



Pacific Virtual Museum Pilot Program

Invitation to Submit an Activity Proposal

Instructions for Organisations:

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

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 3.4: RESPONSE TO SELECTION CRITERIA	8
SECTION 3.5: RESPONSE TO CROSS-CUTTING ISSUES, SUSTAINABILITY AND RISK	8
SECTION 3.6: PROPOSED BUDGET	11
SECTION 3.7: REFEREE INFORMATION	14
SECTION 3.8: ORGANISATION'S CERTIFICATION	14
SECTION 4: TERMS AND CONDITIONS	15
SECTION 4.1: LODGEMENT OF PROPOSALS	15
SECTION 4.2: ENQUIRIES	15
SECTION 4.3: LATE SUBMISSIONS	15
SECTION 4.4: NON-CONFORMING PROPOSAL	15
ATTACHMENT 1: ORGANISATION'S CERTIFICATION	16

Section 1: Note to applicants

Instructions for Applicants:

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

Please read the Pacific Virtual Museum Pilot Program Concept Note 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 Virtual Museum Pilot Program Concept Note 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 Virtual Museum Pilot 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 before the enquiry closing time.

This Invitation supersedes any prior information or advice provided by DFAT in relation to Pacific Virtual Museum Pilot Program.

This Invitation should be read in conjunction with the Pacific Virtual Museum Pilot Program Concept Note.

Section 2: Invitation details

Table 1: Invitation Details	
Name of Program:	Pacific Virtual Museum Pilot Program
Closing Time:	14 May 2019
DFAT Contact Person:	Liz Keirs, liz.keirs@dfat.gov.au
Method of Submission:	<p>Electronically to the following email address: padlsb@dfat.gov.au</p> <p>OR</p> <p>Hard Copy delivered to:</p> <p>Liz Keirs, Pacific Partnerships and Outreach Section, Pacific Strategy Division RG Casey Building, John McEwen Crescent Barton ACT 0221 AUSTRALIA</p>
File Format for electronic submission of Activity Proposal:	Portable Document Format (PDF) and/or Word Document Format (.doc) only.
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 23 April (21 days prior to the Closing Time).
Deadline for responses to questions:	DFAT will respond to any Organisation's enquiries no later than 30 April (14 days prior to the Closing Time).

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 3.3-3.8.

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)	
Type of Organisation (eg non-government, national institution, company)	
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	
Has your organisation previously received funding from the Australian Government? If yes, please give details for the past 3 occasions: Name of Activity; Funding Period; Funding Amount; Agreement Numbers	

Section 3.2: Proposal Summary

Table 3: Proposal Summary	
Proposal Title/Program Name	Pacific Virtual Museum Pilot Program
Geographical Location	Pacific Region
Program Start Date	x June 2019
Program End Date	December 2021
Development Issues	[Name all development issues this proposal aims to address]
Funding request by Australian financial year (financial year means 1 July to 30 June)	AUDxxx in 2019/20 AUDxxx in 2020/21
Total Funds requested from Australia	AUDxxx
Your Organisation's contribution	
Have you sought funding for this program from any other source? If yes, give details.	[Insert as much detail as possible]
Total Program Cost	AUDxxx

Instructions for Applicants:

Applicants ***must*** respond to the Invitation as described in Sections 3.3-3.8.

Note that when scoring each of the Selection Criteria the Evaluation Committee will take into account ***all*** of the information provided in Sections 3.3-3.8.

Section 3.3: Response to Pacific Virtual Museum Pilot Program Concept Note

Table 4: Response to Pacific Virtual Museum Pilot Program Concept Note
1. Brief Background to the Situation [Maximum ½ page]
<i>Outline the relevant background that directly effects program implementation, implementation partners, target institutions or beneficiaries.</i>
2. Brief Background to Lead Organisation [Maximum ½ page]
<i>Provide a brief introduction to the Lead Organisation and their role in the program. Details on partner organisations may be provided in an annex.</i>
3. Major Development Objectives [Maximum ½ page]
<i>Outline the objectives of the program and how they relate and will contribute to the Objectives provided in the Concept Note.</i>
4. Project Activity Description [Maximum 3 pages]
<i>Outline the planned activities of the program and how they will contribute to the objectives for the full duration of the program. Identify how you will work with any other implementing partners. Describe what, if any, publicity will be used to promote the activity.</i>
<i>Note that if successful, a detailed work plan for the first 12 month will be required within 1 month of program commencement. Annual work plans will be required for later years and DFAT will meet [monthly/quarterly/yearly] with partners to discuss work plans and update as necessary.</i>

Section 3.4: Response to Selection Criteria

Table 5: Response to Selection Criteria – Maximum 6 pages	
1. Organisational Effectiveness – Weighting 30%	
1. Demonstrated experience working with cultural heritage collections, particularly digital collections.	
2. Demonstrated experience engaging Pacific community organisations and appropriate handling of cultural sensitivities.	
3. Proven record on effective implementation and outreach with end-users of digital heritage collections.	
4. How delivery of the Pacific Virtual Museum Pilot Program aligns with your organisation's objectives	
2. Activity Effectiveness – Weighting 50%	
1. Approach to designing and implementing the Pacific Virtual Museum Pilot Program, including: <ul style="list-style-type: none"> • Pacific community consultations • innovation in design and delivery of the portal • implementation considerations, including engagement and negotiation with cultural institutions holding digitised Pacific material and end-user promotion and outreach strategy • testing methodology – including user acceptance testing – how you will make sure it will work • project governance • evaluation – how you will demonstrate what is working and what needs adjusting • strategy for longer-term sustainability. 	
2. Achieving Value with Relevant Money – Weighting 20%	
5. Use existing appropriate and robust ICT infrastructure and processes, including collection databases, web portals and data integration methodologies.	

Section 3.5: Response to Cross-cutting Issues, sustainability and risk

Table 6: Response to Cross-cutting Issues, sustainability and risk – Maximum 4 pages

1. Do No Harm
<p><i>Outline how the program will successfully ensure a Do No Harm approach to Implementation.</i></p> <p><i>Note that programs will be required to submit a formal Do No Harm assessment with their first annual work plan.</i></p> <p><i>Explain how the intervention addresses the drivers of conflict and promote positive connections between affected communities and key stakeholders.</i></p>
2. Disability-Inclusiveness
<p><i>Outline the following:</i></p> <ul style="list-style-type: none"> <i>any consultation with Disabled People's Organisations (or plans for them);</i> <i>how the program will consider and address barriers to inclusion and actively seek opportunities for participation for people with disability;</i> <i>any analysis that has been undertaken to identify barriers people with disability face to participating and benefiting from the program and how this will guide implementation</i> <i>any specific budget allocation for people with a disability and their families.</i>
3. Environmental Assessment
<p><i>Briefly outline how the program will address relevant environmental concerns in the design and implementation phases and how the program complies with Australia's Environment Protection and Biodiversity Conservation (EPBC) Act.</i></p>
4. 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>

5. Promoting the Australian Identity
<i>Include information on how the Australian Aid Identity will be promoted.</i>
6. Coordination
<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 including [Insert the program key stakeholders] will be informed of program activities.</i>

Section 3.6: 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	Counterpart/ 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					
Other (Specify)					
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)
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.	Description Consultation and design Reports to be provided by the Recipient as part of this Milestone Results of consultation and design phase within 30 days of completion.	December 2019
2.	Description Soft launch of Pacific Virtual Museum portal Reports to be provided by the Recipient as part of this Milestone Review and note fixes required four weeks after portal goes live, before an official launch.	April 2020
3.	Reports to be provided by the Recipient as part of this Milestone Final Report and acquittal of grant	February 2022 [By the date that is 60 days after the completion of the Activity in accordance with this Agreement.]

Table 10: Payments			
No.	Payment Criteria	Payment Claim Due Date	Instalment (GST inclusive)
1.	After signing of Agreement by recipient and DFAT, immediately prior to commencement of design and consultation phase.	Early June 2019	AUD500,000
2.	<ul style="list-style-type: none"> • receipt and acceptance of the Milestone Report No.1, and • notification of a soft launch date for the portal to be held before 30 June 2020, and • receipt and acceptance of an acquittal report for the period from 1 July 2019 to 30 March 2020. 	Payment Claim within 30 days of Payment Criteria – by start of May 2020	AUD300,000
Total			AUD800,000

Section 3.7: 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 Pacific Virtual Museum Pilot Program 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; and
- e) are able to provide comments in English.

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

For the purposes of this clause 3.7 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 3.8: 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 in Section 2 as soon as possible and not later than 23 April 2019 (21 days prior to the Closing Time).
- 4.2.2 DFAT will respond to any enquiries no later than 30 April 2019 (14 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 Virtual Museum Pilot Program Concept Note.
<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: <ul 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: <ul 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: 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: