

# **Request for Proposal**

## **Presenting with Impact: Effective Public Speaking and Strategic Presentation Training**

### **For Australian alumni in Cambodia**

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## Part A: Procurement Process Guidelines

### Invitation to Submit a Proposal

**You are invited to submit a proposal for the provision of:**

Training in Public Speaking and Strategic Presentation for Australian alumni in Cambodia

### Principal

**Representative Office of Tetra Tech International Development Pty Ltd (as the managing contractor of Australia Awards Cambodia)**

Entrance A, 2<sup>nd</sup> Floor, PGCT Center

Corner of Preah Sihanouk Boulevard and National Assembly Road  
Phnom Penh, Cambodia

### Tetra Tech International Development's Requirements

Tetra Tech International Development Pty Ltd (Tetra Tech International Development) as the managing contractor of the Australia Awards Cambodia (AAC) on behalf of the Australian Department of Foreign Affairs and Trade in Cambodia, is seeking a technical and financial proposal from service providers in Cambodia to design and deliver a Public Speaking and Strategic Presentation training course for cohorts of Australian alumni in Cambodia as per the details more fully described in this Request for Proposal (RFP) documentation in Part B, Scope of Services.

To submit this proposal, the service provider must be based in Cambodia. This will be a sole provider Contract in Cambodia.

The term of the Contract will be twelve months from September 2024 to August 2025, with the possibility of extension.

### Important Dates

<b>Invitation Issue Date</b>	16 Aug 2024
<b>Closing Date and Time</b>	30 Aug 2024, 5:00 pm Phnom Penh time
<b>Contract Commencement</b>	Early Sept 2024
<b>Training delivery start</b>	Mid-Late Sept 2024

### Contact Person

<b>Name</b>	KHOUN Lina
<b>Position</b>	Alumni Engagement Manager, Australia Awards Cambodia
<b>Email</b>	Lina.Khoun@australiaawardscambodia.org

## 1. Invitation

Tetra Tech International Development invites interested service providers to submit a proposal in accordance with this Invitation for the provision of Tetra Tech International Development's requirements as detailed in this Invitation.

The interested service provider may only communicate with the Contact Person (listed above) about this invitation, and that contact must be in writing. The service provider may submit a query or request for further information before the proposal closing date. Tetra Tech International Development does not guarantee that it will respond to any query, particularly queries received on the closing date. Responses may be provided to other interested service providers.

The service provider is solely responsible for the cost of preparing and submitting the proposal and all other costs arising from the service provider's participation in the procurement process.

Interested service providers must submit:

1. a Technical Proposal – in accordance with Section 1 of Part C and Annex 1
2. a Financial Proposal – in accordance with Section 2 of Part C and Annex 2

to the Contact Person before the closing date.

Any proposal that is submitted after the closing date and time will be deemed ineligible.

## 2. Procurement Process Conduct

Interested service providers must:

- ensure all communications are undertaken via the Contact Person
- declare any actual or potential conflict of interest
- not employ or engage the services of any person who has a duty to Tetra Tech International Development as an adviser, consultant or employee (or former adviser, consultant or employee) who has been substantially involved in the design, preparation, appraisal, review and/or daily management of this activity
- not offer any incentive to, or otherwise attempt to influence, any employee of Tetra Tech International Development or any member of an evaluation team at any time
- not engage in any collusive or anti-competitive conduct with any other prospective supplier
- comply with all laws in force in Cambodia applicable to this procurement process
- disclose whether the service provider is acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s)
- the service provider must not be subject to an adverse Court or Tribunal decision (not including decisions under appeal) for a breach of any workplace relations law, work health and safety law, or workers' compensation law, or if the service provider is subject, that the service provider has fully complied, or is fully complying with the Court or Tribunal order; and

- the service provider agrees to contract as a single legal entity. Interested parties (organisations or individuals) may form consortia or groups to submit a proposal but must nominate one legal entity (which can be an individual) as the contracting party.

If the service provider acts contrary to the expectations outlined above, Tetra Tech International Development reserves the right (regardless of any subsequent dealings) to exclude the service provider's proposal from further consideration.

Tetra Tech International Development will:

- preserve the confidentiality of any information marked as confidential (subject to conditions concerning confidentiality)
- give interested service providers the opportunity to compete fairly

### 3. Evaluation Process

Tetra Tech International Development will evaluate and assess only those interested service providers determined to be complying with the requirements of this document. The evaluation criteria are as follows:

- a. Prior performance and demonstrated experience
- b. Technical capacity and response to Scope of Services
- c. Core personnel
- d. Price

Tetra Tech International Development will convene an Evaluation Committee (EC) to undertake the **value for money evaluation**. Members of the EC could be Tetra Tech International Development or DFAT representatives, representatives of the Partner Government, and/or externally engaged experts at Tetra Tech International Development's sole discretion.

Tetra Tech International Development reserves the right to accept or reject any service provider at any time prior to the award of a contract, without thereby incurring any liability to the affected service providers.

Tetra Tech International Development may choose to shortlist some interested service providers and continue evaluating offers from those shortlisted service providers. Tetra Tech International Development is not at any time required to notify any service provider or any other person or organisation interested in making an offer of its intentions or decision to shortlist.

Tetra Tech International Development may choose to:

- a) enter into negotiations with the interested service providers (including parallel negotiations with more than one interested service providers) in order to vary its offer on grounds of capability / capacity, technical issues, cost, effectiveness, to finalise agreement on the terms of the contract, or any other matters
- b) suspend, discontinue or terminate at any time negotiations with the interested service provider or any other person or organisation
- c) negotiate with the interested service provider for the provision of any part of Tetra Tech International Development's Requirement and negotiate with any other interested service provider with respect to the same or other parts of Tetra Tech International Development Requirement and to enter into one or more contracts for part or parts of Tetra Tech International Development's Requirement

- d) negotiate at any time with any organisation that is not an interested service provider and enter into a contract in relation to Tetra Tech International Development's Requirement or any part of Tetra Tech International Development's Requirement with that organisation on such terms as Tetra Tech International Development, at its absolute discretion, considers appropriate
- e) seek best and final offers from all or some of the interested service provider. Irrespective of Tetra Tech International Development's right to negotiate and/or seek a best and final offer, the service provider is bound by their offer, and if selected, the interested service provider must be willing to enter into a contract on the basis of their offer

No legal relationship will exist between an interested service provider and Tetra Tech International Development for the supply of Tetra Tech International Development's requirement until such time as a binding contract is executed by both parties.

Tetra Tech International Development intends to contract based on the Draft Contract contained in Part D. By submitting a proposal, service providers agree to Draft Contract. Any proposed changes to the Draft Contract must be documented in the – **Technical Proposal Response Form (Annex 1)**.

## Part B: Scope of Services

### Background

In Cambodia, Australian alumni includes any Cambodian who has graduated at an Australian university or vocational training centre, either in Australia, online or in another country, and includes all self-funded and scholarship recipients and participants in Short-Term awards – both Short Courses (SCs) and Informal Learning Opportunities (ILOs). (**Alumni**). Alumni are from different professional backgrounds, are at different stages of their careers and have diverse interests.

AAC offers professional and personal development opportunities to alumni to assist them with career advancement.

### Objective

To equip Australian Alumni who are in mid-level professionals and managers to gain skills and techniques to engage, inform, influence and inspire others (team members, partners, clients, stakeholders), improving their ability to communicate as a leader.

### Learning Outcomes:

Upon completion of the course, the participants will be able to:

1. Analyse their audience and situation, and design speeches and presentations to reflect their analysis
2. Organise and structure ideas for maximum impact
3. Compose and deliver informative and persuasive messages
4. Apply proven public speaking and presentation techniques and tools
5. Develop and use presentation aids to enhance their speeches and presentations
6. Overcome fear and improve confidence on stage;
7. Avoid common public speaking and presentation mishaps
8. Handle challenging audiences and topics, and think on their feet
9. Use nonverbal communication skills and body language techniques to enhance their delivery
10. Speak confidently, clearly, and fluidly
11. Deliver a polished, engaging and persuasive presentation and/or a public speech

## Number of Participants

Up to thirty (30) alumni (targeting equal numbers of males and females) per cohort. Reasonable accommodation will need to be made, as required, for alumni with disability.

## Scope of training program

Up to three (3) training programs

- of five (5) days each, over two (2) weeks
- each to be delivered over a two (2) week period
- preferred delivery days - Friday, Saturday, and Sunday
- in Mid-Late September 2024, March 2025 [indicative] and August 2025 [indicative]

## Location

The course must be delivered face-to-face in Phnom Penh. Service providers are requested to include details of the proposed venue in their Technical Proposal, and costs in their Financial Proposal. The venue may be internal to the service provider or external. The service provider will be responsible for managing any external venue, in consultation with AAC.

## Teaching/Learning Approach

The course should offer a structured adult learning process for participants utilising a range of methodologies including lectures, practical exercises, case studies, simulations, expert speakers and self-directed learning.

The course should be hands-on and interactive, and conclude with a presentation day in which participants deliver individual presentations to an expert panel and receive feedback.

## Course Assessment

The service provider should include the proposed form of course assessment (attendance, participation level etc) in their Technical Proposal.

## Course Certificate

The service provider will award the participants with an Australia Awards-branded Certificate of Completion or Certificate of Attainment, to be signed by a representative of the Australian Ambassador to Cambodia or AAC.

