



Pacific Research Program

Invitation to Submit an Activity Proposal template

Instructions for Organisations:

To be completed by the applicant. Please read the Pacific Research Program Guidelines carefully before filling out this template to ensure your proposal and organisation are eligible to apply for funding.

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Section 1: Note to applicants

Instructions for Applicants:

DFAT is seeking proposals from applicants eligible to apply for grant funding under the Pacific Research Program.

Please read the Pacific Research Program Guidelines 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 any accompanying documents in accordance with the requirements set out in the Pacific Research Program Guidelines and the 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 (this section) explains the structure of the Invitation to submit a proposal.

Section 2 specifies important details regarding the Invitation including the closing time, the contact person for the Pacific Research Program and how to submit your proposal.

Section 3 is the 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 (PacificResearchGrant@dfat.gov.au) before the enquiry closing time.

This Invitation supersedes any prior information or advice provided by DFAT in relation to the Pacific Research Program.

This Invitation should be read in conjunction with the Pacific Research Program Guidelines available from DFAT’s website.

Section 2: Invitation details

Table 1: Invitation Details	
Name of Program:	Pacific Research Program
Closing Time:	17:00 (Canberra time), Tuesday 30 May 2017
DFAT Contact Person:	PacificResearchGrant@dfat.gov.au
Method of Submission:	Electronically to the DFAT Contact Person
File Format for electronic submission of Activity Proposal:	PDF
Deadline for questions:	Any enquiries that Organisations may have concerning this Invitation must be submitted in writing to the DFAT Contact Person as soon as possible and not later than, Tuesday, 16 May 2017
Deadline for responses to questions (addenda):	DFAT will respond to any Organisation's enquiries no later than, Saturday, 20 May 2017
Registration	Applicants are encouraged to register their organisation's interest with the DFAT Contact Person. This is not a mandatory requirement. However, when for example addenda are issued, the DFAT Contact Person will email all registered Applicants to inform them of the addenda.

Section 3: Proposal format

Instructions for Applicants:

Applicants **must** fill out Table 2 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. Copy this Table 2 if required.
- Each consortium partner must also provide a 1 page letter that provides brief information about itself, the relationship with other consortium members and expresses the intention to collaborate.

Section 3.1: Applicant Details

Table 2: Applicant details	
Organisation name and ABN (if applicable)	
Name of main contact person (including title ie Mr/Mrs/Dr etc)	
Physical address (including city, postcode, country)	
Work phone number	
Mobile phone number	
Fax number	
Email address	

Section 3.2: Not Used

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 3.3-7.

Section 3.3: Response to Selection Criteria

Table 3: Response to Selection Criteria – Maximum 20 pages	
1. Organisational Effectiveness – Weighting 55%	
1.1 Delivery of a high-quality program of research, including developing the capacity of up-and-coming Australian and Pacific Islander researchers (Weighting 40%)	
<p>How will the research program be organised? What staffing profile is required? Describe the suite of research activities to be undertaken. What is the proposed research agenda, for Year One and in broad terms for the life of the program? What outreach and network building will be conducted? How will the capacity of researchers and partner research institutions be built? What else is required to deliver the end-of-program outcomes?</p>	
1.2 Exercising influence through outstanding leadership (Weighting 15%)	
<p>Who will lead the program? Who will be the leading figures associated with the program? How will this person/people exercise influence in the Australian policy-making community? How will they exercise influence in the policy-making communities in the Pacific region? How will they influence public discourse in Australia?</p>	
2. Activity Effectiveness – Weighting 37.5%	
2.1 Communicating research findings to the Australian and Pacific region policy-making community, and the broader public (Weighting 15%)	
<p>What is the program's strategy for proactively communicating with influence? Who will be the target audiences? What products will communicate research findings to the various audiences? What interactions will facilitate discussion about research findings with policy-makers? What networks will be cultivated and/or utilised? How will the program engage with the Australian public?</p>	
2.2 Monitoring and evaluating research-driven policy influence (Weighting 15%)	

How will the program capture and present data on policy influence? How will the program demonstrate progress towards and achievement of the end-of-program outcomes?
2.3 Delivering on DFAT's cross-cutting priorities (Weighting 7.5%) How will gender equality and disability inclusiveness be addressed through the research agenda? How will the program advance gender equality and promote empowerment of women and girls in the way it is conducted? How will the program consider and promote disability inclusiveness in the way it is conducted? How will the program strengthen links with and involvement of the Australian research community working on indigenous issues in Australia? What linkages to the private sector will be created, in Australia and overseas?
3. Achieving Value with Relevant Money – Weighting 7.5%
3.1 Co-funding and/or co-contribution Will the bidder provide co-funding to the program? What (if any) in-kind contributions will be provided by the bidder? Are there opportunities to leverage other funding (for example, from the private sector) to support achievement of the end-of-program outcomes? How will the bidder provide value-for-money?

