

South Asia Regional Infrastructure Connectivity (SARIC)

SARIC Training- 2024 (Green Hydrogen Study &
Networking Tour)

Request for Tender

June 2024

SARIC Training- 2024 (Green Hydrogen Study & Networking Tour)

Request for Tender

As Managing Contractor for SARIC Training and Networking Services (hereinafter referred to as “SARIC” or “The Project”), Palladium (hereinafter referred to as “Palladium” or “The Company”) invites you to tender for training and activities related to “Green Hydrogen Study & Networking Tour”. This is a Department of Foreign Affairs and Trade (DFAT) funded Program and all Tenderers are required to follow Commonwealth Procurement Guidelines, details of which can be accessed via the website:

<https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules>

SARIC trainings are delivered through short courses/site visits/study tours/masterclasses focused on infrastructure- transport and energy. The delivery will be carried out by the following eligible organisations who are **based out of Brisbane/have a campus in Brisbane**:

- An Australian higher education provider (see Table A, B, C of the Higher Education Support Act 2003)¹;
- Higher educational institutions that are officially accredited or recognised higher education institutions (HEIs) as per International Association of Universities² and having a campus in Brisbane
- Approved regional/South Asian higher education institute; or Universities with global accreditations- accredited by Association to Advance Collegiate Schools of Business (AACSB)³;
- Vocational educational and training institutes/organisations/consulting firms registered under the respective countries land laws or government mandate

The current RFT is separated into four parts:

Part 1 - Activity Specific Tender Conditions

Part 2 - Standard Tender Conditions

Part 3 - Scope of Services for SARIC Green Hydrogen Study & Networking Tour- part of SARIC training -2024)

Part 4 - Annexures

If your organisation chooses to lodge a Tender, it must be submitted on the terms of this document and the attached Parts (together referred to as the **Request for Tender** or **RFT**). Applications close at 11:59 pm (AEST) 15th July 2024.

Organisations submitting Tenders are encouraged to fully inform themselves of the Tender conditions (both Activity and Standard) when preparing their Tenders. Please direct any enquiries to procurement.saric@thepalladiumgroup.com no later than 11:59 pm (AEST) 8th July 2024. Tenders that do not include both the technical and financial proposals will be assessed as non-compliant and will not be provided to the Technical Assessment Panel (TAP) for evaluation.

We look forward to receiving your Tender.

Yours sincerely

Shivani Manaktala

Team Leader

South Asia Regional Infrastructure Connectivity (SARIC) – Training & Networking Services

¹ http://classic.austlii.edu.au/au/legis/cth/consol_act/hesa2003271/index.html

² <https://www.iau-aiu.net/>

³ <https://www.aacsb.edu/members>

List of Acronyms and Abbreviations

ABN/CAN	Australian Business Number/Australian Company Number
AP	Additional Participants
AUD	Australian Dollar(s)
CV	Curriculum Vitae
DFAT	Department of Foreign Affairs and Trade
ESG	Environmental, Social, and Governance
GEDSI	Gender Equality, Disability & Social Inclusion
GST	Goods and Services Tax
MC	Managing Contractor
PAN	Permanent Account Number
PPP	Public-Private Partnership
RFT	Request for Tender
RTO	Registered Training Organisation
SARIC	South Asia Regional Infrastructure Connectivity
SiW	SARIC in Workplace
SoS	Scope of Service
TAP	Technical Assessment Panel
VET	Vocational Education or Training

1. Activity Specific Tender Conditions

1. **Endorsement:** SARIC Training- 2024 (Green Hydrogen Study & Networking Tour)
2. **Closing Time:** 11:59 pm AEST / 7:29 pm IST, 15 July 2024
3. **Query submission date:** 11:59 pm AEST / 7:29 pm IST, 8 July 2024
4. **Delivery Address:** procurement.saric@thepalladiumgroup.com
5. **Contact:** procurement.saric@thepalladiumgroup.com
6. **Page Limits:** Technical proposal **maximum of 10** A4 pages plus annexures, including:
 - i. Detailed study & networking tour plan up to 10 A4 pages (*Includes technical criteria, organisational capability, public diplomacy, and value for money*)
Annexures:
 - ii. Curriculum Vitae (CV) for proposed team members- at least 2 CVs (maximum of five CVs) of no more than three A4 pages per CV
 - iii. Letters of Association for pastoral care services and other details of other proposed subcontractors of one A4 page each
 - iv. Pastoral Care & Logistics Plan up to a maximum of three A4 pages
7. **Tender Validity Period:** 180 days
8. **Information:** Information about South Asia Regional Infrastructure Connectivity (SARIC) Training and Networking Services is available on the SARIC TNS website - <https://www.sarictns.org/>

Eligibility to Submit a Technical Proposal

SARIC trainings are delivered through short courses/site visits/study tours/masterclasses focused on infrastructure- transport and energy. Delivery will be carried out by **Brisbane** based:

- an Australian higher education provider (see Table A, B, C of the Higher Education Support Act 2003)⁴
- approved regional/South Asian higher education institute; or Universities with global accreditations - accredited by Association to Advance Collegiate Schools of Business (AACSB)⁵
- higher educational institutions that are officially accredited or recognised higher education institutions (HEIs) as per International Association of Universities⁶ and having a campus in Brisbane
- Vocational educational and training institutes/organisations/consulting firms registered under the respective countries land laws or government mandate

A. RFT evaluation

- i. Tenderers will be assessed based on their technical capacity to deliver the masterclass, quality of site visits proposed, networking ability and financial viability. The proposal will be evaluated to ensure that it can provide the services in a manner that achieves best value for money.

⁴ http://classic.austlii.edu.au/au/legis/cth/consol_act/hesa2003271/index.html

⁵ <https://www.aacsb.edu/members>

⁶ <https://www.iau-aiu.net/>

Mandatory submission of pastoral care plan

Tenderers must submit Annex 4 and 5 related to Pastoral Care Plan & Logistics Support to be eligible for technical evaluation. If required, Tenderers may partner with suitable entities for implementing the pastoral plan for which details of the suitable entity along with Letter of Association (LOA) for pastoral care services needs to be submitted. The Tenderer however will continue to bear the full responsibility of delivery of pastoral services under the agreement with Palladium if selected.

Technical Proposal

Technical submissions will be assessed according to the quality of the responses and the weightings indicated against each of the criteria. Each submission will be awarded a score out of 100.

The TAP’s assessment of the technical proposal will account for 80% of overall score.

Financial Proposal

The financial score will represent 20% of the overall score.

Relative scoring method will be used to assess the financials submitted by the Tenderer. The score will be based on the total of following items (Management Fees, Personnel Costs, and networking events costs).
 Financial score = (Lowest bid*100/respective Tenderers bid) will account for 20% of overall score

Final score calculation for selection

Final Weighted Score = Technical Score * 80% + Financial Score *20%

This will take into consideration the total cost proposed by the service provider. The score will be based on the total of Personnel Costs, Networking events costs and Out of Pocket expenses. Reimbursable cost will not be taken into consideration for the financial proposal.

Tenderer with Highest Summary Weighted Score will be selected and is hereinafter referred to as “Selected Tenderer” or “Contractor”.

