



**Mekong Australia Partnership (MAP) – Call for Proposals
Invitation to Submit an Activity Proposal**

Instructions for Organisations:

Please read the MAP – Call for Proposals Guidelines, Eligibility and Selection Criteria before completing this Invitation to Submit an Activity Proposal.

Contents

SECTION 1: NOTE TO APPLICANTS	2
SECTION 2: INVITATION DETAILS	3
SECTION 3: PROPOSAL FORMAT.....	4
SECTION 3.1: APPLICANT DETAILS	4
SECTION 3.2: PROPOSAL SUMMARY	5
SECTION 3.3: RESPONSE TO MAP – CALL FOR PROPOSALS GUIDELINES, ELIGIBILITY AND SELECTION CRITERIA	6
SECTION 3.4: RESPONSE TO SELECTION CRITERIA.....	10
SECTION 3.5: PROPOSED BUDGET.....	12
SECTION 3.6: REFEREE INFORMATION	16
SECTION 3.7: ORGANISATION’S CERTIFICATION	16
SECTION 4: TERMS AND CONDITIONS.....	17
ATTACHMENT 1 - ORGANISATION’S CERTIFICATION	18

Section 1: Note to applicants

Instructions for Applicants:

DFAT is seeking proposals from eligible applicants to apply for grant funding under the MAP – Call for Proposals. Please read the MAP – Call for Proposals Guidelines, Eligibility and Selection Criteria carefully before submitting a proposal to ensure you are eligible to apply for funding.

If you choose to lodge a proposal, it must be submitted, along with all accompanying documents in accordance with the criteria outlined in the MAP – Call for Proposals Guidelines, Eligibility and Selection Criteria and requirements set out in this invitation.

STRUCTURE OF THE INVITATION

This document is separated into four (4) sections which together will be referred to as the “Invitation”.

- Section 1** Explains the structure of the Invitation to submit a proposal.
- Section 2** Specifies important details regarding the Invitation including the closing time/ date, the DFAT contact person for the MAP – Call for Proposals and how to submit your proposal.
- Section 3** Provides template format in which applicants are to submit their proposal and includes the Selection Criteria against which applicants will have their proposal assessed.
- Section 4** Details the terms and conditions under which this Invitation is offered.

Applicants are encouraged to fully inform themselves of the Invitation’s terms and conditions when preparing their submission and to make any enquiries to the DFAT Contact Person before the enquiry closing time.

This Invitation supersedes any prior information or advice provided by DFAT in relation to MAP – Call for Proposals.

This Invitation should be read in conjunction with the MAP – Call for Proposals Guidelines, Eligibility and Selection Criteria.

Section 2: Invitation details

Table 1: Invitation Details	
Name of Program:	Mekong Australia Partnership (MAP) – Call for Proposals
Closing Time/ Date:	5pm AEST time Friday, 11 October 2024
DFAT Contact Person:	MAP2-CallforProposals@dfat.gov.au
Method of Submission:	Electronically to the following email address: MAP2-CallforProposals@dfat.gov.au
File Format for electronic submission of Activity Proposal:	Portable Document Format (PDF) and/ or Word Document Format (.doc) only.
Information session details:	<p>DFAT will hold an online information session to answer questions on the Invitation at 1300 (AEST) on Friday, 20 September 2024. This session will be available for remote attendance via Microsoft Teams.</p> <p>To ensure you receive an invitation to the information session, please register your interest in attending with the <i>DFAT Contact Person</i>.</p> <p>If you are unable to attend but would like a record of questions and responses to be provided to you, please inform the <i>DFAT Contact Person</i>.</p>
Deadline for questions:	Any enquiries that Organisations may have relating to this Invitation must be submitted in writing (via email) to the <i>DFAT Contact Person</i> as soon as possible and not later than, 26 September 2024 (14 days prior to the Closing Time/ Date).
Deadline for responses to questions:	DFAT will respond to any Organisation's enquiries no later than, Thursday, 03 October 2024 (7 days prior to the Closing Time/ Date).

Section 3: Proposal format

Instructions for Applicants:

Applicants **must** fill out Tables 2 and 3 below.

Applicants **must** respond to the Invitation as described in Section 3.3-3.7.

Note for consortia:

Please include details for all consortium partners below, clearly specifying lead and sub-recipient organisations. Copy Table 2 if required.

Each consortium partner must also provide a 1-page supporting letter that briefly outlines the organisation, the relationship with other consortium members and expresses the organisations intention to collaborate in the proposal.

