

Scholarships PNG

Industry Briefing

Background

- ❑ AusAID and NZAID scholarship programs are highly valued by the three partner countries: PNG, Australia and New Zealand
 - ❑ Provide course, experiences and outcomes to match PNG's HR and development priorities
 - ❑ Consistent with Paris Principles on Aid Effectiveness, the Accra Agenda for Action, the Cairns Compact and PNG Commitment of Aid Effectiveness.
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Background

- ❑ Economic development in PNG constrained by shortage of skilled & qualified people across key sectors of workforce
 - ❑ Large Australian Scholarships program: 130 ADS and up to 10 ALAS
 - ❑ 28 NZDS offered each year
 - ❑ Regional Development Scholarships
 - ❑ GoPNG supported application & selection process, policy development, salaries & allowances
 - ❑ Australian program managed by PATTAF since 2002
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Scholarships PNG

- ❑ Two components:
 - Australian and New Zealand Scholarships
 - Professional Development initiatives
 - ❑ Managed by a joint facility model, with Partnership oversight (GoPNG, AusAID & NZAID)
 - ❑ Governed by a Joint Steering Committee
 - ❑ Alignment with GoPNG planning and HRD initiatives
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Component 1: Australian & NZ Development Scholarships

- ❑ Provide PNG with technical and leadership capability to make personal and institutional contributions to development PNG
 - ❑ Transparency, equity and access, focus, effectiveness and impact
 - ❑ Scholarships programs include ADS, ALAS, NZDS, ARDS, NZRDS
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Targeting scholarships

- ❑ Two categories: Public and Open
 - ❑ Minimum of 30% to Public
 - ❑ Use of profiles to identify men and women in priority areas
 - ❑ JSC identify open priority areas
 - ❑ Minimum 50% to women
 - ❑ Increased focus on provincial applicants
 - ❑ 10% to higher education sector
 - ❑ Undergraduate and postgraduate
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Promotional activities

- ❑ Develop a targeted promotional and communication plan
 - ❑ Advocacy to central and sub-national government, universities, research institutions, private sector and civil society
 - ❑ Approaches to increase participation by women and people with disabilities
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Application process

- ☐ Joint application form
 - ☐ Scholarship applications received by Facility by 31 March
 - ☐ Public sector applications to receive endorsement by relevant agencies by 1 June
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Selection process

- ☐ Initial short-listing by independent selection panel
 - ☐ Secure office space for panel members to review applications at convenience
 - ☐ Group interviews
 - ☐ IELTS (or equivalent)– diagnostic tool
 - ☐ Academic advisory service
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Foundation course

- ❑ Available to 25-30 applicants from provinces who miss out on selection in current round
 - ❑ Identify key themes to be addressed eg IT skills, language, numeracy
 - ❑ Facility tender to PNG university to deliver 10 month course (Pilot Program)
 - ❑ Participants will be better placed to succeed in next round of applications
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Pre-departure briefing

- ❑ Two weeks duration
 - ❑ University environment
 - ❑ Participation of alumni
 - ❑ Include ICT, time management, academic preparation, law and culture of Australia and NZ, issues, facilitate communication with host unis and planning re-location
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Reintegration

- ☐ Public sector candidates to develop reintegration plan
 - ☐ Facility will provide support and information on alternative employment options
 - ☐ Assistance from alumni associations
 - ☐ Ongoing contact with employers while in Australia/NZ
 - ☐ Advice on job vacancies
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Delivery of Year 1 in PNG

- ❑ Pilot Year 1 of undergraduate degree in PNG for 20-25 applicants
 - ❑ Proposals sought on competitive basis from PNG unis to partner with Australian or NZ uni
 - ❑ Total of two years in PNG: Foundation year and 1st Year of degree
 - ❑ Further two years in Australia or NZ
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Australian Leadership Awards

☐ **ALA Scholarships:**

- Promotional activities
- Application process
- Short-listing applicants for interview and final selection in Canberra
- Mobilising students
- Reintegration

☐ **ALA Fellowships:**

- Awareness building
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Regional Development Scholarships

- ❑ RDS for Australia and NZ
 - ❑ Managed from Suva
 - ❑ Regional students coming to PNG, likely to expand to PNG students going to University of South Pacific (Suva or Vanuatu)
 - ❑ Mobilisation and student management responsibilities
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Component 2: Professional Development Initiatives

- ❑ Direct support to strengthen capacity of professional associations and leadership groups
 - Small value, high impact program
 - Receive proposals of minor funding to be approved by JSC
 - ❑ Support to PNG-Australia Alumni Association
 - ❑ Management of Careers in Development (CiD) initiative
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Management and implementation arrangements

- ❑ Facility, administered by MC will provide flexibility of scaling up or down, and responsive to emerging needs/priorities
 - ❑ Located in Port Moresby
 - ❑ Develop an annual plan for consideration by JSC
 - ❑ Contract arrangement will be sole responsibility of AusAID
 - ❑ Other Subsidiary Agreements with GoPNG and NZAID
 - ❑ One-month transitional arrangement (handover)
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Monitoring and Evaluation

- ☐ Facility to develop M&E Plan
 - ☐ Information on awardees is required throughout scholarship cycle
 - ☐ Should measure new “front-end” investments
 - ☐ Should include security and operational guidelines to ensure integrity and validity
 - ☐ Regular collection and analysis of information to support decision making
 - ☐ Support AusAID and NZAID quality assurance processes
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Scholarships Papua New Guinea (PNG)

Tender Briefing

Port Moresby, Wednesday, 11 November 2009

Toni Dougan and Narelle Skelly,
Procurement and Agreement Services
AusAID

Scholarships PNG

Managing a Good Procurement Process

Elements of Procurement Probity and Ethics

Concepts of Ethics and Probity

- ethical Behaviour;
- encompasses the concepts of honesty, integrity, probity, diligence, fairness, trust, respect and consistency;
- is critical to government procurement as it involves the expenditure of public money, and is subject to public scrutiny;
- supports openness and accountability in procurement processes and gives suppliers confidence in the Government marketplace; and
- can also reduce the cost of managing risks associated with fraud, theft, corruption and other improper behaviour, and enhance public confidence in public administration.

Scholarships PNG

Probity

- Probity is the evidence of ethical behaviour in a particular process;
- It is defined as complete and defined integrity, uprightness and honesty;
- Contributes to sound procurement processes that accord equal opportunities for all participants;
- Probative procurement is one that involves largely common sense, clarity, openness, clear understanding and application equally to all parties to the process;
- It is integrated into all procurement planning, and should not be a separate consideration; and
- Probity excludes suppliers whose practices are objectionable, dishonest, unethical or unsafe.

Scholarships PNG

Probity Guiding Principles

Guidance to establishing probity in the tendering process is contained in a variety of instruments:

- *Commonwealth Legislation Financial Management and Accountability (FMA) Act;*
- *Commonwealth Procurement Guidelines and the Commonwealth Grant Guidelines;*
- APS Values in the *Commonwealth Public Service Act*; and
- Other Commonwealth and AusAID procurement policy and guidelines.

Structure of the RFT

Section 1

- Part 1 - Tender Specific 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

Section 2

- Part 5 - Standard Tender Conditions
- Part 6 - Standard Contract Conditions
 - Becomes Part B of the Contract

- **Tender close**

- 2.00 pm, Wednesday, 16 December 2009

- **Mode of submission**

- Electronically, via AusTender at <http://tenders.gov.au> before RFT Closing Time.
 - PDF (note file size limit – Part 5, Annex C, Clause 4.5-4.7)
 - Tenderer's Declaration
 - Tenderer's Submission
 - Tender Schedule A – Technical Proposal
 - Tender Schedule B – Specified Personnel
 - Tender Schedule C - Financial Proposal
 - Tender Schedule D - Financial Assessment

- Hard copy, by depositing in the Tender Box before Tender Closing Time

Ground Floor, 255 London Circuit
Canberra ACT 2600

- One Original
 - Tenderer's Declaration
 - Tenderer's Checklist
 - Technical Proposal (Tender Schedules A and B)
 - Financial Proposal (Tender Schedule C)
 - Financial Assessment (Tender Schedule D)
- One CD
 - containing each of the above as separate files.