1.1. Technical Proposal (Tender Schedule A)

Technical Proposal Evaluation Criteria	Weighting
<p>1.1.1 Technical capacity and response to Scope of Services (Not more than 4 pages)- 30% of Technical Proposal weightage</p> <p>Tenderer must demonstrate how it will (<i>refer part 4- annex 1 of this RFT for reference template</i>):</p> <p>(a) Design the activity to enable the achievement of the expected learning outcomes. Consideration should be given to proposed thematic areas to be covered during the study & networking tour, and how the Tenderer intends to facilitate participant learning through the one-day masterclass, site visits, industry interactions, discussions with Australian government counterparts, and participation in the conference. A SARIC networking event preceding the APAC Hydrogen Conference or SARIC led networking organised on the sidelines of the APAC Hydrogen Conference may be proposed.</p> <p>Note- The study & networking tour duration in Brisbane will be 5 days from 9 September 2024 – 13 September 2024</p> <p>(b) Incorporate Hydrogen experts for delivery of the masterclass</p> <p>(c) Nature of organisations and site visits and their relevance to the learning</p>	<p>40%</p>

<p>(d) Monitor and evaluate progress towards, and achievement of, individual participant learning outcomes, as well as the overall progress and success of the activity against its outcomes and objectives</p> <p>(e) Identify key risks and/or challenges in the design and delivery of the activity and how those will be managed</p>	
<p>1.1.2 Public diplomacy and communication (Not more than 1 page)</p> <p>Describe how your organisation will contribute to the recognition of DFAT and Australia as an active partner in South Asia’s development. Consider how the capacity built, and networks formed because of SARIC, positive media coverage or contributions to SARIC publicity, or formal diplomacy events could contribute to this recognition</p>	10%
<p>1.1.3 Prior performance and experience (Not more than 2 pages)</p> <p>(a) Describe the qualities and capabilities your organisation has that will enable them to meet the requirements of the activity and contribute to best practice. Include examples of past achievements.</p> <p>(b) Prior experience in delivering similar programs/DFAT funded program/South Asia training programs/networking events/industry interactions</p> <p>(c) Demonstrate flexibility through the ability to respond to and accommodate changes in client requirements, because of change in political or economic circumstances</p> <p>(d) Ability to support assessments / monitoring and evaluation of masterclass outcomes</p> <p>(e) Financial system in place for ensuring cost consciousness through actively managing costs and creating efficiencies.</p>	20%
<p>1.1.4 Core Personnel (Not more than 2 pages)</p> <p>The Tenderer must propose a team structure which provides the capacity to deliver the activity. A minimum of two team members (maximum of five) must be nominated to deliver the activity. Detail their relevant experience. Curricula Vitae are to be attached as an annexure as per the template in Annex 2</p>	20%
<p>1.1.5 Value for Money (Not more than 1 page)</p> <p>The Tenderer must demonstrate how its Technical Proposal represents value for money, through cost effective delivery (i.e., factors such as existing delivery models, partnerships, industry connections, resources and materials that will contribute to effective activity delivery) and co-contributions from the Tenderer (either monetary or in-kind)</p>	10%

Technical Proposal (Tender Schedule A) must be submitted as a separate document in PDF format and must be clearly identified with the Tenderer’s name and course title: “TENDERER’s NAME – COURSE TITLE – Technical Proposal SARIC - 2024 (Green Hydrogen Study & Networking Tour)”.

1.2. Financial Proposal (Tender Schedule B)

Tender Schedule B must be based on the outputs / inputs as specified in Tender Schedule A, including:

- i. Management Fee (Table 1)
- ii. Personnel Costs (Table 2)
- iii. Networking Cost (Table 3)
- iv. Reimbursable Costs including Pastoral Care Costs (Table 4)
- v. Total Tender Price (Table 5)

The Financial Schedule must contain the information required and adhere to the format detailed in this Clause.

The Financial Schedule will have three (3) purposes:

1. To provide information that will enable Palladium to assess the value for money of the Tender
2. To provide information that will enable provision to be made in the Subcontractor Agreement with the successful Tenderer for variation to the Agreement if the Project inputs are subsequently varied by DFAT either within the term of the Agreement or to facilitate possible extension to the Agreement term and
3. To provide information that will facilitate subsequent negotiation of the progressive flow of payments to the Subcontractor over the life of the Agreement.

Tenderers will outline their costs in the format requested below. All five tables must be completed for tenders to be assessed.

1.2.1 General Requirements for Pricing

1. The Financial Proposal must be consistent with the requirements of this RFT.
2. Tenderers must complete the Price Tables as detailed below.
3. Any qualifications or assumptions relating to prices and escalators must be specifically stated.

1.2.2 Management Fees

1. Tenderers must provide details of all Management Fees related to provision of the Goods and/or Services by completing **Table 1 (Total Management Fees)**.
2. This Management Fee is to manage and deliver the study and networking tour and cover overheads, profits or expenses beyond other costs mentioned below.

1.2.3 Personnel Costs

1. Tenderers should note any positions identified and proposed must be remunerated as appropriate local labour market rates/standards.
2. Tenderers should use a daily rate to capture the personnel costs appropriately

1.2.4 Reimbursable Costs

Reimbursable costs specified in **Table 3 (Reimbursable Costs)** shall be subject to the following conditions:

For participants

- **Participant accommodation with meals:** for accommodation in single rooms appropriate to participant profile, that includes 24-hour internet access.
- **Participant stipend:** Per diem (of not more than 100 AUD per day) will be provided to participants for daily expense in the country of training during training apart from accommodation. Per diem is expected to cover meals not provided by the Selected Tenderer, incidentals, phone calls, personal travel, etc. No additional allowances will be provided. Per diems are paid in advance weekly by the Selected Tenderer. This would depend on whether some meals are already provided (e.g., breakfast by the accommodation provider or lunch at the training venue). When meals are provided as a part of the course an adjustment from the standard rate will be made, according to the following:
 - a) Breakfast: Deduct 21% from the allowance
 - b) Lunch: Deduct 23% from the allowance
 - c) Dinner: Deduct 39% from the allowance
- **Participant medical insurance in the country of training:** The selected Tenderer shall provide health insurance coverage to participants, if requested. Standard rate of health insurance to be considered.
- **Visa costs:** directly relating to the course, including in-South Asia and Australian/other country visas. Costs for the visa and biometric fee will be reimbursed to the participants along with their per diem payments. All receipts from participants will be collected by Palladium and shared with the Selected Tenderer in advance of participants arrival in Australia.

Items not required to be included in the Reimbursable Table 3:

- **Participant travel costs:** all airfares to and from the Participants country and the Selected Tenderer

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location will be booked in economy class and will be booked and paid for directly by Palladium.

- **Travel insurance** for participants will be reimbursed/arranged by Palladium

1.2.5 Tender Price

Tenderers must provide a total Tender price comprising the sum of Tables [1 – 4] by completing Table 5 (Tender Price) below.

Table 1: Management Fee (AUD excluding GST)

Management Fees	Amount (AUD)
Total Management Fee	

Note- Breakdown of management fee may include the profits, overheads, financial and all management costs, administrative costs, security costs, taxation, risks and contingencies, tendering and sub-contracting costs if any, compliance cost if any, insurance cost and any cost not covered in reimbursable and other heads.

Total of Table 1 = 'A'

Table 2: Personnel Costs

The Tenderer is to nominate the positions and personnel required to design, deliver, and support the tour. There is no limit to the number of positions that a Tenderer may propose. Tenderers must nominate the number of input days required by the proposed personnel for the delivery of the masterclass and overall management of the study & networking tour. Positions may be either part-time or full-time and may be filled by more than one person.

The positions listed below are indicative. The Tenderer should propose and cost the positions in line with the Tender response.

