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Contract

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Procurement and Agreement Services



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Overview

- > Scope of Services
- > Basis of Payment



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Scope of Services - Time Issues

- > 2 years with an option to extend up to 3 years
- > 14 February 2011 Mobilisation Date – 2 week handover with existing Contractor
- > Early outputs are documented in the reporting requirements under Clause 8



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Program Office

- > Staffed by:
 - Four specified Long-Term personnel
 - One other Long-Term Personnel
 - Four Short-Term Personnel
- > Office to be located in Port Moresby
- > Cost will be paid by AusAID monthly on a reimbursable basis in arrears



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Key Services (Clause 7.2)

- >Third Party Activities
- >Advisers
- >Procurement
- >Financial Management
- >Quality Assurance
- >Affordable Service Deliver
- >Training and support
- >Strengthening systems
- >Development of an effective M&E system



Component Activities

> Four Components (Clause 7.6)

> Activities may include:

- Component 1
 - Working with the PNG Boundaries Commission – electoral governance, policy and legislation
- Component 2
 - Support the PNGEC in their work to improve electoral roll accuracy
- Component 3
 - Support the PNGEC's Information, Communications and Awareness Branch to conduct electoral awareness activities
- Component 4
 - Conduct M&E and research



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Basis of Payment



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Payment Streams

- Fixed Management Fees
 - 40% as Quarterly Payments
 - 60% as Milestone Payments
- Reimbursable Long-Term Personnel Costs
 - Regular payments – monthly in arrears
- Reimbursable Short-Term Personnel Costs
- Reimbursable Operational, Travel and Activity Costs



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Reimbursable Operational, Travel and Activity Costs

This is the resource to be drawn upon to fund approved activities and is distributed to various PNG electoral stakeholders to conduct activities approved by the Program Board in the Annual Plan.

- Up to a maximum of AUD7,420,000
- Reimbursed monthly in arrears



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Tender