**ADDENDUM 1**

**Date**: 26 May 2016 **Pages: 4**

**Subject**: Addendum No. 1 to the Australian Humanitarian Partnership

Competitive Grants Process 11 May 2016

Tenderers are advised of the following:

**Amendments to Competitive Grant Guideline (11 May 2016)**

1. Replace Section 5.5.5 with the following:

“5. The submitted proposal, which responds to Annex 1: Sections A, B, D and E, must be in English; in 12 point font (Times New Roman); and with margins of at least 1.5cm. Proposals may be submitted double sided, noting that one double sided page equates to two (2) pages.”

1. Replace Section 5.8.2 with the following:

“DFAT will provide information on who should attend the interview, if a decision is made to interview shortlisted applicants.”

1. Insert the following sentence at the end of Annex 1, Section B: Response to Selection Criteria

“There is no template provided for responding to Selection Criteria.”

1. Replace Annex 1, Section C: Humanitarian Capability Map with Attachment 1 to this Addendum 1.
2. Delete the first sentence under Annex 1, Section D: Referee Information and replace with the following:

“The Applicant (Lead Organisation) must attach letters of support from two (2) referees of up to one (1) A4 page per letter.”

1. Delete “(c) are not current or Former DFAT Employees” under Annex 1, Section D: Referee Information.
2. Insert the following sentence at the end of Annex 1, Section D: Referee Information:

“There is no template provided for referee letters. Referee letters should be addressed to: “To whom it may concern”. No postal or mailing address is required.”

**Clarifications to the Competitive Grants Process**

1. Applicant refers to the Lead Organisation. Therefore in Section D, for example, two referee letters are required for the Lead organisation and one referee report is required per consortium member.
2. DFAT’s intention is to engage with 4 to 6 organisations that have the ability and networks to respond to crises globally. Proposals from organisations therefore need to demonstrate their ability to respond to crises globally. This may entail a consortium arrangement, where collectively partners can deliver on this requirement.
3. DFAT will not provide details of the Evaluation Committee. Members of the Evaluation Committee, including consideration of any DFAT Post involvement, will be selected based on their skills and experience. Applicants must not contact any members of the Evaluation Committee in relation to this competitive grant process, if they become aware of their involvement. Any questions should be directed to: [ahp@dfat.gov.au](mailto:ahp@dfat.gov.au).
4. In accordance with the Competitive Grant Guideline (11 May 2016) Section 5.7.2 the Evaluation Committee may invite shortlisted applicants to interview. If the Evaluation Committee decides to conduct interviews, the Chair will be in contact with short listed applicants with details of the interview and information on who should attend. The Chair will provide at least one (1) weeks’ notice prior to conducting interviews. (refer to Section 5.8)
5. Previous performance information, as detailed in Section 5.8.8, may include HPA and or ANCP information, among other reports provided and/or obtained by DFAT.
6. Pre-selected HRG member NGOs will enter into an arrangement with the Support Unit as per Competitive Grant Guidelines 11 May 2016, Section 2.4. An open tender process for an organisation to fulfil the role of the Support Unit will be released shortly on AusTENDER.
7. Representation from pre-selected HRG member NGOs on the Evaluation Committee for the Support Unit will be considered once proposals for the Support Unit are received. DFAT will have to manage potential and perceived conflicts of interest in determining the best means of incorporating pre-selected HRG member NGOs in the selection process of a suitable organisation.
8. Given the indicative value of the investment, DFAT has engaged an independent probity adviser. If organisations have any questions regarding the probity of the process please contact: [probity@qp3.com.au](file:///C:/Users/rturner/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/DGCONMEF/probity@qp3.com.au).

**Further information about the Services**

1. Funding for the Australian Humanitarian Partnership is subject to an incoming government and annual budget appropriations. Indicative funding is provided in the Investment Design Document dated 10 May 2016 and Standard Operating Procedures (SOP).