Table 2: Personnel Costs at Local labour rate (AUD excluding GST)

Position	Personnel Name	Maximum Number of Input Days	Fee rate per day	Maximum Amount Payable (AUD)
Study Tour Director/Manager				
Green Hydrogen Expert				
Any other				
Total (AUD)				

Total of Table 2 = 'B'

Table 3: Networking Event Cost (AUD excluding GST)

Particulars	Total Cost (AUD)
A SARIC networking event preceding the APAC Hydrogen Conference or SARIC led networking organised on the sidelines of the APAC Hydrogen Conference (catering, venue, etc, if required)	
Any other costs (please specify in order below)	

Total of Table 3= 'C'

Table 4: Reimbursable Costs (AUD excluding GST)

Reimbursable Costs will be paid based on actual costs incurred. The table below should specify the maximum estimated costs that will be incurred in the delivery of SARIC Study & Networking tour, for up to 15 participants.

Tenders should note items to be included in Reimbursable Costs to ensure they are not included in the Management Fee structure.

#	Item	Amount (AUD)
1	Site visits (travel to meetings, etc)	
2	Guest lecturers/external faculty	
3	Participant stipend (per diem)	
4	Participant accommodation	
5	Participant transfers and transport (airport to venue and back, and local travel)	
6	Translation services (if necessary)	
7	Participant health insurance	
8	Visa reimbursement costs	
9	Any other reimbursable costs (catering as required, etc)	
9	Delegation fee at APAC Hydrogen Summit	
10	Contingency cost	
	Total Reimbursable Costs	

Total of Table 4 = 'D'

Table 5: Summary Information for Financial Assessment (AUD excluding GST)

The calculations from the table will be used to compare the relative costs of the financial submission against other tenders.

Management Fees	A
Personnel Costs	B
Networking Costs	C
Reimbursable Costs	D
Tender Price	A+B+C+D (To be taken into consideration for financial evaluation)

***Note:**

1. Course should be flexible enough to allow for up to three additional participants (if required); costs of these additional participants will be part of reimbursable expenses which will be paid as per actuals
2. In case of any additional participant, the cost per participant shall be in line with the financial proposal submitted by the Selected Tenderer
3. In case the tour is repeated within 12 months of signing the contract, the contracted per participant rate will be considered for the repeat training

1.3 Payment Milestone

Payment	Required deliverables (Payment: upon receipt of an approved invoice and satisfactory completion of identified outputs)	in percentage	Amount in numbers (AUD)	Anticipated dates
Payment Milestone 1	Signed contract	25 % of fixed cost		On signing estimated date is 10 August, 2024
Payment Milestone 2	Completion of online briefing of participants and finalisation of detailed study & networking tour plan	25 % of fixed cost		1 September 2024
Payment Milestone 3	Completion of study & networking tour in Brisbane	25% of fixed cost		15 September 2024
Payment Milestone 4	Submission of final report.	25% of fixed cost		By 30 October 2024

Note- Payment of reimbursable costs can be negotiated at the time of signing of the contract.

Tender Schedule B must be submitted as a separate document in PDF format and must be clearly identified with the Tenderer's name and course title: "TENDERER's NAME – Green Hydrogen Study & Networking Tour- Financial Proposal SARIC Training- 2024".

2. Tender Cover Sheet

DETAILS OF ADVERTISED ACTIVITY	
SARIC Training- 2024 (Green Hydrogen Study & Networking Tour)- Request for Tender	
DETAILS OF TENDERER	
NAME OF ORGANISATION:	
TITLE OF COURSE: Green Hydrogen Study & Networking Tour	
Address for correspondence:	Contact phone numbers: (including country code)
Email address:	Home:
	Work:
	Mobile:
Details of two professional referees:	
Name:	Name:
Position:	Position:
Phone number:	Phone number:
Email address:	Email address:
COMPETITIVE NEUTRALITY DECLARATION	
<p>The Tenderer has complied with the principles of competitive neutrality in preparing its bid (publicly owned Tenderers only).</p> <p>And I make this solemn declaration by virtue of the <i>Statutory Declarations Act 1959</i>, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.</p> <p><i>(Signature of person making declaration)</i></p> <p>Declared at () on the () day of (2024)</p> <p>Before me, <i>(Title of person before whom the declaration is made)</i></p>	
DECLARATION	
<p>I, _____ declare that the information contained in this application is true and correct, and understand that giving false or misleading information is a serious offence. I declare that if selected for this activity, <i>(insert name of organisation)</i> will be available to commence work in August 2024 for the duration of the assignment as stated in the Subcontractor Agreement and its Scope of Services / Terms of Reference.</p> <p>I, _____ understand that the financial submission of this Tender is an unconditional offer and fixed for the duration of the Subcontractor Agreement. Any potential Subcontractor Agreement extension will be negotiated using the rates nominated in the financial submission of this Tender.</p> <p><i>(Signature of person making declaration)</i> Declared at () on the () day of (2024)</p>	

3. Standard Tender Conditions

1. If the Tenderer finds any discrepancy, error, or omission in this RFT or wishes to make any enquiry concerning this RFT, it is to notify Palladium in writing at least seven days prior to the RFT closing date. Where appropriate, answers to any such notices or questions will be given by Palladium in the form of Addenda and will be issued to all Tenderers prior to the RFT closing date.
2. Palladium may amend the RFT at any time prior to the closing date and time, including (without limitation) the Contract Conditions. The Tenderer may rely on no explanation or interpretation of the RFT unless given in the form of Addenda. Such addenda will become part of the Invitation.
3. The information contained in this RFT is not guaranteed with respect to accuracy and completeness and Palladium accepts no responsibility for interpretations placed on the information by Tenderers. Tenderers should submit their proposals based on their own investigations and determinations.
4. The Tenderer is responsible for examining the RFT and any other information relevant to the risk, contingencies and other circumstances having an effect on its Tender which it is responsible to obtain.
5. Palladium reserves the right before closing date and time to extend the deadline for submission of Tenders. If Palladium extends the deadline for submission, it will do so in the form of written Addenda.
6. Palladium may, in its absolute discretion, terminate or abandon the RFT process, or reject Tenders by giving notice in writing to the Tenderers. If Palladium does terminate or abandon the process, it will not be liable for any costs, losses, expenses, or damage incurred by the Tenderer as a result of such termination or abandonment.
7. The Tenderer is responsible for all costs incidental to the preparation and delivery of the Tender, or any subsequent stage(s) of the procurement process, including answering any queries and providing any further information sought by Palladium
8. Palladium reserves the right to:
 - a. seek Tenders from any organisation
 - b. request clarification in relation to the Tender, or request for additional information, to enable it to make an assessment as to the Tenderer's technical capacity to undertake the Activity. If the Tenderer fails to submit any information required by Palladium by the date and time stipulated, the Tender may be treated as invalid
 - c. publish the name of any short-listed Tenderer based on the documentation received
 - d. seek information or negotiate with any organisation that has not been invited to submit a Tender.
9. No legal obligations or agreement whatsoever is intended to be or is created between Palladium and the Tenderer by virtue of this RFT (including but not limited to statements contained in this RFT or its Addenda) unless and until contract negotiations are completed and a formal written agreement acceptable to Palladium is entered into and executed by an authorised officer of the successful Tenderers.
10. The Tenderer acknowledges and agrees that Palladium, its employees, agents, and advisers are not, and will not be responsible, or liable for the accuracy or completeness of any information contained in the RFT or any Addenda.
11. The Tenderer must warrant that it has not engaged in collusive or anti-competitive practices with any other tenderers in the preparation of the Tender.
12. The Tenderer's proposal will be valid for the Tender Validity Period specified on page 4 of this RFT.

