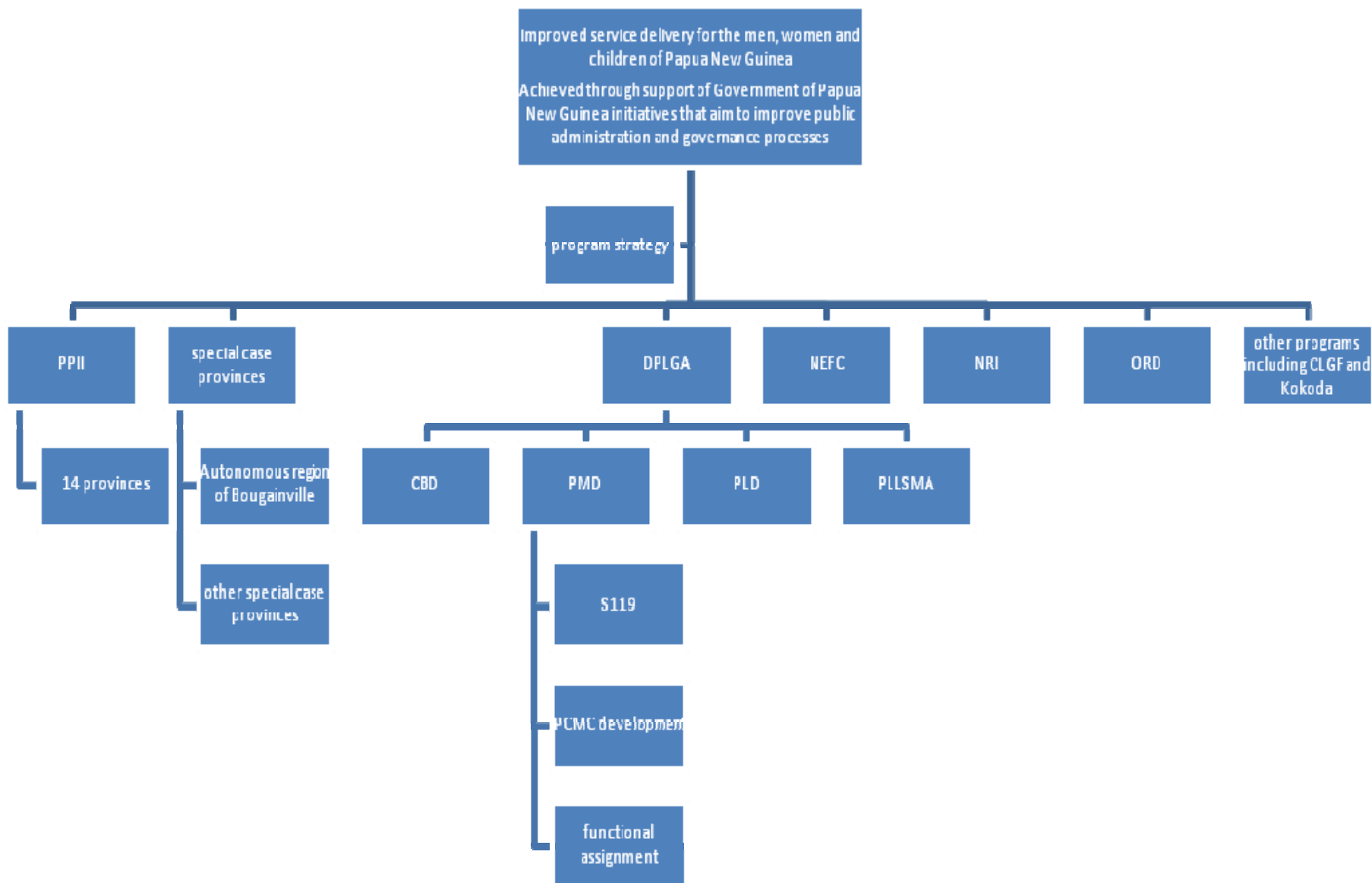
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Questions

SNS support to PNG Government

- The primary goal of the support through SNS is improved service delivery in PNG. The program recognizes that to achieve this goal, sub national governance in PNG needs to be strong.
- A key principle of the program is PNG ownership. SNS provides support for PNG systems and PNG led programs.

Support to PNG Government under SNS



SNS support to DPLGA

- Includes support to three Divisions
 1. Capacity Building Division (PPII to 14 provinces)
 2. Performance monitoring Division (PLLSMA S119 reporting, PCMC, Function assignment)
 3. Policy and Legal Division

SNS Support to NEFC

- Includes
 - Reforms to Intergovernmental Financing Arrangements
 - Annual Provincial Expenditure Review
 - Maintaining Cost of Services data

SNS support for NRI

- Includes
 - Decentralisation analysis and reporting

SNS support for ORD

- Includes
 - Development of a District Information Management System

SNS support to special case areas

- Includes
 - Autonomous Region of Bougainville
 - Southern Highlands