Please note in the SOP 2016/00, Section 12 – Associated Documents:

*“SOPS should be read in conjunction with the following documents:*

* *AHP investment design document dated 10 May 2016*

*In the event of any discrepancy between the AHP design and this SOP, the SOP takes precedence.”*

1. The decision process for rapid on-set and slow on-set crises differs slightly. A Response Committee and a Technical Assessment Panel will be convened, respectively for a rapid on-set and slow on-set crises. Members of the Response Committee and Technical Assessment Panel are provided in the Standard Operating Procedures (SOP) 2016/00 under (i) Content Specific Definitions.
2. The proposed Support Unit will facilitate the activation process and chair meetings of the Response Committee and Technical Assessment Panel. The Support Unit does not have a vote in such meetings.
3. DFAT would like to capitalise on communications with the Humanitarian Reference Group and this has been reflected in both the investment design document and the SOP 2016/00. A brokering exercise has been proposed with Humanitarian Reference Group members to confirm whether this group is an appropriate avenue to work with and share experiences with the broader humanitarian ANGO sector. Please refer to Section 6 of the SOP 2016/00.

**Questions Raised by Interested Applicants**

Q1. Can core funding be used to build the capacity of an organisation’s local office in-country?

A1. In accordance with Australia’s localisation agenda, the intention of core funding is to build the capacity of local agencies recognised by the in-country government as supporting their efforts to respond to crises in country. DFAT will consider any request to use core funding to strengthen in-country local office capacity in light of the above.

Q2. What is the role of DFAT Posts in the Australian Humanitarian Partnership?

A2. DFAT Canberra would like to see greater engagement with DFAT Posts given the relationships and insights they have with partner governments. Engagement with Posts will be an iterative process.

Q3. Can DFAT Posts provide a referee letter?

A3. Yes, DFAT Posts can be asked whether they would like to provide a referee letter. The decision to provide a letter is at the Posts’ discretion.

Q4. Will core funding for Pacific capacity building and community resilience be subject to a competitive process?

A4. A collaborative design process has been proposed to determine who is best placed to deliver on the end of investment outcomes, as detailed in the SOP 2016/00 Section 5. Core funding by DFAT may be supplemented by other donors operating in the Pacific. DFAT proposes to highlight the new partnership at the next FRANZ meeting, currently scheduled in late 2016.

Q5. What kind of consortium members is DFAT looking for?

A5: Consideration of consortium partners, including number and nature of consortium partners, should be based on the applicant’s ability to effectively deliver on the three end of investment outcomes: effective response and early recovery; local humanitarian capacity in the Pacific; and strengthened DFAT – HRG partnership.

Q6: Can pre-selected HRG member NGOs include non-consortium members to deliver activities in a response?

A6: Preselected HRG member NGOs may use non-consortium members to assist in responding to crises.

Q7: What flexibility is there for the rollover of funds from one financial year to the next?

A7: The allocation of funds will be based on partners’ confirmation of the outcomes and activities that they are best placed to deliver within the proposed timeframe. Partners will have to justify any under-expenditure to DFAT and further payments may be subject to satisfactory delivery of activities as well as acquittal of funds.

Q8: How will early recovery funding be allocated?

A8: Funding for responses generally covers immediate and early recovery activities. DFAT will provide further information as part of the parameters provided to partners on activation.

Q9: How will DFAT consider the focus of partners e.g. women’s empowerment?

A9: DFAT will consider this in light of the applicant’s ability to deliver on all three end of investment outcomes.

Q10: Is it the role of the Support Unit or pre-selected NGOs to share lessons learnt across the sector?

A10: The Support Unit will facilitate events and or access to lessons learnt across the sector. In terms of content, pre-selected NGOs would be expected to contribute.

Q11: What triggers does DFAT use in determining whether or not to respond to a protracted crisis?

A11: There is no formal trigger such as that used by the UN. Among other things, DFAT considers the needs of the affected community; what other donors are doing; what gaps and comparative advantage DFAT may be able to fulfil or bring to bear; and a request from the partner government.

Q12: What considerations will DFAT make in deciding whether to engage 4 or 6 partners?

