



DFAT DEVELOPMENT PROCUREMENT, AGREEMENTS AND SYSTEMS BRANCH NEWSLETTER

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Welcome Message from DVB

Welcome to the fourth edition of the Development Procurement, Agreements and Systems Branch (DVB) Newsletter. DFAT is releasing this newsletter periodically to our current supplier list to ensure all partners working on the development program are up to date with policy changes and program opportunities.

Since our last newsletter, DVB has undergone a restructure and welcomed the DFAT Development Systems (AidWorks and SmartyGrants) team to the Branch. Our Branch name has also changed to reflect our new functions.

Procurement Messages

So far, 2023 has been busy as we keep our procurement pipeline moving. DVB will continue to put procurements to the market, ensuring they are staggered and provided with as much notice as possible.

Changes to Request for Expression of Interest (RFEOI) documentation

DFAT has amended its request for expression of interest processes to reduce red tape, provide greater transparency, and make it easier for interested individuals and organisations to look to team with organisations shortlisted for DFAT procurement opportunities. Organisations interested in teaming will no longer have to submit a response through AusTender. Instead, DFAT will publish an email address for each shortlisted organisation on our Development Procurement Pipeline webpage and interested organisations can contact shortlisted organisations directly. The webpage can be found here <https://www.dfat.gov.au/about-us/business-opportunities/development-procurement-pipeline>.

Page Limits

We remind bidders to stay within page limits and to note that cover pages, tables of content or other similar pages should not be included in your response. They will count towards your page limit and can result in a non-conforming bid.

Please consider readability of your proposal when setting your font sizes. Evaluation committee members continue to review procurement responses in both digital and paper form so please consider how your proposal will appear when printed in black and white on A4 paper.

We strongly encourage bidders to pay close attention to AusTender updates, DFAT webpage updates, and our LinkedIn updates.

Reporting/Milestone Obligations

The Australian National Audit Office (ANAO) has recently conducted a number of [audits](#) on Procurement and Contract management across a variety of government agencies and there is also a public administrations [enquiry](#) currently being undertaken. These audits have highlighted deficiencies in the area of contract deliverables and milestones across multiple Government Departments.

This provides an opportunity for a timely reminder to contractors on the importance of including relevant milestones and deliverables in tender proposals and subsequent contracts.

Contractors are also reminded of the importance of ensuring adequate documentation and record-keeping across contracts where milestones and deliverables are not met for any reason.

Personnel Costs

Please remember to ensure that all personnel costs are considered appropriately when responding to requests for tenders.

Prices outlined in proposals and agreed to as part of contract negotiations will not be changed at a later date if particular costs have been overlooked and not considered upfront.

Contractor Conduct

Contractors are reminded about what to consider when conducting business development activities at Posts and with partner governments.

Be mindful of Post's pressures and workloads. Post's first priorities will be to manage any visits and/or requests from Ministers.

Always be clear on the intention of your engagement and be mindful that communications cannot be about a specific tender process.

Ensure that any enquiries regarding active procurement processes are directed to the relevant tender mailbox and not to contacts and networks that you may know at Posts.

Contractor Handover Plan Template

DFAT has developed a template for a contract handover plan. Handover Plans serve multiple purposes for Australia's development program:

Business Notifications

<https://www.dfat.gov.au/about-us/business-notifications>

Check out the updated pipeline

<https://www.dfat.gov.au/about-us/business-opportunities/development-procurement-pipeline>

Join DFAT Suppliers Network today

<https://www.linkedin.com/groups/13563309/>

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- ensure a seamless transition between project phases with different contracts;
 - ensure accountability of physical and intellectual assets; and continuity in documentation, management information/data, and supply chains for program effectiveness and efficiency;
 - ensure contract compliance and legislative compliance; and
 - ensure business continuity especially in reaction to an event that has a significant impact on the contract such as COVID-19.

As such a Handover Plan will be produced by the Contractor in the first 12 months of a contract and then updated annually or as required. The template is available here: <https://www.dfat.gov.au/about-us/business-opportunities/resources>.