Section 3.1: Applicant Details

Table 2: Applicant details	
Organisation name and ABN <i>(if applicable)</i>	
Type of Organisation <i>(e.g. non-governmental organisation, civil society organisation, university research institute, foundation, social enterprise)</i>	
Title, name and position of main contact person	
Physical operating/ business address of the organisation <i>(including city, postcode, country)</i>	
Work phone number	
Mobile phone number	
Email address	

<p>Has your organisation previously received funding from the Australian Government? <i>If yes, please provide details for the previous three investments including:</i></p> <p>Name of Activity:</p> <p>Funding Period:</p> <p>Funding Amount:</p> <p>Agreement Number:</p>	
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Section 3.2: Proposal Summary

Table 3: Proposal Summary	
Proposal Title/ Program Name	
Geographical Location <i>(e.g. Mekong subregion, countries, provinces etc. Please be as specific as possible)</i>	
Program Start Date	
Program End Date	
Duration <i>(in months)</i>	
Development Issues <i>(Name all development issues this proposal aims to address)</i>	
Funding request by Australian financial year <i>(Financial year means 1 July to 30 June)</i>	AUDxxx in 2024/2025 AUDxxx in 2025/2026 AUDxxx in 2026/2027 AUDxxx in 2027/2028 AUDxxx in 2028/2029

Total Funds requested from Australia	AUDxxxx
Your Organisation's contribution	AUDxxx in 2024/2025 AUDxxx in 2025/2026 AUDxxx in 2026/2027 AUDxxx in 2027/2028 AUDxxx in 2028/2029 TOTAL AUDxxxx
Have you sought funding for this program from any other source? <i>(If yes, please provide details)</i>	
Total Program Cost	AUDxxxx

Instructions for Applicants:

Applicants *must* respond to the Invitation as described in Sections 3.3-3.7.

Note that when scoring each of the Selection Criteria the Evaluation Committee will take into account *all* of the information provided in Sections 3.3-3.7.

Section 3.3: Response to MAP – Call for Proposals Guidelines, Eligibility and Selection Criteria

Table 4: Response to MAP – Call for Proposals Guidelines, Eligibility and Selection Criteria
1. Executive Summary (Up to 500 words)
<i>Provide an executive summary of the proposal covering the problem description, intended impact, links with MAP End-Of-Portfolio-Outcomes (EPO), key beneficiaries, and how gender, disability and social inclusion (GEDSI) will be addressed.</i>

<p>2. Problem Statement (Up to 500 words)</p>
<p><i>Provide a clear description of the problem your proposal is designed to address, including shared and/ or transboundary challenges in the Mekong subregion.</i></p>
<p>3. Major Development Objectives (Up to 1000 words)</p>
<p><i>Outline the key objectives of the program, relating these to the problem statement, and how they support and contribute to achieving the MAP EOPOs (see Guidelines). Outline the key needs of beneficiaries that the project will address and how.</i></p>
<p><i>Provide information on:</i></p> <ul style="list-style-type: none"> • <i>how the program is responding to lessons learned in the sector/ country/ region;</i> • <i>relevant analysis/ evidence for program choices and logic to show why the design is likely to be effective;</i> • <i>knowledge, information gaps and/ or opportunities for further analysis/ monitoring as part of implementation arrangements; and</i> • <i>how the program will contribute to sustainable outcomes, including through analysis and planning.</i>
<p>4. Theory of Change (Up to 500 words and/ or theory of change diagram 1 page)</p>
<p><i>Outline the theory of change, articulating all associated assumptions.</i></p> <p><i>Demonstrate how the proposed theory of change links to one or more of the MAP EOPOs.</i></p>
<p>5. Project Activity Description (Up to 750 words)</p>
<p><i>Outline the planned activities of the program and how they will contribute to the objectives over the duration of the program. Identify how you will work with any other implementing partners and key stakeholders.</i></p>
<p>6. Project Activity Schedule (Up to 500 words and/ or attach table 1 page)</p>

Briefly outline the schedule of activities for the program with a particular emphasis on the initial 12-month period.

Note – if successful, detailed annual work plans will be developed in consultation with DFAT. Workplans would be reviewed and updated regularly.

7. Direct and Indirect Beneficiaries (Up to 500 words)

Provide details on the key direct and indirect beneficiaries of this program. Provide indicative estimates of the total numbers of beneficiaries to be reached. Please disaggregate by countries, groups, gender and/ or other appropriate GEDSI markers.