The Request for Tender (RFT)

- Queries related to the RFT:
 - should be asked after this presentation;
 - We will register interested Tenderers for individual sessions of 15 minutes per organisation; or by
 - forwarding questions to Narelle Skelly no later than 14 days prior to the RFT closing – 02 December 2009 at SPNG@ausaid.gov.au
- Responses:
 - will be issued by public Addendum via AusTender (www.tender.gov.au) as soon as practical.
 - last issue of addendum will be close of business 09 December 2009.

Tender Schedule A: Technical Proposal

- Response to Selection Criteria - 12 pages
- Annex 1 – Past Experience Form
- Annex 2 – Work Plan
- Annex 3 – Conflict of Interest Declaration
- Annex 4 – Letters of Association
- Annex 5 – Commonwealth Government Policies Compliance (if required)

Tender Schedule B: Specified Personnel

- Table of proposed team members
 - Facility Director
 - Senior Financial Manager
 - Scholarships Manager
 - Scholarships Coordinator (local)
- Skills matrix
- CVs for all long-term and specified short term personnel

Tender Schedule C: Financial Proposal

Attachment 1 – Part 1 -

- Table A – Like-for-Like Assessment
 - Summary of tenderer's financial proposal
- Table B – Long Term Personnel Costs
 - A breakdown of costs associated with long term personnel
- Table C – Long Term Personnel Costs – option period
- Table D - Short Term Personnel Costs
 - A breakdown of costs associated with short term personnel
- Table E – Short Term Personnel Costs – option period
- Table F – Escalation factor for extension period

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 and Agreement Services area and the firm contracted to report on the tenderer's financial capacity to implement the contract.

Tender Schedule A – Technical Proposal

SELECTION CRITERIA	WEIGHTING
A) Appropriate Management Capabilities	25
Demonstrated management and administrative capability especially regarding financial management; planning, administration, logistics, coordination throughout the region; and staff management capability.	
B) Approach to Program Implementation	50
Demonstrated understanding of the Program objectives and proposed approaches and strategies for: • Communications and promotion (15%); • Scholarship cycle/process management and monitoring (45%); • Reintegration of scholars, and evaluation of scholarship outputs outcomes (15%); and • HRD professional development and Alumni support (25%).	
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.	
Total	100

Questions on RFT or Scholarships PNG

- To be submitted via email to SPNG SPNG@ausaid.gov.au or fax +612 6206 4885
- Can be submitted anytime prior to close of business (AEDST) Wednesday, 2 December 2009
- Will be answered by issuing an addendum via AusTender before close of business 7 days prior to the RFT closing, Wednesday, 09 December 2009

Assessment of Tenders

- Technical Assessment Panel (TAP) consists of at least (3) voting members including AusAID and NZAID staff, a partner Government representative and external independent consultants.
- TAP members assess and score all bids against the selection criteria. The highest technical scores will determine which tenderer's will be invited to interview (maximum of 4 tenderer's).
- TAP Meeting, including interviews (Adjustment of technical scores as required).

Assessment of Tenders

- Technical assessment = 85% of total score
- Financial assessment = 15% of total score
- Final scores calculated

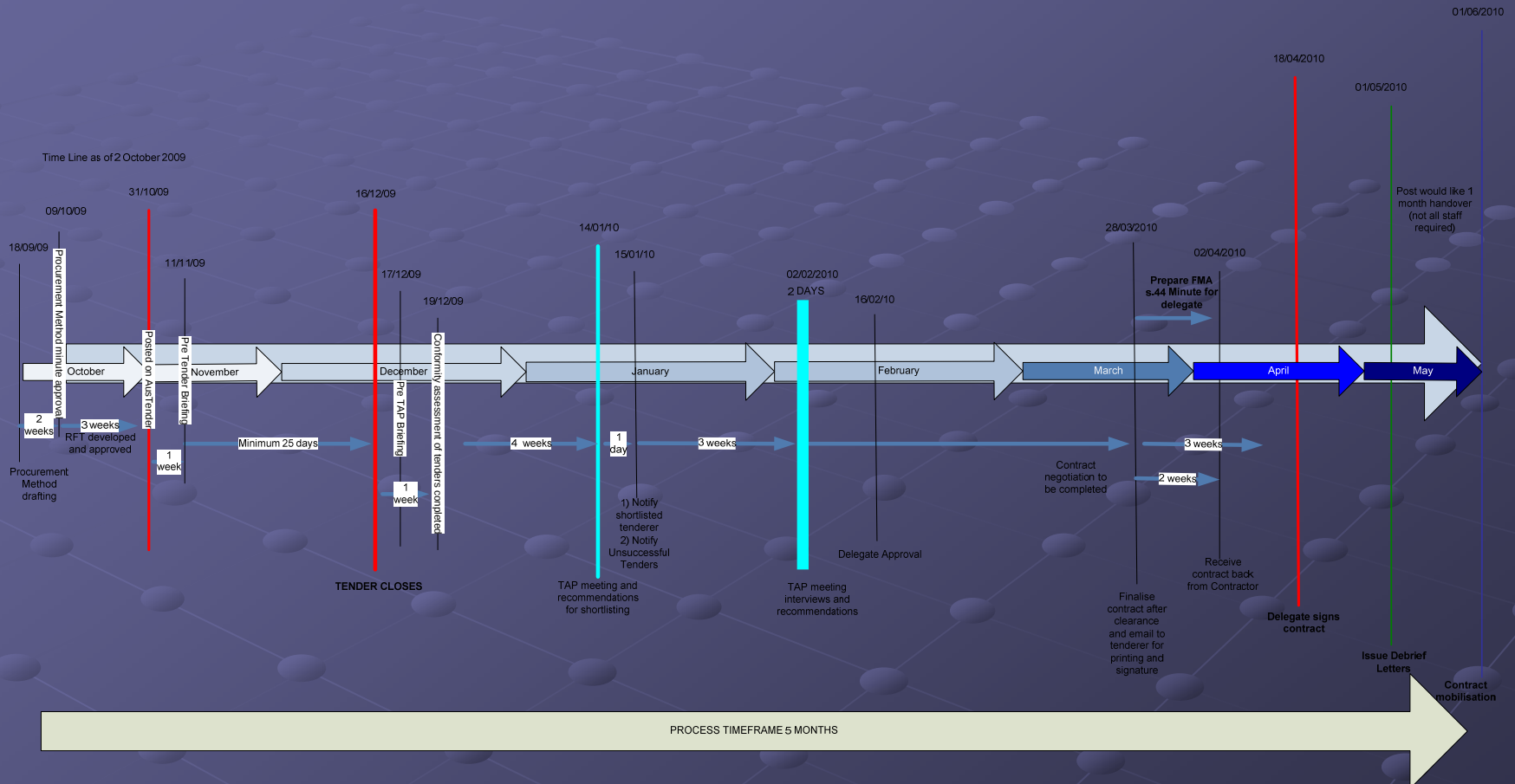
Scholarships PNG - Assessment Process

- Check bids for conformity to tender requirements
- Assess bids against Selection Criteria
- Conduct referee checks
- Interviews
- 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

Important Dates

02 December 2009	• Final date for questions to AusAID on RFT and Scholarships PNG (14 days before tender close)
09 December 2009	• Final date for AusAID to issue addenda/respond to tenderer questions (7 days before tender close)
16 December 2009	• RFT closing date
Mid Jan 2010	• Short listing of tenders
Early Feb 2010	• TAP meeting and interviews
March 2010	• If delegate approves TAP recommendation, commence contract negotiation
May 2010	• Contractor mobilisation

SCHOLARSHIPS PNG PROCUREMENT TIMELINE





Australian Government
AusAID

The Australian Government's
Overseas Aid Program

HINTS FOR NEW PLAYERS

An information session for new
tenderers wishing to participate in
Australia's overseas aid program

The following hints have been prepared to assist new players:

- Take advantage of early warning of tenders on AusAID's website
- AusAID publishes its **Annual Procurement Plan** on Austender (www.tenders.gov.au). It highlights up-coming procurements.
- Read how AusAID conducts its business and contracts out on AusAID's website at www.aisaid.gov.au and go to the "Business and Tenders" link.



- Target specific projects and opportunities where your organisation has expertise
- Understanding AusAID is important. You are always welcome to meet with Country Program Managers and Contracts staff.
- Network with other consultants and organisations; consider bidding in association with other companies.

- After a tender process (whether successful or not), ask AusAID for a debrief.
- Bidding is a highly competitive process and bidders should be prepared for a medium to long term view about doing business with AusAID rather than expecting to win vast amounts of work in the short term
- Liaise with Managing Contractors who have been awarded AusAID contracts before

Hints on Proposal Writing

- Read the documentation carefully to ensure your bid meets all requirements
- Directly address the selection criteria and substantiate your claims strongly
 - ◆ Note weightings attached to selection criteria, and ensure that the emphasis in your submission reflects the weightings on the selection criteria
- If you are unsure of something, ask questions. Contact details are supplied in each request for tender.

Management Arrangements

- Clearly identify management inputs (who will do what, and with what level of input) as well as your proposed management framework. This is particularly necessary when a joint venture or consortium bid is submitted



Approach and Methodology

- Bidders need to demonstrate original thought and say what they bring to the project that contributes to success. Do not just repeat what AusAID has already provided in the tender document or the design document.
- Bidders need to show that they understand what the activity is about.
- Specifically identify project risks and how you propose to manage them.

- If bidders are considering an alternative methodology they must submit a conforming bid in the first instance and include the alternative approach as a separate annex. Bidders must win the project on the conforming tender in the first instance before an alternative can be considered.

Key Personnel

- Provide CVs for all Key Personnel nominated. The CVs should be focused towards skills required and clearly outline the duration and extent of the nominee's involvement in activities
- Provide referees who can comment on the nominee's experience and their claims against the selection criteria. AusAID can identify and contact referees of its choosing if it considers that it is not getting a complete picture

Pricing of Bids

- Prices submitted with bids must reflect the whole of life costs of undertaking the activity.
- AusAID is not interested in proposals from bidders that do not adequately resource the task.

Quality Control

- Check your bid before you submit it – an independent review to assist in editorial and logical consistency is recommended.
- Don't make claims that cannot be substantiated.
- Check that your bid is formatted according to the instructions in the RFT.
- Leave enough time before the tender closing time to do your quality control.

If invited to interview ...

- Bidders may be invited to meet with the Technical Assessment Panel to make a brief presentation and/or for interview.
 - The TAP process allows bidders to send an observer to the interview.
- AusAID recommends the following:
 - Keep the presentation focused and within the allocated time limit
 - Ensure the team is fully informed about the proposal
 - Be prepared to respond to any questions about claims made in the proposal.



- Ensure the presentation is engaging and relevant. Your presentation is one of several that the assessment panel will see.
 - Elaborate on what is in your bid
 - There is no need to repeat or recap on your proposal.
- Avoid complicated diagrams.
- Let team members answer questions posed to them.