## Monitoring and Evaluation

The service provider will design and implement a survey, to be administered to the participants at the conclusion of the delivery of each course, that assesses the impact of the course against its objectives and expected learning outcomes and includes feedback on the lecturers' training ability and style, course curriculum, teaching and learning materials, facilities, and classroom environment.

## Reporting

The service provider will:

- keep accurate participation records for each participant in all activities, and include these records in the Completion Report (see below)

- submit a Completion Report that reports on progress against the course objectives and expected learning outcomes (incorporating the Monitoring and Evaluation data referred to above), actual expenditure incurred and any deviation from the budget, and reflections and recommendations for improvement arising from the course

## Communications/Promotion

The service provider will not issue or release any media statements, photographs, articles, newsletter items or social media or website content about the training course without the express prior permission of Tetra Tech in each instance.

### Child Protection

Tetra Tech International Development is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

### Gender Equality, Disability and Social Inclusion

Exemplifying Tetra Tech International Development's commitment to technical excellence in gender equality, our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all of our programs to improve the livelihoods of the world's most marginalised groups.

### Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

## Part C: Selection Criteria and Information Required for Technical and Financial Assessment

### Section 1: Technical Proposal

Service providers should submit a Technical Proposal of up to a maximum of eight (8) A4 pages comprising:

1. **Statement of Interest** of up to a maximum of two (2) A4 pages
2. **Response Form** comprising up to three (3) Experience Description Sheets of no more than one (1) A4 page in the form of Annex 1.
3. **Course Program/Curriculum** that addresses the selection criteria below of no more than three (3) A4 pages

Plus CVs (no longer than three (3) A4 pages each) for proposed team members, which substantively and individually address the selection criteria below.

The Technical Proposal will be worth 70% of the total assessment score.

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## Technical Criteria

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- **Prior performance and demonstrated training experience**

The service provider must demonstrate:

- Capability and expertise in the management and delivery of training as outlined in Part B: Scope of Services
- Experience in the design and delivery of training for adult learners in Cambodia. This includes coordinating administrative, and logistical services
- Capacity to ensure that gender equality is integrated appropriately throughout the design and delivery of the course content

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- **Technical capacity and response to Scope of Services**

The service provider must include a Course Program/Curriculum that responds to the course details included in Part B: Scope of Services and includes details of course structure, teaching and learning approach (including involvement of guest speakers) and targeted competencies to deliver the targeted learning outcomes

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### A. Core personnel

The service provider shall:

- Provide CVs of the proposed team members. CVs should be no longer than three (3) A4 pages, and demonstrate that the team, as a whole, has the appropriate qualifications and experience to design and implement the training efficiently and effectively.

We expect the proposed team to have a gender balance.

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## Section 2: Financial Proposal

The service provider shall submit a Financial Proposal as part of their submission in an **Excel spreadsheet in the form attached as Annex 2**. It should be a stand-alone proposal and NOT form a part of the Technical Proposal. Quotations should be provided in US dollars (USD).

The Financial Proposal will be worth 30% of the total assessment score.

## Part D: Draft Contract

See the draft contract [here](#).



## **Annex 1: Technical Proposal - Response Form**

### **Organisation/Group's Experience**

This Annex is to contain Description Sheets of only relevant activities which clearly demonstrate the service provider's ability to meet the Scope of Services as outlined in Part B. Up to three (3) Description Sheets can be included and must not exceed 1 A4 page each.

Description Sheets may include activity undertaken by a key member of the team proposed by the service provider.

**Organisation/Group Experience (1 of 3)**

1. **XXXXXXX title/activity:**

**Funding agency:**

**Approx. value of contract:**

**Start date:**

**Completion date:**

**Name of associated firm(s), if any:**

**Participant profile:**

**XXXXX overview and objectives:**

**Organisation's role in XXXXXXX:**

**Support services provided:**



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**Core personnel provided and functions performed:**

Organisation/Group Experience (2 of 3)

2. **XXXX** title/activity:

Funding agency:

Approx. value of contract:

Start date:

Completion date:

Name of associated firm(s), if any:

Participant profile:

**XXXX** overview and objectives:

Organisation's role in the design and delivery of **XXXXX**:

Support services provided:

Core personnel provided and functions performed:

**Organisation Experience (3 of 3)**

<b>3. XXXXX title/activity:</b>	
<b>Funding agency:</b>	<b>Approx. value of contract:</b>
<b>Start date:</b>	<b>Completion date:</b>
<b>Name of associated firm(s), if any:</b>	
<b>Participant profile:</b>	
<b>XXXX overview and objectives:</b>	
<b>Organisation's role in the design and delivery of XXXXX:</b>	
<b>Support services provided:</b>	



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**Core personnel provided and functions performed:**



## **Annex 2: Financial Proposal**

See MS Excel Spreadsheet template [HERE](#).