8. Management, Implementation and Coordination Arrangements (Up to 500 words)

Please outline the proposed program management, implementation and coordination structure, including roles and responsibilities, coordination mechanisms and program management reporting lines. For consortia please outline respective organisation roles and responsibilities.

Demonstrate how the program responds to priorities not addressed by other delivery partners, and/ or how the program is harmonised with the work of other actors. Outline how the program will be coordinated with other programs and how key stakeholders will be informed of program activities.

9. Monitoring, Evaluation and Learning (MEL) System (Up to 500 words)

Provide a brief outline of how MEL systems will operate under the program, the extent of human resources and structures required to undertake routine and ad-hoc MEL, consistent with [DFAT's Design & MEL Standards](#). Outline proposed methodology for data collection, aggregation, analysis and reporting and any planned reviews/ evaluations with reference to indicative MEL framework at Annex 1.

10. Risk and Safeguard Management (including Do No Harm) (up to 500 words)

Include information on programmatic and organisational risks, likelihood, impact on the program and beneficiaries, and management/ mitigation strategies.

The Risk Management Plan should outline:

- *Risks relevant to the outcomes of the program (i.e. what would prevent the applicant from achieving the outcomes)*
- *Realistic and manageable mitigation strategies with clear assignment of responsibilities and timeframes.*
- *Outline how the program will ensure a Do No Harm approach to implementation.*

Annex 1: Indicative MEL framework (table - up to 2 pages)

Attach an indicative MEL framework that outlines proposed end of program outcomes, intermediate outcomes, outputs, relevant indicators and targets to measure progress over the life of the program and aligned to the theory of change.

Annex 2: GEDSI Strategy (up to 1000 words)

Attach an outline of the programs GEDSI strategy and methodology, including:

- *outlining existing or planned analysis that identifies barriers to gender equality, people with disability and/ or other social groups in participating and benefiting from the program*
- *how the program will use research and analysis to address barriers to gender equality, social inclusion and actively seek opportunities for the participation of people with disability to guide implementation;*
- *the extent of planned consultation, engagement and/ or activities with Disabled People's Organisations;*
- *approaches to support effective MEL systems to enhance GEDSI outcomes;*
- *outline necessary resource requirements and budget allocation to deliver GEDSI outcomes for vulnerable groups.*

Annex 3: Communications and publicity plan (up to 500 words)

Attach an outline for your proposed communications and publicity plan, noting alignment with DFAT's public affairs requirements (see attached Guidelines).

Annex 4: Brief Background on the Organisation(s) (up to 1000 words)

Attach a brief introduction to your Organisation and outline the organisation's specific qualities, capacity, capabilities and relevant experience to deliver the program.

For consortia, please provide a brief introduction of the Lead Organisation as above and describe concisely respective qualities of consortia organisations. Provide introductions of each consortia organisation explaining respective contributions to the program and their respective experience and qualifications.

Note: If a consortium is proposed, DFAT will contract the Lead Organisation only.

Section 3.4: Response to Selection Criteria

Table 5: Response to Selection Criteria	
Activity Effectiveness	
1. <i>Outline the extent the proposal demonstrates specific, measurable and achievable pathways to achieving one or more MAP EOPOs.</i>	<i>(up to 250 words)</i>
2. <i>Outline the extent the proposal demonstrates relevant, timebound and sustainable plans, strategies, approaches to achieve intended outcomes.</i>	<i>(up to 250 words)</i>
3. <i>Outline the extent the proposal responds to GEDSI priorities, including outcomes, approaches and reasonable accommodations.</i>	<i>(up to 250 words)</i>
Organisational Effectiveness	
4. <i>Outline the extent proposal demonstrates sufficient organisational capacity and capability to efficiently implement and manage the proposal. Roles, responsibilities and resources are clearly defined.</i>	<i>(up to 250 words)</i>
5. <i>Outline the extent Organisation(s) have demonstrated impact in implementing similar investments in the Mekong subregion.</i>	<i>(up to 250 words)</i>

Represents Value for Money

6. Extent proposal represents value for money (VfM) as assessed against [DFAT VfM principles](#).

(up to 250 words)

Section 3.5: Proposed Budget

Instructions for Applicants:

Applicants **must** complete Tables 7 to 10 below. The proposed budget in Table 7 should be as detailed as possible at this stage. Columns may be deleted as appropriate.

Table 7: Proposed Budget

Description	Applicant contribution	Partner Contribution	Third Party Contribution	DFAT funds requested	Total
Personnel Costs					
[Insert Personnel positions]					
Sub-Total					
Procurement & Training Costs					
Sub-Total					
Overheads (if any)					
Sub-Total					
Administrative Support Costs					

Sub-Total					
Management Fees					
Sub-Total					
Other (Specify – add as many categories as required to meet needs)					
Sub-Total					
TOTAL					

Instructions for Applicants:
The assets in Table 8 are indicative and applicants may add or delete from this list after an agreement has been signed.

Table 8: Assets			
Category	Description	Location	Value (AUD)
(For example, Computers)			
(For example, Mobile Phones)			
(For example, Vehicles)			
Total			

Instructions for Applicants:

The milestones in Table 9 and 10 are indicative and applicants may propose changes and dates that would be more suitable in their experience.

Table 9: Milestones		
	Milestone	Completion date
1.	<p>Description</p> <p><i>Provide details of milestones to be delivered under the proposal. Final Milestones will be negotiated with successful applicants.</i></p> <p>Reports to be provided by the Recipient as part of this Milestone</p> <p><i>List the report associated with this milestone (if any)</i></p>	<p><i>(User note: insert date for completion of Milestone.)</i></p>
2.	<p>Description</p> <p><i>(Insert more rows as required noting the user note above.)</i></p> <p>Reports to be provided by the Recipient as part of this Milestone</p>	
3.	<p>Description</p> <p>Reports to be provided by the Recipient as part of this Milestone</p>	
4.	<p>Description</p> <p>Reports to be provided by the Recipient as part of this Milestone</p>	
5.	<p>Reports to be provided by the Recipient as part of this Milestone</p> <p>Final Report</p>	<p><i>(Within 60 days after the completion of the Activity in accordance with the Agreement)</i></p>

Table 10: Payments

No.	Payment Criteria	Payment Claim Due Date	Instalment (GST inclusive)
1.	<i>Insert grant payment criteria, for example, "DFAT acceptance of Milestone 1"</i>	<i>Note - Payment date not milestone due date.</i>	
2.			
3.			
4.	<i>insert more rows as required</i>		
Total			

Section 3.6: Referee Information

Applicants **must** attach letters of support from two referees.

For consortia, two letters of support from referees **must** be provided for each consortium partner.

Referees **must** comment on the organisation's experience and capacity to achieve the proposals objectives.

Organisations **must** ensure that their nominated referees do not have an actual or potential conflict of interest when acting as a referee. In particular, organisations **must** ensure that referees:

- a. Are not employees of the organisation, or the holder of a current executive office (or similar position) within the organisation, or have a business association with the organisation or a subsidiary organisation of the organisation.
- b. Nor their immediate family members, have no direct financial interest in this activity.
- c. Are not current or former DFAT Employees;
- d. Are available to be contacted in the 3-week period after the closing time/ date.
- e. Are able to provide comments in English.

DFAT reserves the right to check with nominated referees and with other persons as DFAT chooses to confirm the accuracy of the information provided by the organisation and the quality of past work performed by the organisation.

For the purposes of this Section 3.6 and Attachment 1 - Organisation's Certification, 'Former DFAT Employee' means a person who was previously employed by DFAT, whose employment ceased within the last nine (9) months and who was substantially involved in the design, preparation, appraisal, review, and/ or daily management of the program with which this grant program is associated.

Section 3.7: Organisation's Certification

Applicants **must** attach a completed and signed Organisation's Certification in the format provided at Attachment 1. For consortia, the Organisation's Certification must be provided for each consortium partner.

Section 4: Terms and Conditions

Section 4.1: Lodgement of Proposals

- 4.1.1 Proposals *must* be lodged in accordance with the procedures set out in Section 2 to this Invitation and prior to the closing time specified in Section 2 of this Invitation (“Closing Time”).
- 4.1.2 Subject to Section 4.3 (Late Submissions) below, DFAT will reject any proposal that is not submitted in accordance with Section 2.
- 4.1.3 Applicants must include all information required in this Invitation in their proposal.
- 4.1.4 The proposal and any additional documents submitted with the proposal must be in English.
- 4.1.5 A person or persons with authority to lodge the proposal on behalf of the applicant must complete, sign and submit the Organisation’s Certification provided as Attachment 1 to this Invitation. For consortia, a Certification must be completed and signed for each partner in the consortium. DFAT may reject an applicant’s proposal if it does not submit the Organisation’s Certification(s).