End of Financial Year – Key Dates

All suppliers need to be aware that in preparation for the fast-approaching end of financial year, there are key critical dates that all DFAT staff must comply with to finalise Development expenditure and DFAT's financial statements for the 2022-23 financial year.

Any Development expenditure payments that are due, must be received and certified by DFAT by COB Friday 9 June 2023, otherwise payment will not be able to be made until after 17 July 2023 when the AidWorks system is opened again.

Please ensure you have communicated with your DFAT Agreement Manager regarding any payments that may be required to be made during the shutdown period.

International Development Policy

DFAT is continuing its work on the new International Development Policy with the aim for the new policy to be finalised in the first half of 2023).

Public submissions on the new policy closed on 30 November 2022 and roundtable discussions with a broad range of development actors were held in November and December 2022.

For any updates on the new policy please keep an eye on the DFAT internet page: [New International Development Policy | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](https://www.dfat.gov.au/about-us/business-opportunities/resources)

Southeast Asia Regional Big Meet - Jakarta

The inaugural Southeast Asia Regional Big Meet was held in Jakarta on 28 March 2023. The Regional Big Meet was attended by approximately 110 attendees including managing contractors, subcontractors and new local companies interested in getting involved in Australia's Development Program.





The Southeast Asia Regional Big Meet was the first such event DFAT has hosted outside of Australia. DFAT has regularly engaged with the Australian Development Program Industry through large scale events, including hosting two Big Meets in Australia in recent years. However, this event in Jakarta was an opportunity for locally-led subcontractors from across the Southeast Asia region to discuss collaboration with large suppliers and DFAT. In line with the Australian Government's objective to champion locally-led development, the event provided local regional businesses with an overview of DFAT's regional development priorities, and key information on how to engage with the Australian Development Program.



The Southeast Asia Regional Big Meet included pre-recorded messages from the Minister for International Development, the Honourable Pat Conroy; Assistant Secretary, Southeast Asia Development Policy Programs, Jenny Da Rin; Jane Haycock, CEO International Development Contractors' Community, as well as presentations from Acting Deputy Head of Mission, Tim Stapleton; DT Global's Indonesian Country Manager, Aarohi Vashishtha; and Nathan Klenner, Head of Aid and Relief for Bollore Logistics Indonesia.

The feedback received on the day was overwhelmingly positive, and participants expressed the value of the event in facilitating networking opportunities within the region and providing new information to a number of attendees. The hope is that with this information, more local companies will seek opportunities to work within Australia's Development Program and continue to increase diversification in the Program.



A Pacific Regional Big Meet is planned for the coming months in Suva, which will also be the first of its kind in the Pacific.

Please keep an eye on the [Business Notifications](#) internet page and the [DFAT Suppliers Network](#) page on LinkedIn for further updates regarding the finalised date and registration details for the upcoming event Pacific Regional Big Meet.

DFAT Design and Monitoring & Evaluation Standards

DFAT's Design and Monitoring & Evaluation Standards are designed to support the whole program cycle in DFAT - from concept through to design and implementation including monitoring, review, and evaluation.

These standards have been updated to include new standards on design and program logic.

The latest Design and Monitoring & Evaluation Standards can be found on the DFAT website: [DFAT Design and Monitoring and Evaluation Standards | Australian Government Department of Foreign Affairs and Trade](#)





FOR OUR ELDERS

2-9 JULY 2023

Upcoming Events

Doing Business with DFAT – 101 - Webinar

Are you a new entrant to the Australian development program? Register your interest now to join the 60-minute webinar presented by the Development Procurement, Agreements and Systems Branch (DVB) on how the Development Program fits together.

Date: Thursday, 15 June 2023

Time: 10:30am (AEST)

How to join: email supplier.engagement@dfat.gov.au to secure your spot today.

Industry Roundtable – NAIDOC Week

Following on from the successful and well attended Industry Roundtable Session in March on Respect at Work, facilitated by Abt Associates, DFAT will be hosting another roundtable session to celebrate NAIDOC Week in July.

Please keep an eye on our [LinkedIn](#) and [business opportunities](#) pages for further details on these events as they are confirmed.

Contacting DVB: supplier.engagement@dfat.gov.au