A12: DFAT will take into consideration how many applicants are required to deliver on desired end of investment outcomes based on the applicant’s responses to Selection Criteria and performance information.

**Attachments to this Addendum**

1. Section C: Humanitarian Capacity.
2. DFAT PowerPoint Presentation for the Australian Humanitarian Partnership briefing 19 May 2016.

This Addendum takes precedence over information DFAT verbally provided at the briefing on 19 May 2016. All other information as set out in the Competitive Grant Guideline dated 11 May 2016 remains unchanged.

**Attachment 1**

**Section C: Humanitarian Capacity**

The purpose of the humanitarian capacity *narrative* and *map* is to provide an overview of the applicant’s *current* global footprint.

In accordance with the instructions below, Applicants *must*:

1. Provide a *narrative* describing capacity (inclusive of any consortia members) to respond to crises globally; and
2. fill in *Table 1: Humanitarian Capacity Map* to describe the applicants (inclusive of any consortia members) current in country capacity.

Instructions for completing Section C:

1. Narrative
2. Up to one (1) A4 page, in English and in 12 point font (Times New Roman) with margins of at least 1.5cm.
3. Table 1: Humanitarian Capacity Map
4. In 10 point font (Times New Roman)
5. Up to five (5) A4 pages to cover the following Pacific countries: Cook Islands; Federated States of Micronesia; Fiji; Kiribati; Nauru; Niue; Papua New Guinea; Republic of Palau; Republic of the Marshall Islands; Samoa; Solomon Islands; Tokelau; Tonga; Tuvalu; and/or Vanuatu;
6. Up to four (4) A4 pages to cover the following Asian countries: Afghanistan; Bangladesh; Bhutan; Cambodia; Indonesia; Laos; Maldives; Mongolia; Myanmar; Nepal; Pakistan; Philippines; Sri Lanka; Timor Leste; and/or Vietnam; and
7. Up to one (1) A4 page to cover following Middle Eastern countries: Iraq; Palestinian Territories; and/or Lebanon and Jordan (Syrian regional response).

The Humanitarian Capacity Map will be considered by the Evaluation Committee in accordance with responses to Section 2.

**Table 1: Humanitarian Capacity Map**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country** | **Geographic focus** | **Sectoral focus** | **Authority to Practice** | **Beneficiaries** | **Resources In-country** | **Established partnerships** | **Previous major international crises responses** |
| **Pacific [up to five (5) A4 pages]** | | | | | | | |
| *(e.g. Cook Islands)* | *List geographic areas within country with operational focus. e.g. islands, provinces or districts as appropriate (e.g. Rarotonga and Puka Puka)* | *Include priority sectors in which partner is currently operating. (e.g. WASH)* | *Provide relevant information on formal approvals to practice or working relationships held with the partner government to allow practice in-country. (e.g. Organisation X is formally registered with GoCI and is a member of Cook Islands Civil Society Organisations In (CICSO))* | *Detail any beneficiary focus i.e. children, women, elderly, people with a disability. Groups not numbers. (e.g. People with a Disability)* | *Detail resources in-country. e.g. Australian office representatives; Organisation X country office; pre-positioned supplies (e.g. Organisation X country office in Avarua; WASH supplies prepositioned in Puka Puka for 100 people).* | *Include detail of any established partnerships which would be advantageous in an emergency response i.e. with local NGOs, private sector, etc. (e.g. Partnership with Bluesky, local telecommunications provider to send health message texts in the event of an emergency)* | *List any disaster response, since 2010, which the applicant has responded to. (e.g. WASH expert from CI Country Office assisted officers in Fiji in response to TC Winston)* |
| [add/delete rows as required] |  |  |  |  |  |  |  |
| **Asia [up to four (4) A4 pages]** | | | | | | | |
| [add/delete rows as required] |  |  |  |  |  |  |  |
| **Middle East [up to one (1) A4 pages]** | | | | | | | |
| [add/delete rows as required] |  |  |  |  |  |  |  |