Section 3.4: Response to Cross-cutting Issues, sustainability and risk

Table 4: Response to Cross-cutting Issues, sustainability and risk – Maximum 4 pages	
1. Risk Management	
<p><i>Include information on programmatic and organisational risks, likelihood, impact on the program and beneficiaries, and management/mitigation strategies.</i></p> <p><i>The Risk Management Plan should outline:</i></p> <ul style="list-style-type: none"> <i>Risks relevant to the outcomes of the program (ie what would prevent the applicant from achieving the outcomes)</i> <i>Realistic and manageable mitigation strategies with clear assignment of responsibilities and timeframes.</i> 	
2. Coordination	
<p><i>Show how the program targets priority needs 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.</i></p> <p><i>How will bidder participate in DFAT's proposed governance structure</i></p>	
3. Mobilisation	
<p><i>Include a mobilisation plan outlining how the program will be fully established within six months, including draft activity schedules</i></p>	

Section 3.5: Proposed Budget

Instructions for Applicants:

Applicants **must** complete Tables 5 to 7 below. The tables should be as detailed as possible. **There is no page limit for tables 5 to 7.**

Applicants are to propose a detailed budget, which shows planned expenses per year. The annual budget should total approximately \$5 million. The budget should show all personnel and related costs per person, activity costs (including sub contracted work, travel etc), and operational costs (lease costs, office costs, management fees etc). Personnel costs must be the amount paid to the person only. Any escalators, margins, overheads, or such amounts must be detailed separately.

Table 5: Proposed Budget - include detailed costings

Instructions for Applicants:

Applicants are to complete Tables 6 and 7. Note, the proposed milestones are indicative and DFAT may propose changes and dates that would be more suitable.

Table 6: Milestones

	Milestone	Completion date
1.		
2.		
3.		
	<<Insert rows as required>>	

Table 7: Payments

No.	Payment Criteria	Payment Claim Due Date	Instalment (GST exclusive)
1.			
2.			
3.			
4.			
5.			
	<<Insert rows as required>>		

Table 7: Payments			
No.	Payment Criteria	Payment Claim Due Date	Instalment (GST exclusive)
Total			

Section 3.6: Referee Information

Applicants **must** attach letters of support from two referees. Letters must be no more than 2 pages.

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 Pacific Research Program objectives.

Applicants must ensure that nominated Referees:

- a) do not have an actual or potential Conflict of Interest; and
- b) are available to be contacted within three (3) weeks of the Closing Time.

If an Applicant wishes to nominate a Current or Former DFAT Employee as a referee it must request approval to do so from the DFAT Contact Person (PacificResearchGrant@dfat.gov.au) prior to submitting its application.

DFAT may, at its discretion and/or by its authorised representative, contact any referee nominated by an Applicant in its Application, and may seek additional written or verbal comments from that referee.

DFAT may also seek information about any Applicant from any other source, including from within Commonwealth Government departments or agencies, whether or not the individuals or organisations contacted are nominated by the Applicant.

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 Clause 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 (PacificResearchGrant@dfat.gov.au) in Section 2 as soon as possible and not later than Tuesday, 16 May 2017 1700 AEST, (14 days prior to the Closing Time).
- 4.2.2 DFAT will respond to any enquiries no later than Saturday, 20 May, 17:00 AEST (10 days prior to the Closing Time).
- 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 Clause 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 Clause 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 (xxxxxxx) 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 Pacific Research Program Guidelines, including any addenda issued here: http://dfat.gov.au/about-us/business-opportunities/tenders/Pages/business-notifications.aspx
<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"> 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 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"> listed on a World Bank List or a list maintained by any other donor of development funding; 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; 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: http://web.worldbank.org/external/default/main?contentMDK=64069844&menuPK=116730&pagePK=64148989&piPK=64148984&querycontentMDK=64069700&theSitePK=84266</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: a guidance for non-profit organisations".

<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 DFATs Child Protection Policy.
<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: