



Pacific Media Assistance Scheme (PACMAS) Phase 5

Invitation to Submit an Activity Proposal

Instructions for Organisations:

Please read the PACMAS Phase 5 Guidelines 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: Response to selection criteria	4
Section 3.3: Response to cross-cutting issues	6
Section 3.4: Referee information	7
Section 3.5: Organisation's Certification	8
Section 4: Milestones.....	8
Section 5: Terms and conditions	9
Section 5.1 Lodgement of proposals.....	9
Section 5.2: Enquiries.....	9
Section 5.3: Late submissions	10
Section 5.4: Non-conforming proposal	10
Attachment 1: Organisation's certification.....	11

Section 1: Note to applicants

Instructions for Applicants:

DFAT is seeking proposals from applicants eligible to apply for grant funding under the Pacific Media Assistance Scheme (PACMAS) Phase 5.

Please read the PACMAS Phase 5 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 PACMAS Phase 5 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 PACMAS Phase 5 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 PACMAS Phase 5.

This Invitation should be read in conjunction with the PACMAS Phase 5 Guidelines and draft contract agreement.

Section 2: Invitation details

Name of Program: Phase 5	Pacific Media Assistance Scheme (PACMAS)
Closing Time:	Monday 16 November 2026, 5:00pm AEDT
DFAT Contact Person:	PACMAS@dfat.gov.au
Method of Submission:	Electronically to the following email address: PACMAS@dfat.gov.au
File Format for electronic submission of Activity Proposal:	PDF preferred, Word acceptable
Information session details:	DFAT may hold a virtual information session subject to interest. If you are unable to attend but would like a record of questions and responses to be provided to you, please inform the DFAT Contact Person.
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, Monday 2 November 2026, 5:00pm AEDT (14 days prior to the Closing Time).
Deadline for responses to questions:	DFAT will respond to any Organisation's enquiries within 7 days of receipt.

Section 3: Proposal format

Instructions for Applicants:

Applicants **must** fill out Table 2 below.

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

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

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 and position)

Physical address of the organisation (including city, postcode, country)

Work phone number

Mobile phone 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: Response to selection criteria

Instructions for Applicants:

Please attach a maximum 13 page response which addresses the selection criteria below.

1. Achieving development impact (40%)

Innovative delivery approach

- How will you achieve PACMAS 5's three End of Program outcomes, underpinned by the core guiding principles set out in the PACMAS Phase 5 Concept Note and taking into account current strategic issues in the Pacific? You should outline a brief workplan under six proposed areas:
 - Capacity and skills
 - Content partnerships
 - Media economics and business practice
 - Media systems
 - Coordination and cooperation
 - Research and analysis

Demonstrated capacity to draw on expertise and relationships

- How will you draw on a range of industry and technical expertise from within your organisation and across the Australian media and professional services sectors, to meet the various needs of Pacific media across all platforms in the delivery of PACMAS 5?
- How will you build and maintain effective relationships and arrangements with key media and community sector stakeholders across the Pacific to achieve shared outcomes?

2. Organisational capacity (30%)

Demonstrated capacity for program design and implementation

- How will you undertake consultation to capture diverse stakeholder views? How will you transition implementation, combining delivery of core activities in parallel to the development of Phase 5 design? How will you manage stakeholder relationships over the life of the program, including regular engagement with stakeholders and strategic communications?

Demonstrated capacity for monitoring and evaluation

- How will you conduct monitoring and evaluation? What key methodologies or techniques will you use to measure the changes created by the investment? You should include broad information on indicators, targets and data collection to measure outcomes using DFAT's Standard on Program Logic as a guide.

Budget and resources plan

- Outline your budget and resources plan, setting out cost assumptions for the timeframe January 2027 to December 2036 with projected funding of AUD 25 million, and capacity for additional bilateral funding totalling AUD 50-70 million.

Demonstrated risk management ability

- How will you plan and manage risks? Identify the most significant risks that may hinder ability to achieve program outcomes and provide a brief description of plans for mitigation, including escalation strategies.

3. Value for money (20%)

- How will you provide value-for money? Will you provide other resources or co-funding to the program? Are there opportunities to leverage other funding or resources to support achievement of program outcomes?

Section 3.3: Response to cross-cutting issues

Instructions for Applicants:

Please attach a maximum 7 page response which addresses the selection criteria below.

1. Do No Harm

Note that programs will be required to submit a formal Do No Harm assessment with their first annual work plan.

Outline how the program will successfully ensure a Do No Harm approach to Implementation.

Explain how the intervention addresses the drivers of conflict and promote positive connections between affected communities and key stakeholders.

2. GEDSI

The Australian Government is firmly committed to enhancing gender equality and disability equity in its foreign investments.

How will you ensure people with a disability, women, and people from disadvantaged groups actively participate in and benefit from the program?

You may wish to consider:

- any consultation with Disabled People's Organisations (or plans for them)

- how the program will consider and address barriers to inclusion and actively seek opportunities for participation for people with disability
- 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
- any specific budget allocation for people with a disability and their families

3. Climate change

The International Development Policy commits to half of all new bilateral and regional investments valued at more than \$3 million [incorporating a climate change objective](#) by 2024-25, with a goal of reaching 80 per cent by 2028–29.

How will you integrate climate change as a cross-cutting issue into the investment?

4. Risk management

Outline key potential risks and proposed management arrangements. Include information on programmatic and organisational risks, likelihood, impact on the program and beneficiaries, and management/mitigation strategies.

- A full Risk Management Plan is not required at this stage however you may outline:
- Risks relevant to the outcomes of the program (i.e. what would prevent the applicant from achieving the outcomes)
- Any organisational risks
- Safeguarding risks and adherence to DFAT's PSEAH (Preventing Sexual Exploitation and Harassment) and Child Protection policies
- Fraud and financial management risks

Section 3.4: 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 PACMAS Phase 5 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 Section 3.4 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 3.5: 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: Milestones

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.

#	Milestone	Completion date
1	Design stage	January-August 2027
1a	Early activities flagged in concept note commence while partner commences design	January 2027
1b	Final design document provided to DFAT	August 2027

#	Milestone	Completion date
2	Design stage – approval	October-December 2027
2a	Design approved by DFAT	October 2027
2b	Workplan approved by DFAT	December 2027
3	Implementation stage Implementation of first year workplan commences	January 2028
4	Implementation stage Progress report provided	December 2028

Section 5: Terms and conditions

Section 5.1 Lodgement of proposals

5.1.1 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”).

5.1.2 Subject to Section 4.3 (Late Submissions) below, DFAT will reject any proposal that is not submitted in accordance with Section 2.

5.1.3 Applicants must include all information required in this Invitation in their proposal.

5.1.4 The proposal and any additional documents submitted with the proposal must be in English.

5.1.5 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 5.2: Enquiries

5.2.1 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 Monday 2 November, 5:00pm AEDT (14 days prior to the Closing Time).

5.2.2 DFAT will respond to any enquiries no later than Friday 6 November 2026, 5:00PM AEDT (7 days prior to the Closing Time).

5.2.3 DFAT will publish answers to enquiries on the DFAT website (without identifying the organisations which submitted the enquiries).

5.2.4 DFAT recommends that, up until the Closing Time, organisations check DFAT website regularly for updates.

Section 5.3: Late submissions

5.3.1 Proposals that are submitted after the Closing Time will not be evaluated.

5.3.2 The judgement of DFAT as to the time a proposal was submitted will be final.

Section 5.4: Non-conforming proposal

5.4.1 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.

5.4.2 DFAT may seek clarification of non-conforming proposals.

5.4.3 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

- 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.
- I have read the information provided in the [Insert program name] Guidelines.
- The statements in this proposal are true to the best of my knowledge
- 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.
- 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.
- 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.
- I warrant that the Organisation will use its best endeavours to ensure:
 - 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.
- I warrant that the Organisation is not:
 - 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.

"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:

<https://www.worldbank.org/en/projects-operations/procurement/debarred-firms;>

- I warrant that the Organisation will have regard to the Australian Government guidance “[Safeguarding your organisation against terrorism financing \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au)”.
- 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.
- 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.
- 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.
- 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.
- 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: