



ASEAN-Pacific Infectious Disease Detection and Response (APIDDaR) Program

Invitation to Submit an Activity Proposal

Instructions for Organisations:

To be completed by the applicant in [SmartyGrants](#). Please read the *ASEAN-Pacific Infectious Disease Detection and Response (APIDDaR) Program Guidelines* carefully 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 *ASEAN-Pacific Infectious Disease Detection and Response (APIDDaR) Program*.

Please read the *APIDDaR* 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 in [SmartyGrants](#), along with any accompanying documents in accordance with the requirements set out in the *APIDDaR* 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 for the APIDDaR 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 before the enquiry closing time.

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

This Invitation should be read in conjunction with the APIDDaR Investment Concept and Grant Guidelines available from DFAT’s website.

SECTION 2: INVITATION DETAILS

Table 1: Invitation Details	
Name of Program:	ASEAN-Pacific Infectious Disease Detection and Response (APIDDaR) Program
Closing Time:	5pm Australian Eastern Daylight Time (AEDT) on 31 May 2019
DFAT Contact:	chs@dfat.gov.au
Method of Submission:	Through the web portal SmartyGrants
File Format for electronic submission of Activity Proposal:	Any attachments to SmartyGrants should be in Portable Document Format (PDF)
Deadline for questions:	Any enquiries that Organisations may have concerning this Invitation must be submitted in writing to the above DFAT contact as soon as possible and not later than 5pm Australian Eastern Daylight Time (AEDT) on 17 May 2019.
Deadline for responses to questions:	DFAT will respond to any Organisation's enquiries no later than 5pm Australian Eastern Daylight Time (AEDT) on 24 May 2019.

SECTION 3: PROPOSAL FORMAT

Instructions for Applicants:

Applicants **must** fill out Tables 2 and 3 in SmartyGrants.

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

A list of project team members will be sought in SmartyGrants.

Note for consortia:

- SmartyGrants will seek details for all consortium partners.
- Each consortium partner must also provide a 1-page letter as an attachment in SmartyGrants 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)	<i>Complete in SmartyGrants</i>

Type of Organisation (e.g. non-government, national institution, company)	<i>Complete in SmartyGrants</i>
Name of main contact person (including title i.e. Mr/Mrs/Dr etc)	<i>Complete in SmartyGrants</i>
Physical address (including city, postcode, country)	<i>Complete in SmartyGrants</i>
Work phone number	<i>Complete in SmartyGrants</i>
Mobile phone number	<i>Complete in SmartyGrants</i>
Email address	<i>Complete in SmartyGrants</i>
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	<i>Complete in SmartyGrants</i>

Section 3.2: Proposal Summary

Table 3: Proposal Summary	
Proposal Title/Activity Name	<i>Complete in SmartyGrants</i>
Geographical Location	[e.g. Region, Country, Province etc. Please be as specific as possible] <i>Complete in SmartyGrants</i>
Activity Start Date	<i>Complete in SmartyGrants</i>
Activity End Date	<i>Complete in SmartyGrants</i>
Development Issues	[Select in SmartyGrants all development issues this proposal aims to address]
Funding request by Australian financial year (financial year means 1 July to 30 June)	<i>Complete in SmartyGrants</i> Amounts need only be indicative. AUDxxx in 2019/2020 AUDxxx in 2020/2021 AUDxxx in 2021/2022

Total Funds requested from DFAT	<i>Will be calculated in SmartyGrants</i> AUDxxxx
Your Organisation's contribution	<i>Complete in SmartyGrants</i>
Have you sought funding for this activity from any other source? If yes, give details.	<i>Complete in SmartyGrants</i>
Total Activity Cost	<i>Will be calculated in SmartyGrants</i> AUDxxxx

Instructions for Applicants:

Applicants **must** respond to the Invitation as described in Sections 3.3-3.6.

Note that when scoring each of the Selection Criteria the Evaluation Committee will take into account **all** of the information provided in Sections 3.3-3.6.

Applicants should consider the selection criteria outlined in section 5.2 of the Grant Guidelines, against which the responses in Table 4 will be assessed.

Section 3.3: Response to ASEAN-Pacific Infectious Disease Detection and Response (APIDDaR) Program Guidelines and Investment Concept

Please provide answers to the questions below (a maximum of 15 pages in total to be uploaded as an attachment in SmartyGrants)

Table 4: Response to APIDDaR Grant Guidelines and Investment Concept; Activity Proposal and Program Logic

1. Brief Background to the Situation

Outline the relevant background that directly effects activity implementation, implementation partners, target institutions or beneficiaries.

2. Brief Background to Lead Organisation

Provide a brief introduction to the Lead Organisation and its role in the activity. Details on consortium partners (as relevant) and partner organisations may be provided in an annex.

<p>3. What development needs/issues will the activity address and how?</p> <p><i>Outline the needs that the activity will address and how. Provide information on:</i></p> <ul style="list-style-type: none"> • <i>how the activity has been influenced by past lessons in the sector/country/region</i> • <i>analysis underpinning the programming choices made and activity logic to show why the design will work, including political realities impacting activity choices</i> • <i>knowledge gaps - identify and resource further monitoring/analysis as necessary as part of implementation arrangements</i>
<p>4. Major Development Objectives</p> <p><i>Outline the program logic - objectives of the activity and how they relate and will contribute to the program objectives and outcomes as provided in the Guideline. How will activities lead to outcomes and how could this be measured?</i></p>
<p>5. Broad Activity Description and Organisational Capacity to Deliver</p> <p><i>Broadly outline the key planned activities of the activity and how they will contribute to the objectives and outcomes. Identify how you will work with any other implementing partners. Note that the activity proposal is being assessed partly on the demonstrated capacity of the organisation to deliver the indicated activities in the identified country/countries. DFAT is not requesting a detailed activity proposal at this time, and is not requiring or expecting engagement with or endorsement from partner governments at this stage.</i></p> <p><i>Activity designs, including activity milestones, monitoring, evaluation and learning plans and detailed budgets will be developed through a collaborative design process, involving both CHS and other selected program partners, following partner selection.</i></p>

Section 3.4: Proposed Budget (Complete in SmartyGrants)

Instructions for Applicants:

Applicants **must** complete Tables 5 and 6 in SmartyGrants. The proposed budget in Table 5 should be high-level and indicative.

Table 5: Proposed Budget					
Description	Applicant contribution	Counterpart/ Partner Contribution	Third Party Contribution	DFAT funds requested	Total
Personnel Costs					
[Insert Personnel positions]					
Sub-Total					
Training and Capacity Development Costs					
Sub-Total					
Fieldwork Costs					
Sub-Total					
Travel and Related Costs					
Sub-Total					
Procurement Costs ('small equipment')¹					
Sub-Total					
Monitoring, Evaluation and Learning (MEL) Costs					

¹ 'Small equipment' is defined as equipment under a total of \$10,000.

Sub-Total					
Administrative Support Costs					
Sub-Total					
Other (Specify)					
Sub-Total					
TOTAL					

Please note that the budget entered at this time is to be indicative only.

Instructions for Applicants:

The assets in Table 6 are indicative and applicants may add or delete from this list after an agreement has been signed.

Table 6: Assets			
Category	Description	Location	Value (AUD)
E.g. Specialised computers and/or software			
Total			

Section 3.5: Referee Information

Applicants **must** attach letters of support in SmartyGrants 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 objectives and outcomes of APIDDaR Program.

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) are not 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 after the Activity Proposal closing time; and
- e) are able to provide comments in English.

DFAT reserves the right to check with nominated referees and with other persons 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 activity with which this grant program is associated.

Section 3.6: Organisation's Certification

Applicants must complete an Organisation's Certification in SmartyGrants. For consortia, the Organisation's Certification must be provided for each consortium partner. These should be attached in [SmartyGrants](#) 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 the Organisation's Certification in SmartyGrants. For consortia, a Certification must be completed and signed for each partner in the consortium and attached in SmartyGrants. DFAT may reject an applicant's proposal if it does not submit the Organisation's Certification(s).

Section 4.2: Enquiries

- 4.2.1 Enquiries in relation to the Invitation to Submit an Activity Proposal should be directed to chs@dfat.gov.au no later than 5pm Australian Eastern Daylight Time (AEDT) on 17 May 2019. DFAT will not respond to any enquiries after this date.
- 4.2.2 DFAT will respond to any enquiries no later than 5pm Australian Eastern Daylight Time (AEDT) on 24 May 2019 (7 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 template

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 <i>ASEAN-Pacific Infectious Disease Detection and Response (APIDDaR) Program Guidelines</i>.
<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>

Attachment 2: Proposed project team members

Instruction: Please list all project team members from the primary organisation and where relevant, from other organisations in the consortium and attach to the application in SmartyGrants. This list is taken as indicative, understanding that project teams can change.

Title and name	Organisation	Position in organisation	Expertise, expected role or contribution to project (30 words or less)