Section 4.2: Enquiries

- 4.2.1 Any enquiries that you may have concerning this Invitation *must* be submitted in writing to the DFAT Contact Person in Section 2 as soon as possible and not later than 26 September 2024 (14 days prior to the Closing Time/ Date).
- 4.2.2 DFAT will respond to any enquiries no later than Thursday, 03 October 2024 (7 days prior to the Closing Time/ Date).
- 4.2.3 DFAT will publish answers to enquiries on the DFAT website (without identifying the organisations which submitted the enquiries).
- 4.2.4 DFAT recommends that, up until the Closing Time, organisations check DFAT website regularly for updates.

Section 4.3: Late Submissions

- 4.3.1 Proposals that are submitted after the Closing Time will not be evaluated.
- 4.3.2 The judgement of DFAT as to the time a proposal was submitted will be final.

Section 4.4: Non-Conforming Proposal

- 4.4.1 Subject to Section 4.3 (Late submissions), proposals will be regarded as non-conforming if they fail to conform with one or more of the requirements of this Invitation.
- 4.4.2 DFAT may seek clarification of non-conforming proposals.
- 4.4.3 Subject to Section 4.3 (Late submissions), DFAT may, at its absolute discretion, assess or exclude from evaluation any non-conforming proposal.

Attachment 1 - Organisation's Certification

Organisation's Certification
<ul style="list-style-type: none"> • I hold the position of (INSERT HERE) with the Organisation and am duly authorised by the Organisation to make this declaration. I make this declaration on behalf of the Organisation and on behalf of myself.
<ul style="list-style-type: none"> • I have read the information provided in the 'MAP – Call for Proposals Guidelines' at Attachment 1.
<ul style="list-style-type: none"> • The statements in this proposal are true to the best of my knowledge.
<ul style="list-style-type: none"> • I acknowledge that if the Organisation is found to have made false or misleading material claims or statements in this proposal or in this certification, DFAT will reject at any time any proposal lodged by or on behalf of the Organisation.
<ul style="list-style-type: none"> • I acknowledge that this proposal will be assessed on its merits, and compared to other proposals, and that it may not be funded, or it may not be funded at the amount requested.
<ul style="list-style-type: none"> • I warrant that the Organisation will use its best endeavours to ensure that all personnel involved in the Activity are of good fame and character.
<ul style="list-style-type: none"> • I warrant that the Organisation will use its best endeavours to ensure: <ol style="list-style-type: none"> a) that individuals or organisations involved in implementing the Activity are in no way linked, directly or indirectly, to organisations and individuals associated with terrorism; and b) that the Grant is not used in any way to provide direct or indirect support or resources to organisations and individuals associated with terrorism.
<ul style="list-style-type: none"> • I warrant that the Organisation is not: <ol style="list-style-type: none"> a) listed on a World Bank List or a list maintained by any other donor of development funding; b) subject to any proceedings or informal processes which could lead to listing on a World Bank List or a list maintained by any other donor of development funding; c) the subject of an investigation by the World Bank or any other donor of development funding. <p>"World Bank List" means a list of organisations maintained by the World Bank in its "Listing of Ineligible Firms" or "Listings of Firms, Letters of Reprimand" posted at:</p> <p>https://www.worldbank.org/en/projects-operations/procurement/debarred-firms;</p>

<ul style="list-style-type: none"> I warrant that the Organisation will have regard to the Australian Government guidance "Safeguarding your organisation against terrorism financing (homeaffairs.gov.au)".
<ul style="list-style-type: none"> I warrant that neither the Organisation nor any of its employees, agents or contractors have been convicted of an offence of, or relating to fraud or corruption, including bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
<ul style="list-style-type: none"> I undertake that the Organisation will not permit any of its employees, agents or contractors, to work with children if they pose an unacceptable risk to children's safety or well-being. Refer to www.dfat.gov.au/childprotection.
<ul style="list-style-type: none"> I warrant that none of the personnel who are involved in the Activity have been convicted of a criminal offence relating to child abuse, nor are they subject to any proceedings which could lead to such a conviction.
<ul style="list-style-type: none"> I warrant that the Organisation has not received grant funding for this Activity from another source other than that declared in Section 3.5 of this proposal.
<ul style="list-style-type: none"> I warrant that this proposal has not been prepared with the assistance of any current DFAT employees or Former DFAT Employees or with improperly obtained information.
Signature:
Name in Full:
Position in Organisation:
Date: