



Date: 18 November 2009 Pages: 13
Subject: Addendum 1 to the Scholarships Papua New Guinea RFT of 31 October 2009

Tenderers are advised of the following:

Clarifications and amendments to the RFT

1. Remove Section 1, Clause 1.11 (Page Limits) (p3 and 4):

Page Limits:

(Clauses 7.15 and 7.17, Part 5)

Technical proposal (max. 16 pages) plus annexes:

Annex 1 – Past Experience Forms (up to 5 examples max. 1 page each)

Annex 2 – Work Plan (max. 2 pages)

Annex 3 – Conflict of Interest Declaration – if required (no limit)

Annex 4 – Letters of Association (max. 1 page for each associate)

Annex 5 – Commonwealth Government Policies Compliance – if required
(max. 1 page)

Curriculum Vitae (max. 4 pages each person)

And replace with:

Page Limits:

(Clauses 7.15 and 7.17, Part 5)

Technical proposal (max. 16 pages) plus the below:

Annex 1 – Past Experience Forms (up to 5 examples max. 1 page each)

Annex 2 – Work Plan (max. 2 pages)

Annex 3 – Conflict of Interest Declaration – if required (no limit)

Annex 4 – Letters of Association (max. 1 page for each associate)

Annex 5 – Commonwealth Government Policies Compliance – if required
(max. 1 page)

Tender Schedule B – Specified Personnel (1 page)

Curriculum Vitae for four (4) key staff only (max. 4 pages each person)

Attachment 2 – Tenderer Submission Checklist (2 pages)

Annex B, Part 5 – Tenderer Declaration (3 pages)

2. Remove Part 1, Clause 4.2 (Selection Criteria)(C) (p6):

C) Appropriateness of Team Composition to Implement the Program	25
Demonstrated skills and experience of the Program Manager; and	
Demonstrated skills, experience and mix of other key team members as appropriate for implementation.	

And replace with:

C) Appropriateness of Team Composition to Implement the Program	25
Demonstrated skills and experience of the Program Manager (50%); and	
Demonstrated skills, experience and mix of other key team members as appropriate for implementation (50%).	

3. Remove Part 1, Clause 5, Table 1 – Specified Personnel - Long Term (p9):

Position	Name	Total Inputs in person months	Referee Contact Details #1 and #2	Commitments
Facility Director * (1)	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>
Senior Financial Manager	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>
Scholarships Manager *(1)	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>
Scholarships Coordinator *(1) (local)	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>
PNG Professional Development Initiatives Manager	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>

*Personnel required for 1 month handover period at the commencement of the contract.

And replace with:

Position	Name	Total Inputs in person months	Referee Contact Details #1 and #2	Commitments
Facility Director * (1)	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>
Senior Financial Manager *	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>
Scholarships Manager *(1)	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>
PNG Professional Development Initiatives Manager	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>
Seven (7) Senior Support Staff	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>
Seven (7) Junior Support Staff	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>

*Personnel required for 1 month handover period at the commencement of the contract.

4. Remove Part 1, Clause 5, Table 2: Specified Personnel – Short Term (p9 and 10):

Position	Name	Total Inputs in person months	Referee Contact Details		Commitments
			#1	#2	
Academic Adviser (Selection panel) (international)	<i>Specify</i>	5 months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Academic Adviser (local)	<i>Specify</i>	5 months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Academic Course Selection/Pastoral Advisor	<i>Specify</i>	3 months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
M&E Advisor	<i>Specify</i>	5 Months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Website Design	<i>Specify</i>	4 Months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Database Design	<i>Specify</i>	4 Months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>

And replace with:

Position	Name	Total Inputs in person months	Referee Contact Details		Commitments
			#1	#2	
Academic Adviser (Selection panel) (international)	<i>Specify</i>	5 months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Academic Adviser (Selection Panel) (local)	<i>Specify</i>	5 months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
International Education Adviser	<i>Specify</i>	3 months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
M&E Adviser	<i>Specify</i>	5 Months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Website/Database Design	<i>Specify</i>	4 Months	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>

5. Remove Part 1, Attachment 1, Table B – Long Term Personnel Costs (01 May 2010 – 31 May 2013) (p14):

Position	Name	Monthly Fee (AUD)	Inputs (Months)	Mobilisation Costs (AUD)	Demobilisation Costs (AUD)	Amount of Annual Leave (Days)	Financial Limitation (AUD)
Facility Director *	<i>Specify</i>	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Senior Financial Manager	<i>Specify</i>	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Scholarships Manager *	<i>Specify</i>	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Scholarships Coordinator (local) *	<i>Specify</i>	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
PNG Professional Development Initiatives	<i>Specify</i>	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
TOTAL for Like for Like Assessment							<i>Specify</i>

Note: Long Term Personnel means personnel engaged for more than 6 months over the life of this Contract.

* Personnel required for 1 month handover period

And replace with:

Position	Name	Monthly Fee (AUD)	Inputs (Months)	Mobilisation Costs (AUD)	Demobilisation Costs (AUD)	Amount of Annual Leave (Days)	Financial Limitation (AUD)
Facility Director *	<i>Specify</i>	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Senior Financial Manager *	<i>Specify</i>	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Scholarships Manager *	<i>Specify</i>	<i>Specify</i>	37	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
PNG Professional Development Initiatives	<i>Specify</i>	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Seven (7) Senior Support Staff	<i>Specify</i>	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Seven (7) Junior Support Staff	<i>Specify</i>	<i>Specify</i>	36	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
TOTAL for Like for Like Assessment							<i>Specify</i>

Note: Long Term Personnel means personnel engaged for more than 6 months over the life of this Contract.

* Personnel required for 1 month handover period

6. Remove Part 1, Attachment 1, Table C – Long Term Personnel Costs (Option Period – 01 June 2013 – 31 May 2015) (p15):

Long Term Personnel	Inputs Period	01 June 2013 – 31 May 2014	01 June 2014 – 31 May 2015	Demobilisation (AUD)	Financial Limitation (AUD)
Inputs	24	12 months	12 months		
Facility Director *	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Senior Financial Manager	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Scholarships Manager *	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Scholarships Coordinator (local) *	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
PNG Professional Development Initiatives	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Sub-total	24	<i>Specify</i>	Specify (Include sub-total for Demobilisation here)		
Total for Like for Like Assessment				AUD	Specify

* Need to factor an additional 1 month handover period in the 1st year.

And replace with:

Long Term Personnel	Inputs Period	01 June 2013 – 31 May 2014	01 June 2014 – 31 May 2015	Demobilisation (AUD)	Financial Limitation (AUD)
Inputs	24	12 months	12 months		
Facility Director *	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Senior Financial Manager *	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Scholarships Manager *	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
PNG Professional Development Initiatives	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Seven (7) Senior Support Staff	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Seven (7) Junior Support Staff	24	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>	<i>Specify</i>
Sub-total	24	<i>Specify</i>	Specify (Include sub-total for Demobilisation here)		
Total for Like for Like Assessment				AUD	Specify

* Need to factor an additional 1 month handover period in the 1st year.

7. Remove Part 1, Attachment 1, Table D: Short Term Personnel Costs (01 June 2010 – 31 May 2010) (p16):

Position	Name	Daily Professional Fee (AUD)	°Indicative Inputs (Days)	Travel Costs (value X number trips)	Financial Limitation (AUD)
Academic Adviser (Selection panel) (international)	<i>Specify</i>	<i>Specify</i>	150	<i>Specify</i>	<i>Specify</i>
Academic Adviser (local)	<i>Specify</i>	<i>Specify</i>	150	<i>Specify</i>	<i>Specify</i>
Academic Course Selection/Pastoral Advisor	<i>Specify</i>	<i>Specify</i>	90	<i>Specify</i>	<i>Specify</i>
M&E Advisor	<i>Specify</i>	<i>Specify</i>	150	<i>Specify</i>	<i>Specify</i>
Website Design Advisor	<i>Specify</i>	<i>Specify</i>	120	<i>Specify</i>	<i>Specify</i>
TOTAL for Like for Like Assessment					

And replace with:

Position	Name	Daily Professional Fee (AUD)	°Indicative Inputs (Days)	Travel Costs (value X number trips)	Financial Limitation (AUD)
Academic Adviser (Selection panel) (international)	<i>Specify</i>	<i>Specify</i>	150	<i>Specify</i>	<i>Specify</i>
Academic Adviser (Selection Panel) (local)	<i>Specify</i>	<i>Specify</i>	150	<i>Specify</i>	<i>Specify</i>
International Education Adviser	<i>Specify</i>	<i>Specify</i>	90	<i>Specify</i>	<i>Specify</i>
M&E Advisor	<i>Specify</i>	<i>Specify</i>	150	<i>Specify</i>	<i>Specify</i>
Website/Database Designer	<i>Specify</i>	<i>Specify</i>	120	<i>Specify</i>	<i>Specify</i>
TOTAL for Like for Like Assessment					<i>Specify</i>

8. Remove Part 3, Clause 4.75 (e) (iii) (p54):

Selection Panel members shall participate in group interview sessions of these 220 shortlisted candidates, as outlined in Clauses XXX and in **Annex 1** and in the PDD; and

And replace with:

Selection Panel members shall participate in group interview sessions of these 220 shortlisted candidates, as outlined in Clauses 4.76 and in **Annex 1** and in the PDD; and

9. Remove Part 3, Annex 1, Clause 3.9 (p40):

Australian and New Zealand Regional Development Scholarships (RDS): RDS are, currently awarded to nationals of a number of Pacific Island Countries (Sending Posts) to undertake study in regional higher education institutions (Receiving Posts). Papua New Guinea is currently only a Receiving Post, with around 45 awardees currently on study programs in PNG. Scholarships PNG will be primarily responsible for these awardees pastoral care while in PNG. At some point during the life of Scholarships PNG, this may change and PNG may become a Sending Post, requiring promotion, selection and mobilisation services. Services currently required for the management of RDS are set out under **Clauses 5.50 to 5.53 below**.

And replace with:

Australian and New Zealand Regional Development Scholarships (RDS): RDS are, currently awarded to nationals of a number of Pacific Island Countries (Sending Posts) to undertake study in regional higher education institutions (Receiving Posts). Papua New Guinea is currently only a Receiving Post, with around 45 awardees currently on study programs in PNG. Scholarships PNG will be primarily responsible for these awardees pastoral care while in PNG. At some point during the life of Scholarships PNG, this may change and PNG may become a Sending Post, requiring promotion, selection and mobilisation services. Services currently required for the management of RDS are set out under **Clauses 4.120 to 4.123 below**.

10. Remove Part 3, Annex 1, Clause 3.10 (p40):

Careers in Development (CiD): CiD is a PNG donor partnership under a Memorandum of Understanding (**Annex 13**) to provide a number of cadet opportunities to young graduates of PNG universities. CiD cadets spend up to six (6) months in three (3) development partner agencies, building professional skills and a deeper understanding of development objectives in the PNG context. The CiD program is, at present, due to be finalised in November 2010. Service required for the management of CiD are set out under **Clause 5.94 below**, and in **Annexes 12 and 13**.

And replace with:

Careers in Development (CiD): CiD is a PNG donor partnership under a Memorandum of Understanding (**Annex 13**) to provide a number of cadet opportunities to young graduates of PNG universities. CiD cadets spend up to six (6) months in three (3) development partner agencies, building professional skills and a deeper understanding of development objectives in the PNG context. The CiD program is, at present, due to be finalised in November 2010. Service required for the management of CiD are set out under **Clause 4.139 below**, and in **Annexes 12 and 13**.

11. Remove Part 3, Annex 1, D1 (p68):

D.1	Identify / recommend independent persons/panel for Scholarship short-listing		Post - may seek assistance from Canberra		April	Provide 2-3 panel candidates. Fully independent and have experience in educational institutions and the Scholarship context. At all times observe principles of privacy and confidentiality.
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And replace with:

D.1	Identify / recommend independent persons/panel for Scholarship short-listing				April	Provide 2-3 panel candidates. Fully independent and have experience in educational institutions and the Scholarship context. At all times observe principles of privacy and confidentiality.
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12. Remove Part 3, Annex 3, Table 4: Indicative Table of Facility Short Term Advisor Roles (p88):

Position	Required Attributes
Academic/pastoral Adviser for course selection	• Sound knowledge of Australia's and New Zealand Higher Education Institutions, course content and urban locations of these institutions. • Sound ESL communication skills preferably including the PNG cultural context.
Aust Academic member of selection panel and PHD Candidate Assessor	• Ability to assess the merit of PhD proposals (specifically their relevance to contributing to a developing country context). • Able to either chair or participate in scholarship selection panels. • Able to write succinct selection reports, (ALAS) if required. • Sound understanding of the PNG cultural context.
PNG Academic member of selection panel	• Ability to assess the merit of PhD proposals (specifically their relevance to contributing to a developing country context). • Able to either chair or participate in scholarship selection panels. • Able to write succinct selection reports, (ALAS) if required. • Sound understanding of the PNG cultural context.
M&E Advisor	• Sound knowledge and recent experience in the development of M&E Frameworks.
Website Designer/Advisor	• Experience in developing websites that do not rely on high band width. Able to develop web content that is appropriate to a PNG cultural context including for people for whom English may be a second language.
Database Designer/Advisor	• Experience in database creation. Is able to create user friendly databases that can collect and disaggregate a wide range of information, allow different levels of access and use.

And replace with:

Position	Required Attributes
International Education Adviser	• Sound knowledge of Australia's and New Zealand Higher Education Institutions, course content and urban locations of these institutions. • Sound ESL communication skills preferably including the PNG cultural context.
Aust Academic member of selection panel and PHD Candidate Assessor	• Ability to assess the merit of PhD proposals (specifically their relevance to contributing to a developing country context). • Able to either chair or participate in scholarship selection panels. • Able to write succinct selection reports, (ALAS) if required. • Sound understanding of the PNG cultural context.
PNG Academic member of selection panel	• Ability to assess the merit of PhD proposals (specifically their relevance to contributing to a developing country context). • Able to either chair or participate in scholarship selection panels. • Able to write succinct selection reports, (ALAS) if required. • Sound understanding of the PNG cultural context.
M&E Advisor	• Sound knowledge and recent experience in the development of M&E Frameworks.
Website/ Database Designer	• Experience in developing websites that do not rely on high band width. Able to develop web content that is appropriate to a PNG cultural context including for people for whom English may be a second language. • Experience in database creation. Is able to create user friendly databases that can collect and disaggregate a wide range of information, allow different levels of access and use.

13. Remove Part 4, Clause 5, Table 2 – Long Term Personnel Fee Rates (p95):

Position	Name	Monthly Fee (AUD)	Inputs (Months)	Mobilisation (AUD)	Demobilisation (AUD)	Financial Limitation (AUD)
Facility Director	<i>TBA</i>		37			
Senior Financial Manager	<i>TBA</i>		36			
Scholarships Manager	<i>TBA</i>		37			
Scholarships Coordinator (local)	<i>TBA</i>		37			
PNG Professional Development Initiatives Manager	<i>TBA</i>		36			
TOTAL						

And replace with:

Position	Name	Monthly Fee (AUD)	Inputs (Months)	Mobilisation (AUD)	Demobilisation (AUD)	Financial Limitation (AUD)
Facility Director	<i>TBA</i>		37			
Senior Financial Manager	<i>TBA</i>		37			
Scholarships Manager	<i>TBA</i>		37			
PNG Professional Development Initiatives Manager	<i>TBA</i>		36			
Seven (7) Senior Support Staff	<i>TBA</i>		36			
Seven (7) Junior Support Staff	<i>TBA</i>		36			
TOTAL						

14. Remove Part 4, Clause 6, Table 3: Short Term Personnel Fee Rates (p97):

Position	Daily Professional Fee (AUD)	Inputs (Days)	Travel Costs	Financial Limitation (AUD)
Academic Adviser	Specify	specify	(value X number trips)	specify
Academic Adviser (local)	Specify	specify	(value X number trips)	specify
Academic Course Selection/Pastoral Advisor	Specify	specify	(value X number trips)	specify
M&E Advisor	Specify	specify	(value X number trips)	specify
Website Design	Specify	specify	(value X number trips)	specify
Database Design	Specify	specify	(value X number trips)	specify
TOTAL				

And replace with:

Position	Daily Professional Fee (AUD)	Inputs (Days)	Travel Costs	Financial Limitation (AUD)
Academic Adviser (Selection Panel) (International)	Specify	specify	(value X number trips)	specify
Academic Adviser (Selection Panel) (local)	Specify	specify	(value X number trips)	specify
International Education Adviser	Specify	specify	(value X number trips)	specify
M&E Advisor	Specify	specify	(value X number trips)	specify
Website/Database Design	Specify	specify	(value X number trips)	specify
TOTAL				specify

15. Part 4, Clause 7, Table 4: Administration, Equipment and Student Operational Costs (p99), remove rows:

(ALAS) Allison Sudrajat Award (Contingent on AusAID's approval)	Annual	3	75,000	75,000
SCHOLARSHIPS PNG Selection interviews (includes member panel costs etc, (includes smaller ALAS selection process)	Annual	2	150,000	300,000

And replace with:

(ALAS) Allison Sudrajat Award (Contingent on AusAID's approval)		1	75,000	75,000
SCHOLARSHIPS PNG Selection interviews (includes member panel costs etc, (includes smaller ALAS selection process)	Annual	2.5	120,000	300,000

16. Rename Annex 10 from RDS Guidelines to: Australian Leadership Awards Fellowship Guidelines.

Questions raised by interested tenderers at the Industry Briefing held on 11 November 2009:

- a) **Question:** Does Part 4, Clause 3.1 (a-c) (p93) refer to contractor costs only?

Answer: Yes, these are management costs only not program costs.

- b) **Question:** Re Part 4, Clause 7, Table 4: Administration, Equipment and Student Operational Costs under Student Reimbursable Costs, row (p99). Is 2 years correct?

IELTS Testing (NZ and ADS only)	Annual	2	84,600	169,200
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Answer: Yes, the testing for IELTS will not be undertaken in 2010.

- c) **Question:** In the initial selection process of applicants will this be outsourced and by whom?

Answer: Refer to Part 3, Annex 1, D1 (noting change on this addendum).

- d) **Question:** Where will the Pre-departure briefing be held?

Answer: They will be held in Port Moresby, PNG with reference to the Design Document, clause 138 and 163-170.

- e) **Question:** Is the Academic/Pastoral Adviser the same as the Education Adviser?

Answer: Yes, please replace all references to the Academic/Pastoral Adviser with International Education Adviser.

- f) **Question:** The Contract is expected to commence part way through the 2010 Scholarship awardee selection round (for study commencing in 2011). How will the new contractor be expected to handle the remainder of that process?

Answer: The selection processes set out in the Design Document will be required for the new round (promotion commencing in late 2010 for study commencing in 2012). The selection process that will be underway when the Contract is due to commence will follow the existing selection processes currently delivered by PATTAF and will form part of the handover between PATTAF and the new Managing Contractor.

- g) **Question:** The RFT is not clear as to when the last day for questions on the RFT. Can you please provide clarity on when the last day for questions is for the SPNG RFT.

Answer: Please refer to Section 2, Part 5, Clause 2.2 (b) and Clause 2.3.

Attachments to this Addendum :

1. Presentations; and
2. Word version of tables.

All other information as set out in the RFT dated 31 October 2009 remains unchanged.