



Australian Government  
AusAID



# Civil Society Water, Sanitation and Hygiene Fund

Industry Briefing/Information Session

Thursday 28 June 2012, Melbourne

Gerardine Daniels, Procurement and Grants Officer

[www.ausaid.gov.au](http://www.ausaid.gov.au)

- My presentation will go through the key components of the Civil Society Water, Sanitation and Hygiene Fund call for proposals.
- Please let me know if you have any questions or if there are any areas that need further clarification. There will also be an opportunity to ask questions at the conclusion of the presentation.
- A copy of today's presentations will be available on the AusAID website along with the questions & answers raised.
- The files will be uploaded as soon as possible.



# Table of Contents

Electronic Lodgement .....	3
Hard Copy Lodgement.....	4
Enquiries.....	5
Terms and Conditions .....	6
Relevant and applicable policies include, but are not limited to:.....	7
Submissions received must have: .....	8
Cover Page .....	8
Applicant Declaration .....	8
Proposal Summary and Applicant CSO Summary.....	9
Proposed Activity Format (one for each country activity).....	10
Standard Budget Format .....	10
Assessment Process for Proposals .....	11
Value for Money .....	13
Some important considerations when assessing Value for Money.....	14
Feedback on Proposals.....	15
Indicative Key Dates .....	16



# Electronic Lodgement

- Requirements: One (1) copy
- Address: [WashFund@ausaid.gov.au](mailto:WashFund@ausaid.gov.au)
- Format: PDF (Portable Document Format)
- Terms & Conditions: AusAID Civil Society Water, Sanitation and Hygiene Fund - Guidelines and Templates
- Closing Time: 2:00pm Canberra time 24 August 2012

**Proposals must be received by the Closing Time to be included for assessment**

- Electronic lodgement will only be accepted via the nominated email address.
- If lodging electronically, all parts of the Submission should be provided in one file.
- We also request that you use black and white rather than colour, as this will reduce the size of the files and electronic proposals will be printed in black and white anyway.
- If you experience any technical issues contact the Contact Person. Problems can usually be resolved if there is enough time.



# Hard Copy Lodgement

- Requirements: One (1) Original (marked "Original") plus five (5) copies and a CD containing one pdf file of the submission
- Endorsement: 'Submission for the AusAID Civil Society WASH Fund' Attention: Mark Wolfsbauer
- Address: Tender Box Ground Floor, AusAID House 255 London Circuit; Canberra ACT 2601
- Business Hours: 8.30am to 5.00pm (Canberra time)  
Monday to Friday (excluding Public holidays)
- Closing Time: 2:00pm Canberra time  
August 2012

**Proposals must be received by the Closing Time to be included for assessment**

- For hard copy submissions you will need to provide the original as well as 5 copies of the proposal, along with a CD with one pdf file of the documents submitted.
- Please make sure your proposal is clearly labeled.
- As with electronic lodgment, any submission received in the tender box after the closing time will be deemed a late submission and will be excluded from assessment.
- For hard copies we suggest printing double sided to save on paper.



# Enquiries

- Contact Person: Mark Wolfsbauer  
Infrastructure and Water Policy Section  
AusAID
- Email address: [WashFund@ausaid.gov.au](mailto:WashFund@ausaid.gov.au)
- Deadline for enquiries: Friday 10 August 2012
- Deadline for response: Friday 17 August 2012
- CSOs are encouraged to discuss their proposals with the AusAID Posts before applying. If you need assistance contacting the AusAID Posts, please email the Contact Person.

- All inquiries must be submitted to the email address in writing.
- Inquiries must be received no later than 14 days before the proposal closing date and enquiries will be answered no later than 7 days before the proposal close date.
- Any questions received and the responses will be released as an addendum to the Guidelines to ensure that all applicants have consistent information.



## Terms and Conditions

- All important information is provided in the AusAID Civil Society Water, Sanitation and Hygiene Fund - Guidelines and Templates – please read this document carefully
- AusAID may amend the Guidelines at any time by issuing an Addendum. All conditions of the Guidelines will apply to Addenda.
- Applicants are expected **to have regard to and be compliant with AusAID policies**
  - A list of current policy documents is available at the following site:  
<http://www.ausaid.gov.au/Publications/Pages>List.aspx?type=PubPolicyDocuments>
- Copies of the relevant policies can be found on the link displayed.



## **Relevant and applicable policies include, but are not limited to:**

- Development for All: Towards a disability-inclusive Australian aid program 2009-2014
- AusAID's Fraud policy
- Gender Equality in Australia's Aid Program - Why and How (March 2007);
- AusAID's Child protection policy, in particular the child protection compliance standards at Attachment 1 to the policy;
- AusAID's Disaster Risk Reduction policy;
- AusAID's policy on the environment as set out in the Environmental Management Guide for Australia's Aid Program;



## Submissions received must have:

PART	TITLE	FORMAT
Part A	<b>Cover Page</b>	Annex 1 in the Guidelines
Part B	<b>Applicant Declaration</b>  Acknowledging and agreeing to: <ul style="list-style-type: none"><li>• Accuracy of submission</li><li>• Comply with policies and standards identified</li><li>• AusAID's Rights and Applicant CSOs Acknowledgements as outlined in Section 7 of the Guidelines</li><li>• AusAID's right to undertake referee and performance checks as required</li></ul>	Annex 2 in the Guidelines



PART	TITLE	FORMAT
Part C <sup>1,2</sup>	<p><b>Proposal Summary and Applicant CSO Summary</b></p> <ul style="list-style-type: none"><li>• Summary Description of Proposal</li><li>• Applicant Profile</li><li>• Capacity of Applicant CSO</li><li>• Applicant CSO Funding History</li><li>• Letters of Support (Consortium Only)</li><li>• CV of CSO Wash Fund Manager</li></ul>	Annex 3 in the Guidelines

<sup>1</sup> Page limits: Please note page limits specified in the Annexes must be strictly adhered to.

<sup>2</sup> This slide has been amended in light of revisions to the fund guidelines (4 July 2012)



PART	TITLE	FORMAT
Part D <sup>3</sup>	<b>Proposed Activity Format (one for each country activity)</b> <ul style="list-style-type: none"><li>• In-Country Implementation Capacity</li><li>• Activity Concept</li><li>• Past Experience Form (Up to Two (2) per country activity)</li></ul>	Annex 4 in the Guidelines
Part E	<b>Standard Budget Format</b>  Must provide one overall budget for the proposal, a budget for each activity and a budget for the inception phase using this format	Annex 5 in the Guidelines

---

<sup>3</sup> This slide has been amended in light of revisions to the fund guidelines (4 July 2012)



## Assessment Process for Proposals

➤ Conformity Check

- All proposals received will be checked against the mandatory requirements of the Guidelines to ensure they conform
  - CSO eligibility
  - Activity eligibility
- If a proposal is found to be non conforming it may be rejected.

➤ Conduct referee checks and check performance information



- Selection Panel<sup>4,5,6</sup> (2 AusAID personnel, 2 other assessors with appropriate technical skills and/or experience)
  - Written assessment against the Selection Criteria
    - Applicant CSO capacity criteria: 100%
    - Country specific criteria: 100%
  - Focus on quality and Value for Money when assessing technical merits of proposals
  - Ask questions of Applicant CSOs during telephone interviews, if required
  - Provide a Selection Report to the AusAID delegate for consideration and approval.

---

<sup>4</sup> The Selection Panel will assess and score the written bids against the Selection Criteria.

<sup>5</sup> The technical assessment together with the pricing will result in an overall score and a recommendation of the best value for money outcome.

<sup>6</sup> This slide has been amended in light of revisions to the fund guidelines (4 July 2012)



## Value for Money

- The Financial Management and Accountability (FMA) Act requires AusAID to achieve a value for money outcome.
- Value for money means the best available outcome considering all relevant costs and benefits over the proposal cycle.
- Cost is not the sole determining factor in assessing value for money.
- The funds requested, and detailed in the project budget as part of the proposal, will be assessed on whether they are reasonable and proportional to the intended work to be undertaken.
- This is in line with AusAID's continued focus on achieving and being able to demonstrate value for money on grants (similar to procurements)



## **Some important considerations when assessing Value for Money**

- Fitness for purpose - that a grant would add value by achieving something worthwhile that would not occur without grant assistance (derived from the outcomes and objectives outlined in the activity proposal);
- The performance history of the applicant;
- The relative risks within the proposal, and risk analysis and mitigation plan outlined; and
- Financial considerations, including all relevant benefits and costs over the proposal cycle



## Feedback on Proposals

- Debriefs will be provided:
  - on request in writing; and
  - after agreements have been signed with successful CSOs to proceed to the Inception Phase.
- AusAID will not enter into discussion or communications on the content of the debrief once it has been completed.

- To receive a debrief applicants should make a request in writing within 14 days of being notified of the outcome.
- The debriefing will provide information on scores achieved against individual selection criteria and comments from the Selection Panel. Generic feedback on the qualities of the successful applicant(s) will also be provided.



## Indicative Key Dates

<b>Briefing for potential applicant CSOs</b>	28-Jun-12
<b>Final date for submission enquiries</b>	10-Aug-12
<b>Proposal Closing Time</b>	14:00 hours on Friday 24 August 2012 Australian Eastern Standard Time (GMT + 10)
<b>AusAID conformance check</b>	Late August 2012
<b>Selection Panel assessment of proposals</b>	Late August – early September 2012
<b>Signing of interim agreements</b>	Oct-12
<b>Design workshop for successful applicants</b>	Nov-12
<b>CSO design process</b>	November 2012– February 2013
<b>Sign project agreement</b>	Feb-13
<b>Activity completed and final report due</b>	Feb-17