3.1. Eligibility Criteria

3.1.1 SARIC trainings are delivered through short courses/site visits/study tours/masterclasses focused on infrastructure- transport and energy. The delivery will be carried out by **Brisbane based**:

- an Australian higher education provider (see Table A, B, C of the Higher Education Support Act 2003)⁷

⁷ http://classic.austlii.edu.au/au/legis/cth/consol_act/hesa2003271/index.html

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- higher educational institutions that are officially accredited or recognised higher education institutions (HEIs) as per International Association of Universities⁸ ;
- approved regional/South Asian higher education institute; or Universities with global accreditations - accredited by Association to Advance Collegiate Schools of Business (AACSB)⁹;
- Vocational educational and training institutes/organisations/consulting firms registered under the respective countries land laws or government mandate

3.2. Lodgement Of Tenders

- 3.2.1 It is the responsibility of the Tenderer to ensure that the documentation via email is received at Palladium by the closing date and time prescribed in this RFT. A Tender lodged after the closing date and time is a late submission.
- 3.2.2 A late submission will normally not be considered unless it can be demonstrated by the Tenderer that without force majeure, the documentation would have arrived at the tender point by the required date and time as prescribed in this RFT. Palladium may allow a late Tender to be assessed at its absolute discretion.
- 3.2.3 Palladium will not consider or entertain any queries about a decision to assess or reject a late Tender.
- 3.2.4 Tenders are to be in English.

3.3. Confirming Tender

- 3.3.1 The Tenderer must submit as part of the RFT process a Technical Proposal and Financial Proposal that meets the criteria as outlined in Part 1A.
- 3.3.2 The Tender is to be endorsed in the form of a Tender Form as outlined in Part 1B, with confirmation that the Tenderer has allowed in its Tender for the requirements contained in all Addenda issued to Tenderers. Each Addendum to be identified by its number and date of issue in the Tender Form.
- 3.3.3 If the Tenderer is a firm, it is to provide:
 - a. the name and address of the Authorised Executive Representative
 - b. the name of the company or corporation, the address of the registered office and the ABN /CIN/ PAN/ GST/Equivalent.

3.4. Assessment

- 3.4.1 Tenders must comply with the requirements in this RFT. Failure to include all required information may result in rejection of the Tender by Palladium, based on non-compliance.
- 3.4.2 The Technical Proposal must:
 - c. indicate the Tenderer's nominated contact person on the front page
 - d. be in a type font of no less than 12 points
 - e. be in a single column format and be 10 A4 pages or less in length plus Annexures
- 3.4.3 Palladium's selection process is conducted in accordance with Commonwealth Government and DFAT Procurement Guidelines. It will assess through a Technical Assessment Panel 'TAP' the merit of the Technical Proposal submitted to ensure that it meets its requirements as set out in this RFT. The TAP will also assess the Tender having regards to the Selection Criteria as contained in Part 1A.
- 3.4.4 It is Palladium SARIC TNS policy not to reveal the names of TAP members in view of confidentiality of the TAP's proceedings and TAP members participate on that basis. TAP members are required not to contact or to discuss deliberations of the TAP with third parties.
- 3.4.5 Palladium shall not be bound by any oral advice given or information furnished but shall be bound only by written advice or information.
- 3.4.6 Palladium reserves the right, in its sole and absolute discretion, to:

⁸ <https://www.iau-aiu.net/>

⁹ <https://www.aacsb.edu/members>

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- i. require any proposed members of personnel to be available to be interviewed by the TAP or Palladium authorised personnel to assess their capability, commitment and understanding of the activity
- ii. reject any proposed team members in any Tender
- iii. require the Tenderer to propose another team member of appropriate experience and expertise in the team member's place if any proposed team members are rejected
- iv. consider in assessing Tenders, past performance of the Tenderer and proposed personnel members:
 - a) as a contractor, consultant, or subcontractor on previous projects
 - b) as an associate of a contractor, consultant, or subcontractor or as a joint venture partner on previous projects, and
- v. seek reference from third parties in respect of the Tenderer's previous projects or contracts and to take these references into account in the Tender assessment.

3.5. Acceptance

- 3.5.1 The Successful Tenderer will be notified in writing of the acceptance of its Tender which will include the formal instrument of agreement and the contract documents.
- 3.5.2 The Successful Tenderer must execute and return to Palladium the format instrument of agreement and the contract documents within seven (7) days of its receipt from Palladium.
- 3.5.3 Tenderers may be required to provide certification to Palladium that it has satisfactory financial management and control systems with the capability to administer any claim for payment, reimbursement, or expenditure acquittal.
- 3.5.4 Palladium may reject a Tenderer and consider others, in circumstances where, upon accepting a Tender and during the contract negotiation / finalisation period:
 - i. key members of the proposed team are withdrawn or substituted or
 - ii. the preferred Tenderer and Palladium fail to agree on modifications or later alterations to the scope of the Tender to meet Palladium specific requirements.
- 3.5.5 Palladium is not bound or required to accept any Tender.

3.6. Further Requirements

- 3.6.1 If intending to lodge a Tender based on a joint venture, the Tenderer must include detailed information on the proposed joint venture and the manner in which it will meet the selection criteria.

3.7. Competitive Neutrality

- 3.7.1 Competitive neutrality requires that government business activities do not have net competitive advantages over their private sector competitors simply as a result of their public ownership. Publicly owned Tenderers are required to formally declare that their bid complies with competitive neutrality principles. These principles include:
 - i. the activity's full costs like depreciation and costs of capital
 - ii. any in-house activity does not enjoy regulatory advantages
 - iii. actual, or equivalent, taxation arrangements are put in place, and
 - iv. there is an appropriate rate of return.

More information on the application of competitive neutrality can be found at the following internet web site at <http://www.dofa.gov.au> and <http://treasury.gov.au>.

3.8. Enquiries

All enquiries must be directed to the following email address in writing:
procurement.saric@thepalladiumgroup.com

Thank you for your interest in this Tender. We look forward to a rewarding and successful working relationship with you.

4. The Services

4.1. Background

The Australian Government's aid program reflects Australia's values, and commitment to reducing poverty and lifting living standards through sustainable economic growth. The SARIC aid program has a strong focus on infrastructure (transport and energy) regional integration within South Asia- Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka.

The South Asia Region (SAR) is home to 25 percent of the world's population but only 4 percent of global GDP. Two major constraints to economic growth in the region are:

a) Low regional integration: Regional trade accounts for only 5 percent of the region's overall trade (the corresponding figures are 50% for East Asia and the Pacific and 22% for Sub-Saharan Africa). Many South Asian countries trade on better terms with distant economies than with their own neighbours. The costs of trade are disproportionately high within South Asia compared with other regional trade blocks. Given their proximity and the size of their economies, the countries of South Asia should be trading among themselves at three times the current levels (2018).

b) A substantial infrastructure gap: Institutional and internal incentives favour planning of infrastructure investments at the domestic rather than the regional level. To unlock the potential for economic growth, it is estimated that the region would need to spend nearly nine percent of GDP, or an average of more than US\$400 billion per year, in the years to 2030, to bring infrastructure to a level that would support sustainable growth and take account of the threats from climate change.

Enhancing regional connectivity through energy and transport investments brings together these two constraints to growth. Such investments could have a significant role in lowering the cost of business, increasing productivity, and reducing dependence on imports of hydrocarbons, and therefore balance of payments stresses. SARIC aims to deepen economic linkages and support regional prosperity and inclusive growth by enabling more, better-quality, and socially inclusive connectivity infrastructure in South Asia, with a focus on the energy and transport sectors. To achieve the same, SARIC has the following components:

- The identification of a pipeline of transport and energy projects that connect the economies of the South Asia region, to be financed by an appropriate mix of public and private financing. This component is being anchored by the World Bank and the International Finance Corporation (IFC) and runs until 2024.
- The provision of short training course and networking component for individuals.

Green Hydrogen Study & Networking Tour under SARIC

South Asian nations face the dual challenges of meeting growing energy demand while transitioning to cleaner and more sustainable low-cost energy sources. Unless clean technologies are deployed, energy-related GHG emissions from Bangladesh, Bhutan, the Maldives, Nepal, and Sri Lanka will rise from about 58 million tons of carbon dioxide equivalent in 2005 to about 245 million in 2030, largely due to rising energy consumption by industry and transport.¹⁰ Green hydrogen can be a promising solution to reduce carbon emission, provide energy security, power storage and generation, meet transport energy demand and support sustainable economic and social development.

The development of the hydrogen economy will depend on how the various segments of the value chain are integrated to deliver hydrogen at a competitive price. Green hydrogen is manufactured using water electrolysis and renewable energy. South Asia has a wealth of renewable energy including hydropower, wind and solar. Utilising low-cost renewable energy is key to unlocking hydrogens potential and achieving supply of hydrogen at a competitive price.

Government support to provide a conducive regulatory environment, enabling strategic planning including land

¹⁰ <https://www.adb.org/features/climate-change-south-asia-12-things-know>

and water availability, providing transmission infrastructure, and developing a skilled workforce is vital to industry development.

The Indian Government launched its National Green Hydrogen Mission in 2023 including the development of three green hydrogen pilot projects and funding to support industry development¹¹. Pakistan is working through feasibility of US\$2billion Oracle Corporation green hydrogen facility¹², Sri Lanka's National Hydrogen Roadmap¹³ focuses on energy storage, cooking and transportation as main offtake for hydrogen.

Globally many countries are pursuing supportive industrial policy like Australia's Hydrogen Head start program which includes a \$2 per kg production subsidy and assistance with investment through ARENA and the CEFC.

4.2. Purpose

The study & networking tour will provide a valuable opportunity to share learnings from the Australian and international experience. Understanding the levers available to government to assist industry in developing a vibrant and reliable hydrogen sector.

This 1-week tour aims to:

- Enhance knowledge and address skill gaps requested by the World Bank and IFC leading to holistic capacity building of the participants relating to green hydrogen production and use, particularly in relation to regulation, financing and development of industry ecosystem.
- Identify and develop an appropriate curriculum of training/learning that aims to secure senior executive understanding and support from relevant SARIC countries, both government and private sector, in green hydrogen production.
- Provide individuals with increased knowledge and exposure to a wider set of relationships, including with Australian industry and government.
- Encourage participants from the region to absorb knowledge and good practice and to work together across borders.
- Ensure best use of Australian expertise to contribute to the development of individuals and institutions concerned with regional connectivity by leveraging Australian universities or training institutions expertise for training in the broader renewables area.
- Build on program offered by the APAC Hydrogen Summit and leverage networking opportunities to benefit delegation access to industry and government.
- The Study & Networking tour should also be used as an opportunity to raise SARIC's profile in Australia.

4.3. Participant profile

- Up to 15 participants will be selected for this tour of SARIC training & networking primarily from SARIC countries – Bangladesh, Bhutan, India, Nepal, Sri Lanka, Maldives and Pakistan. The participants will be middle and senior ranking positions from government, private sector, financial institutions and academia engaged in working on green energy/hydrogen policy or are members of green hydrogen task force in the country of nomination or are currently conducting research in green hydrogen.

Gender equity will be adhered to in the selection process. People from diverse ethnic backgrounds and people with disabilities who are working in the relevant area will be strongly encouraged to apply.

¹¹ <https://mnre.gov.in/national-green-hydrogen-mission/>

¹² <https://asiacleanenergyforum.adb.org/wp-content/uploads/2021/07/Stephen-B.-Harrison.pdf>

¹³ https://api.greenstat.no/uploads/Sri_Lanka_Roadmap_Final_5b7d4aff51.pdf?updated_at=2023-08-02T14:11:03.276Z

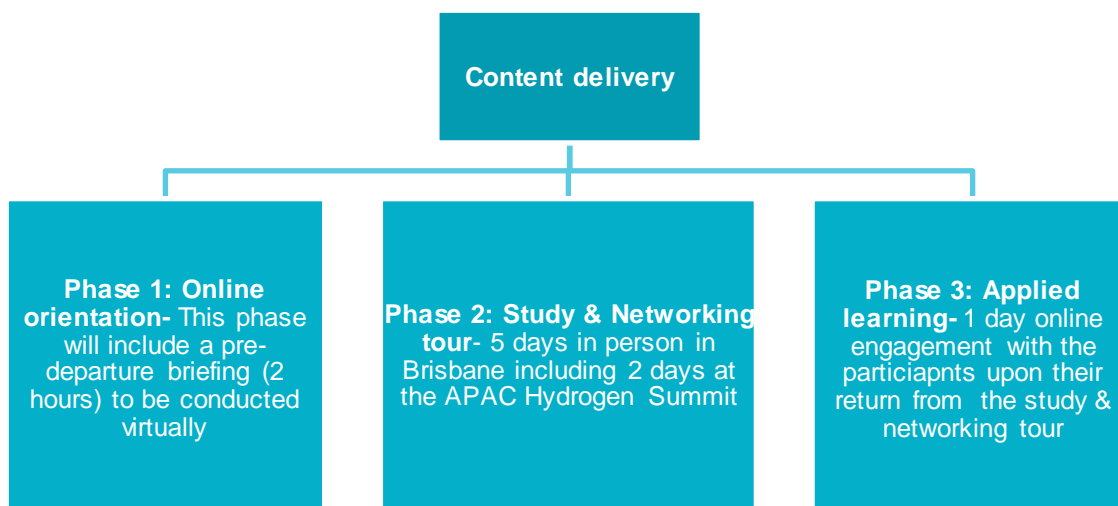
4.4. Expected learning outcomes

The study & networking tour aims to develop participants' appreciation of and confidence in options for developing a green hydrogen industry in their country of origin. Through a combination of conference participation, technical masterclass, site visits, meetings and other interactions with Australian experts, government agencies and private businesses, extended by within-group discussion, participants will benefit from:

- Increased awareness of the international experience in developing green hydrogen industry and the elements needed to establish an internationally competitive hydrogen sector.
- Skill and knowledge enhancement on issues critical to planning, developing, regulating and financing green hydrogen developments.
- Understanding of enabling policies and regulations designed to support hydrogen industry development.
- Relationships and networking that fosters coalitions and a greater willingness within government to explore new ways of working.

4.5. Scope of Services

The selected tenderer may deliver the content in the below phases:



4.5.1.1 Online orientation

Some suggested topics to be provided during the online orientation are given below-

Support Services	Potential topics to be covered
Arriving and living in delivery location	Climate, local transport, food / shopping, accommodation, arrival / departure arrangements
Learning Support	Expectation setting, outline of thematic topics to be covered during the study tour, translation support services if any
Health and safety	Medical cover, access to healthcare, what to do in an emergency, personal and property safety
Legal	Understanding of local laws, any other relevant laws
Culture and religion	Cultural social norms, communication norms, religious practises, holidays, and access to religious facilities, local public holidays observed

4.5.1.2 Study & Networking Tour

The study & networking tour will be built around the themes covered in the Asia-Pacific Hydrogen Summit and Exhibition which concludes the weeklong program. It will encompass hydrogen supply chain considerations, government regulation and policy, and industry learnings from the early-stage development of hydrogen industry in Australia. The tour will open with a daylong masterclass followed by site visits, technical

SARIC Training- Green Hydrogen Study & Networking Tour

presentations, industry engagement and culminate with attendance to the APAC Hydrogen Conference participation. Networking opportunities will be coordinated locally with industry groups participating in the conference such as the German Australian Chamber of Industry and others.

A sample indicative itinerary identifying the masterclass topics, agencies, businesses and sites that could be visited, has been provided below. The Tenderer may propose any alterations as deemed relevant to the learning outcomes.

Day 1: Technical masterclass

Monday, 9th September

Topics may include:

- Electrolyser research and development
- Renewable energy transmission
- Hydrogen refuelling infrastructure for heavy vehicles
- Sustainable Aviation Fuels
- Social license and how to engage community in development
- Skill development

Day 2 & 3: Potential site visits & meetings with the government

Tuesday & Wednesday

10th & 11th September

- BOC Bulwar Island electrolyser and BP refueler -guided tour of operating hydrogen production facility provided by the engineering team that developed the project.
- Endura - Self-contained hydrogen powered energy storage unit that provides small scale on-site production of green hydrogen.
- Meeting with Queensland Government hydrogen development unit - gain understanding of Queensland governments approach to facilitating development including changes in regulations, land use planning, community engagement, skills development and other enabling policies.
- Wildfire energy, waste (non-recyclable land fill) to energy (syngas CO + H₂) facility. Tour provides insight into this innovative technology and understanding of the role hydrogen can play in the circular economy.
- Morton Bay Hydrogen Hub, deploying a different technology to produce hydrogen specifically for transport sector.
- Meeting with Australian Government officials, discussion areas include, Guarantee of Origin program (accounting for different carbon intensity of production), funding mechanisms and attracting international investment.
- Consolidation of learning and experience sharing session

Day 4 & 5: Asia Pacific Hydrogen Summit and networking – potential to set up selected industry meetings on the sidelines of the conference

Thursday & Friday

12th & 13th September

GEDSI Content

It is essential that a GEDSI lens is applied to all topics where relevant, as the lack of a GEDSI perspective may distort the understanding of the actual situation for different categories of stakeholders affected by the projects. This could lead to project designs which are not compatible with on the ground realities and affect individuals and communities adversely.

Logistical Support during Study & Networking Tour

The selected tenderer is also expected to extend logistics support to the delegation for the duration of the Tour. Third party agencies may be subcontracted for any of the services while overall responsibility is retained by the lead firm. Expenditure made under this head will be reimbursed at actuals. The support services could include but are not limited to:

Table 5: Indicative Support Services Required

Meetings and site visits	<p>Logistics for site visits and meetings, including transport, protocol requirements, entry permits to restricted areas, etc. as needed.</p> <p>Provision of disability-friendly and gender-sensitive meeting rooms, travel and accommodation during the study tour.</p> <p>Advice on Australian customs and quarantine regulations, if any.</p> <p>Translation and interpretation services, if needed.</p> <p>Safety and security facilities for participants.</p> <p>Back-up from a health and welfare officer or provider to take care of health services and health cover.</p>
Other support	<p>Hotel accommodation</p> <p>Catering as required</p> <p>Support in familiarizing participants with local travel, food, shopping outlets, etc. if required</p> <p>Airport transfers</p>

The selected tenderer will provide a member of its staff who is familiar with the stakeholders, and their offices and associated procedures, to guide the delegation during the Study & Networking Tour.

Networking event

The selected tenderer to organise a networking event on one of days to expand the networking opportunities for the participants along with providing a knowledge exchange platform. The networking event should aim at raising the profile of SARIC. This event should allow, where possible, engagement with suitably senior officials and private sector representatives from the green hydrogen/renewables sector. The networking event may be delivered as a co-branded event with an established industry council in the green hydrogen sector. DFAT and Palladium officials may potentially join the event.

SARIC in Workplace (SiW) Plan

SiW Plan will utilise the knowledge and skills learnt during the study & networking tour and provide the support needed to assist the participants to maximise their application-oriented learnings in workplace. Selected Tenderer may organise a one day online session upon participants return to their home countries to discuss the relevance of the training and specific plans at the country level.

Public diplomacy

The Selected Tenderer, during the delivery of the course, will focus on strengthening Australia's influence, reputation, and relationships internationally. Selected Tenderer is expected to take into consideration the Study tour's objectives, to strengthen existing partnerships and create new connections between the participants organisations and Australian education or training provider for our mutual interests. All communications shall be targeted to present the inspiring vision of Australia's international policy agenda that reflects the national interests and improves domestic understanding of the Department of Foreign Affairs and Trade role. The events and activities inter-alia, will provide opportunities to communicate the objectives as follows:

- social media and other regional media coverage of participant activities

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Media Coverage of the course

The Selected Tenderer may highlight their approach to social media, media releases, PowerPoint briefing for recipients, photography, and videos. Any media/external communication will require an approval from Palladium prior to release.

4.6. Responsibilities of the Subcontractor

4.6.1 Implementation Responsibilities: The Selected Tenderer will undertake the following services

- 4.6.1.1 Design and deliver a flexible study & networking tour in accordance with the approved Plan, recipient profiles and ongoing discussions with Palladium.
- 4.6.1.2 Submit the study & networking tour budget as prepared during the RFT stage to Palladium for records
- 4.6.1.3 Pre-study tour understanding of participant learning needs will be undertaken
- 4.6.1.4 Develop a detailed study & networking tour plan in English
- 4.6.1.5 Develop a communications plan and social media plan and submit to Palladium for approval
- 4.6.1.6 Prepare necessary course documents as required
- 4.6.1.7 Employ and manage key personnel required to perform contract services as outlined in the response to RFT shared by the Selected Tenderer. This includes the Director/Manager responsible for the study tour and Operations Lead
- 4.6.1.8 Identify and on-board, if required, suitable experts, guest lecturers, site visit organisations, etc. to ensure a varied and contextualised learning experience. The list of these shall be shared with Palladium well in advance of the start of the program
- 4.6.1.9 Provide support for the participation of DFAT personnel if requested
- 4.6.1.10 Conduct the study & networking tour for up to 15 recipients selected through a transparent process managed by Palladium and approved by the DFAT. Additionally, a few members of the World Bank Group, Palladium may join the study tour at their own cost.
- 4.6.1.11 Manage delivery of the agreed learning program through the study tour, including facilitation of key meetings, supervision of staff, maintaining flexibility of arrangements and adjusting the plan based on any changes in schedule.
- 4.6.1.12 The tenderer is responsible for providing advice to recipients on administrative, logistical, health and welfare matters affecting them during their stay in Australia and working with the recipients and any other relevant agencies to resolve issues and problems as they arise. Where necessary, this may also include arranging professional counselling. The tenderer is required to use its best judgement in response to any situation. The tenderer will be fully responsible for any action taken
- 4.6.1.13 Advise Palladium immediately in any eventuality where the Subcontractor becomes aware that a recipient ceases to attend training sessions, leaves the group, expresses an intention to not return home, or shows signs of intending to not return home
- 4.6.1.14 Provide adequate administrative and logistical support to recipients including accommodation and catering during course hours. This includes making reasonable adjustments and accommodations to allow recipients with a disability to participate in the short course, as may be specified during the implementation of the programme. Advice may be sought from the Subcontractors' Disability Advisor if deemed necessary
- 4.6.1.15 Provide information and render assistance and support as appropriate in the event of any adverse events, illness or death during the course.
- 4.6.1.16 Administer and pay recipient allowances in Australia. Make any other relevant payments as directed by Palladium in the amount specified.
- 4.6.1.17 Make all arrangements for training venue, travel and accommodation in Australia within the approved budget amounts. Make all arrangements and payments for the training venue, site visits, and networking event as applicable.
- 4.6.1.18 The SARIC brand must take precedence over tenderer branding for all communications.
- 4.6.1.19 Not issue or release any media statements, photographs, articles, newsletter items or website content without the express written permission of Palladium. This includes not assisting any media representative to interview any of the recipients or to publish an account relating to the course or any of the recipients. All photographs taken by the tenderer during the course will be subject to consent policies and review by Palladium.

