

Invitation to Submit an Activity Proposal template



Australian Government

Department of Foreign Affairs and Trade

Product Development Partnerships Fund, 2018-2022

Invitation to Submit an Activity Proposal template

Instructions for Organisations:

To be completed by the applicant. Please read the Product Development Partnerships Competitive Grant 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 Product Development Partnerships Fund, under the Health Security Initiative.

Please read the Product Development Partnerships Fund 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 Product Development Partnerships Fund 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 Product Development Partnerships Fund 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 Product Development Partnerships Fund.

This Invitation should be read in conjunction with the Product Development Partnerships Fund Guidelines available from DFAT’s website.

Section 2: Invitation details

Table 1: Invitation Details	
Name of Program:	Product Development Partnerships Fund
Closing Time:	17:00 AEDT on 15 December 2017
DFAT Contact Person:	chs@dfat.gov.au
Method of Submission:	Electronically to the following email address: chs@dfat.gov.au
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, Friday, 24 November 2017, 17:00 AEDT (28 days prior to the Closing Time).
Deadline for responses to questions:	DFAT will respond to any Organisation's enquiries no later than Friday 1 December 2017, 17:00 AEDT (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.

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	
<p>Has your organisation previously received funding from the Australian Government? If yes, please give details for the past 3 occasions:</p> <p>Name of Activity; Funding Period; Funding Amount; Agreement Numbers</p>	

Section 3.2: Proposal Summary

Table 3: Proposal Summary	
Proposal Title	
Geographical Location/s	[Eg Region, Country, Province etc. Please be as specific as possible]
Program Start Date	
Program End Date	
Funding request by Australian financial year (financial year means 1 July to 30 June)	AUD xxx in 2018/2019 AUD xxx in 2019/2020 AUD xxx in 2021/2022
Total Funds requested from Australia	AUD xxx

Have you sought funding for this program from any other source? If yes, give details.	[Insert As much detail as possible]
Total Program Cost	AUD xxxx

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 Scientific Advisory Committee will take into account **all** of the information provided in Sections 3.3-3.8.

Section 3.3: Response to Product Development Partnerships Fund Guidelines**Table 4: Response to Product Development Partnerships Guidelines**

1. Brief Contextual Analysis [Maximum ½ page]
<i>Outline the relevant background, implementation partners, target institutions and 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 and donors should be provided in an annex.</i>
3. How the PDP will Address Development Needs/Issues in the Indo-Pacific [Maximum 2 page]
<i>Outline the needs that the program will address and how. Provide information on:</i> <ul style="list-style-type: none"> <i>how the PDP has been influenced by past lessons in the Indo-Pacific on product development, availability and access</i> <i>analysis underpinning the programming choices made and program logic to show how the PDP will achieve its objectives, including the political economy impacting program choices;</i> <i>knowledge gap and barriers to success. Identify and resources for further monitoring/analysis as necessary as part of implementation arrangements.</i>
4. Major Development Objectives [Maximum ½ page]
<i>Outline the objectives of the proposal and how they relate and will contribute to the outcome provided in the Guideline.</i>

<p>5. Project Activity Description [Maximum 3 pages]</p>
<p><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></p>
<p>6. Project Activity Schedule [Maximum 2 pages]</p>
<p><i>Briefly outline the schedule of activities for the program with a particular emphasis on the initial 12 month period.</i></p> <p><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 communicate monthly with partners to discuss work plans and update as necessary.</i></p>
<p>7. Direct and Indirect Beneficiaries [Maximum 1 page]</p>
<p><i>Provide numbers of men, women, boys and girls who will directly and indirectly benefit from the program. Assess who the program will benefit and why these beneficiaries have been selected (i.e. how the program is relevant to the needs of these beneficiaries.)</i></p>

Section 3.4: Response to Selection Criteria

Table 6: Response to Selection Criteria. Maximum 8 pages.

Applicants must respond to each of the selection criteria below

	Selection Criteria	Description	Approximate Weighting (%)
1.	PDP focus on: <ul style="list-style-type: none"> • Diagnostics and therapeutics for TB and malaria • Vector control tools for malaria and high burden mosquito borne diseases 		<u>Yes</u> /No (if 'Yes', Continue)
Response			
2.	Product pipeline (high-impact/late stage)	<ul style="list-style-type: none"> • Demonstrate overview of pipeline diagnostic and therapeutic products for TB and/or malaria, and/or vector control products for high burden mosquito borne diseases, with potential for high impact on target disease, <ul style="list-style-type: none"> ○ provide detailed information on pipeline products in terms of development stage, clinical / diagnostic indications, risks, benefits and probability of impact on health (modelled DALYs, lives saved, etc.), poverty, and security, as well as projected timelines for each product. 	40%

		<ul style="list-style-type: none"> Describe pipeline product/s that will be ready for registration in the next 3-5 years, including relevant milestones or requirements for development. Describe pipeline products with particular <u>relevance to targeted diseases in the Indo Pacific region</u>. Demonstrate compliance with global good clinical practice standards where relevant to particular products. 	
Response			
3.	Contribution to access	<p>Demonstrate contribution to access – where access is defined as availability and affordability of products – including extent of access-enabling initiatives and partnerships, where appropriate to the partnership model and/or product.</p> <ul style="list-style-type: none"> These could include, but are not limited to, registering products for compassionate access schemes, understanding appropriate regulatory pathways, reducing time to registration of products, ensuring affordability to target markets, market analysis, and appropriate partnerships for regulation, procurement and distribution (where relevant) 	10%
Response			

4.	Achievements	Track record of registration of new TB, malaria and vector control products (medicines, diagnostics, vector control tools) to market in the previous 5-10 years.	10%
Response			
5.	Governance & Financial Management	Demonstrate organisational capacity to deliver against PDP strategy and objectives. Provide evidence of leadership, governance and management procedures of the PDP, including gender and disability breakdown of employees. PDPs should demonstrate appropriate risk management, and consideration of ethical issues, PDPs should demonstrate they have adequate financial management systems in place, including independent audits;	10%
Response			
6.	Gender and disability-sensitive research and capacity building focused activities in Indo Pacific	Demonstrate operational research and capacity building activities relevant to particular products, such as product trials or field studies which contribute to capacity building in research in countries in the Indo Pacific region. Able to provide evidence of contribution to gender-sensitive and social inclusive capacity building activities.	10%
Response			

7.	Budget	Demonstrate available funds, existing funding gaps, diversity of funding sources, provide breakdown of current funders. And proposed/projected allocation of core spending,	10%
Response			
8.	Partnerships	Demonstrate ongoing and appropriate engagement with key global health partners including multilateral institutes, academia, country governments, industry (e.g. manufacturing, distribution, implementation partners), Include detailed information on partnerships: <ul style="list-style-type: none"> - In the Indo Pacific region including specific mention of research institution partnerships in Australia - Private sector partnerships - Explicit nature of partnerships to be described. 	10%
Response			

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. 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> 	

<ul style="list-style-type: none"> • <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 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
Product Development Pipeline Costs e.g. clinical trials, site and lab costs, staff					
Sub-Total					
Availability Activity Costs e.g. registration, market analyses, regulation, procurement and distribution partnerships					
Sub-Total					
Other (Specify)					
Sub-Total					
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.	Signed grant agreement, agreed budget, activity schedule and 12 month work plan returned to DFAT	30 March 2018
2.	Annual report for 2018 submitted to DFAT	31 January 2019
3.	Six-monthly progress and acquittal report submitted to DFAT	30 June 2019
4.	Annual report for 2019 submitted to DFAT	31 January 2020

Table 9: Milestones		
	Milestone	Completion date
5.	Six-monthly progress and acquittal report submitted to DFAT	30 June 2020
6.	Annual report for 2020 submitted to DFAT	31 January 2021
7.	Final Report, including acquittal	29 August 2021

Table 10: Payments			
No.	Payment Criteria <i>Note: no instalment will be paid if the Payment Criteria is not satisfied.</i>	Payment Claim Due Date	Instalment (GST inclusive)
1.	<i>Receipt and acceptance of the signed grant agreement, agreed budget, activity schedule and 12 month work plan (Milestone Report No.1) '</i>	31 March 2018	TBC
2.	<i>Receipt and acceptance of the 2018 Annual report by 31 January 2019; and</i>	31 March 2019	TBC
3.	<i>Receipt and acceptance of the 2019 six monthly progress and acquittal report by 30 June 2019; and</i> <i>Receipt and acceptance of the 2019 Annual report by 31 January 2020</i>	31 March 2020	TBC
Total			TBC

Section 3.7: Organisation's Certification

Applicants **must** attach a completed and signed Organisation's Certification in the format provided at **Attachment 1**.

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 24 November 2017 (28 days prior to the Closing Time).
- 4.2.2 DFAT will respond to any enquiries no later than 1 December 2017 (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 [Insert program name] Guidelines.
<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

<p>corruption, including bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.</p>
<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.
<p>Signature:</p>
<p>Name in Full:</p>
<p>Position in Organisation:</p>
<p>Date:</p>