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- 4.6.1.20 Strategically manage components of the course through effective coordination, consultation and liaison with Palladium and as directed, DFAT or other relevant stakeholders.
- 4.6.1.21 Comply with the provisions and rates as submitted in the proposal.
- 4.6.1.22 Not contact DFAT Post, DFAT Canberra government officials for any matter related to this tour without first requesting the approval of the Palladium team. The SARIC team leader/ Palladium representative must be present in key meetings related to this study tour and Selected Tenderer staff and sub-contractors.
- 4.6.1.23 Develop materials suitable for facilitating online orientation. Provide a study tour brief and a selection of pre- study tour readings.
- 4.6.1.24 An online ‘SARIC in Workplace’ workshop upon completion of the study tour. will be a short refresher on institutionalisation of SARIC study tour learnings. This online event will be managed jointly by the Selected Tenderer and Palladium.
- 4.6.1.25 Ensure recipients are adequately prepared for the study tour and that they have all the required information on venue and arrival arrangements
- 4.6.1.26 A welcome to country should be conducted for recipients at the beginning of the classroom component.
- 4.6.1.27 Cooperate fully with Palladium staff involved in the review, monitoring and evaluation of the activity, including allocating reasonable time within the program to provide access to recipients for monitoring and review purposes.
- 4.6.1.28 Monitoring and Evaluation (M&E) - At the end of study & networking tour, administer an online survey of recipients which assesses their experience, learnings and feedback in line with the SARIC TNS MEL Plan. For this purpose, Palladium will supply a questionnaire that aligns with our M&E requirements.
- 4.6.1.29 At the conclusion of the program, prepare a completion report (including coverage of study & networking tour) of no more than fifteen (15) pages in length (plus annexures). The report is to be submitted within four weeks of completion of study tour and provided in electronic format. The completion report is to be accompanied by electronic copies of SARIC in Workplace plans of participants. Media releases and associated social media posts are to be compiled as part of an Annex. All course materials are to be presented within appropriately labelled sub-directories, include a compilation of photographs, and be submitted electronically with the report
- 4.6.1.30 The tenderer will prepare invitation letters for the participants for VISA application
- 4.6.1.31 will prepare invitation letters for the participants for VISA application.
- 4.6.1.32 Subcontractor will implement the study tour as per the timelines proposed in the RFT
- 4.6.1.33 Subcontractor will arrange health insurance coverage for all participants during their stay in Australia, if requested

4.7. Subcontractor Deliverables

The subcontractor is required to adhere to required deliverables set out in the milestone:

Required deliverables
Visa letters to the course participants
Online orientation of participants
Day wise plan of the study tour (including details of the technical masterclass, site visits, government and industry meetings, networking opportunities at the APAC Hydrogen Summit.)
Networking event in Brisbane
Study & Networking Tour completion report and financial report
One day online post completion session- SARIC in Workplace (Siw)

Study & Networking Tour Completion Report template

The following guidelines provide the minimum details required to comply with the milestone reporting requirements of the SARIC training. Reports should incorporate sufficient information to allow DFAT and

Palladium to monitor and assess the outcomes of the learning activities. The reports should demonstrate an understanding of flexibility in developing responses to identified issues as they arise, and ways of engaging productively with stakeholders. Reports may be reasonably revised by Palladium from time to time. **In addition to below, monitoring / impact assessment templates may be provided by the Palladium team, which will be discussed and shared closer to the start of the program.**

Study & Networking Tour Completion Report (STNCR) to include the following:

(To be submitted no later than 4 weeks of the study tour completion, not more than 15 pages)

- **Study & Networking Tour Outputs**
 - Detail the number of study tour participants and the submission status of SiW
 - Details of participants who did not satisfy assessment requirements or complete the tour and the reasons for this
 - Details of the recognition awarded (or to be awarded) if relevant
 - Details of any critical incidents
 - Meeting wise list of attendees (annexure)
- **Summarise content delivery, and briefly evaluate this by summarising better than expected, unsuccessful or unexpected outcomes arising from:**
 - Methodology and content
 - Logistics
- **Technical Masterclass delivery** *(please provide a summary of lecturers in the following table. Pen portraits of lecturers, if provided, should be annexed):*

Country	Lecturer Name	Organisation	Lecture topic/focus

- **Summary of key findings from the survey deployed** (to be provided by Palladium). This is in addition to the submission of clean dataset containing all individual survey responses.
- **Public Diplomacy and media leverage** *(please reflect on specific events/opportunities in the following table):*

Event/ Media Opportunity	Notable delegates in attendance	Summary of discussions and intended outcomes	Where was the story reported (if applicable)?

- **Networking event summary**
- **Innovations applied** *(please reflect on those aspects of delivery that are innovative, have not been previously applied, and describe the improvement that has resulted from it. Ideas for future innovation may also be discussed)*
- **Lessons learned** *(Please use the following categories to detail lessons learnt and describe how these lessons will be used to improve the study tour in future).* Lessons learnt can pertain to following areas.
 - Content delivery methodology (including content)
 - Logistics
 - Field trips
 - Masterclass
 - SiW Plans
 - Public Diplomacy and media leverage
 - Others
- **Narrative summary:** This section should capture the crux of the report and should include the key outcomes, challenges and learnings from the program.
- **Photos** *(May be provided as an annexure)-* Where possible, photos from course activities or participant networking activities should be forwarded to Palladium. Original files (vector or JPEG) are

preferable. Due to files sizes, photos can be posted on CDs or USBs, or send via Dropbox to staff in New Delhi office. Photos should be labelled in a manner to allow for identification of the occasion.

Financial Report

The Selected Tenderer will be required to submit a financial report along with the study tour completion report. Any difference between the projected and the actual reimbursable cost maybe highlighted.

4.8 Penalty

- 4.8.1 In case the tenderer changes the agreed timeline (without approval and notice to Palladium), Palladium will have the right to recover the costs incurred on logistics for mobilising the participants for training.
- 4.8.2 In addition to the above clause 4.5.1, Palladium also holds the right to seek a refund of the payment released during milestone 1 and milestone 2 if the tenderer fails to execute the program as per the agreed timelines.
- 4.8.3 In case of any failure to deliver the reporting requirements as per the agreed timelines, Palladium has the right to withhold the release of milestone-based payments.
- 4.8.4 If it is found that the delivery was not satisfactory and did not meet the agreed deliverables, Palladium has the right to hold a joint review with Selected Tenderer to decide on the financial and non-financial implications. Subcontractor will be expected to support the review meeting with fact sheets, documents and survey responses as required by Palladium.
- 4.8.5 The above clauses (4.5.1, 4.5.2 and 4.5.3) will not be applicable in case of force majeure (for example, natural disaster, act of war or terrorism, riot, labor condition, governmental action, and global disturbances)

4.9 Responsibilities of the Company (Palladium)

- 4.9.1 Palladium will provide the list of participants
- 4.9.2 Palladium will book participants' flight tickets to and from Australia and provide their flight details
- 4.9.3 Palladium shall support the tenderer with templates for monitoring and evaluation component
- 4.9.4 Palladium shall provide communication guidelines to the tenderer for branding and external communication purposes
- 4.9.5 Palladium will ensure that any communication from DFAT that affects the tenderer or, or the implementation of this training is timely communicated to the tenderer
- 4.9.6 Travel insurance cost will be reimbursed to participants by Palladium. Selected Tenderer will arrange health insurance coverage for all participants during their stay in Australia.

4 Annexures

Annex 1: Detailed Content Delivery Outline

(a) Design the activity to enable the achievement of the expected learning outcomes. Consideration should be given to proposed topics to be covered during the study tour, and how the Tenderer intends to facilitate participant learning through the masterclass and site visit-based sessions with well-informed presenters, networking engagements, industry interactions and opportunity to leverage the APAC Hydrogen Summit, use of case studies and application of adult learning principles. Below pointers could be highlighted in response:

- **Pre- study & networking tour engagement mechanisms**
- **Content delivery during the study tour**
Brief description on what content is going to be delivered during the study tour, content delivery pedagogy and how will it address the learning outcomes.
- **Networking event**
Format and impact of the networking event organised by the Tenderer.
- **Duration**
5 days
- **Participants**
15 participants (We understand that in case of additional participants the reimbursable is likely to go up, hence the reimbursable cost of up to 3 additional participants may be budgeted for in a separate reimbursable line item or in contingency)
- **Regional context**
Describe the nature of any new or existing partnerships with South Asia institutions

GEDSI and ESG

Describe how ESG and GEDSI will be made a core component during the training delivery and the course content.

- **Session wise, day wise plan**
Please outline session themes and learning objectives planned to be covered. Tenderers are encouraged to share an indicative day wise plan including full list of organisations, stakeholders with designations. A final study & networking tour itinerary with confirmed meeting schedules to be provided two weeks prior to commencement of the tour
- **Site visits during the study tour**
Include a list of proposed site visits and rationale

(b) Incorporate national and/or international guest speakers of relevance into the activity

- Indicative guest speakers if any for delivery of specialised technical topics - please provide a pen profile of proposed speakers invited for specific sessions

(c) Monitor and evaluate progress towards, and achievement of, individual participant learning outcomes, as well as the overall progress and success of the activity against its outcomes and objectives

(d) Identify key risks and/or challenges in the design and delivery of the activity and how those will be managed

Annex 2: Curricula Vitae for at least two members (maximum up to five)

CVs for at least two proposed team members, up to a maximum of five CVs of no more than three A4 pages per CV. CVs must be submitted as per the below template:

Nominated Position Title	Insert Position Title
Name	Insert Name Surname
Current Country of Residence	Insert Country

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Relevant Employment History	Position Title Organisation Name Period of Employment
Academic Qualifications	Academic qualification Educational Institution Year obtained
Languages known	Insert language
Relevant Professional Qualifications	Insert as required
Applicant Name and Date	_____ Applicant Name and Date

- CVs must be signed and dated by the proposed team member and must include the following certification:
 - “I, **[insert name]**, declare that:
 - (a) The information provided in this CV is accurate and hereby authorise Palladium to make whatsoever inquiries it may consider reasonable and necessary to undertake during the Tender assessment in relation to the information I have provided in this CV or any other matter which may relate to my suitability for the position for which I have been nominated; and
 - (b) I am available to participate in The Project in the role in which I have been nominated in the tender for the period or periods indicated in the Tender”.
- Tenderers are reminded of their duty to ensure that all personnel nominated are available to commence duties as required in the Tender documents.
- Tenderers must nominate at least two referees (for each CV) who can provide an objective assessment of the quality of relevant and recent work performed by the proposed team /team member.
- Tenderers must ensure that nominated referees do not have an actual or potential conflict of interest when acting as a referee. Tenderers must ensure that referees:
 - (a) are not an employee of, or the holder of a current executive office (or similar position) within the organisation of, or do not have a business in association with, the Tenderer or a subsidiary organisation of the Tenderer
 - (b) are not included in the Tender as proposed team members, and
 - (c) are not Palladium or DFAT employees currently involved in the delivery of the SARIC training program.
- Tenderers must ensure that nominated referees:
 - (a) are available to be contacted during the evaluation period and
 - (b) are able to provide comments in English.
- Palladium reserves the right to check with nominated referees and with other persons as Palladium chooses, the accuracy of the information and quality of work performed.

In making its final assessment, the TAP or Palladium may have regard to other factors relevant to the suitability, capacity and qualifications of a Tenderer including but not limited to:

- (a) the Tenderer's ability to comply with the Contract Conditions
- (b) the Tenderer's past performance on any non-DFAT project or activity
- (c) the past performance of the Personnel nominated by the Tenderer on any previous DFAT or non-DFAT project or activity
- (d) information obtained from any source which is relevant to the capacity of the Tenderer to perform the Contract and achieve the Project goals and objectives. Such information may be the result of inquiries made by Palladium, and
- (e) the Tenderer's demonstrated understanding of the cultural environment of The Project. Factors relevant

to the final assessment are not allocated any specific weighting.

Annex 3: Letters of Association and other details of proposed subcontractors for pastoral care and logistics services (where required)

The Tenderer is required to provide details of the organisations who will be subcontracted by the Tenderer for pastoral care and logistic services, if any, where these are reasonably known at the time of Tender and who have made known their willingness to be involved with the activity, limited to a single A4 page per organisation.

Annex 4: Pastoral Care Plan Template

Pastoral Care Plan up to a maximum of three A4 pages which conforms to the format provided below:

Institutional Welfare Contacts

Contact Details	
Name and contact details of institutional contact: Name and contact details for 24/7 contact: Arrangements in place to deal with out-of-hours emergency calls: Mechanisms by which participants will be advised of these contact details:	

Accommodation

For the study tour duration, where will the participants stay?

- Single room
- Self-catering or communal kitchens
- Distance from course delivery location

Airport (Travel to/from course location)

- Distance of training facilities from the closest airport
- Visa documentation from the Tenderer

Study tour related travel

- How will participants travel from accommodation to study & networking tour meetings?
- Elements of the course that may require other transport i.e., long journey

Catering

Clear explanation of which meals are and are not provided

Translation service

The provision of English translation to local language if required by the participants in some cases.

Annex 5: Maximum of one page on risk management (including experience in past projects) for each of the below points:

- a) Accommodation and meal services during a short-term training program targeting professionals
- b) Short term training program with a focus on GEDSI and equitable participation of people from diverse background and people with disabilities; and
- a) Institution protocol that is to be followed for managing a range of critical incidents, including covid exigencies, cancellation of meetings, absenteeism etc.