

# SCHEDULE 1 –Statement of Requirements

This Statement of Requirements describes the Delivery Partners' responsibilities in the implementation of this Contract.

## 1. Background

- 1.1 DFAT is seeking the services of a Delivery Partner to support the delivery of the **IPEF Fund for Technical Assistance and Economic Cooperation (IFTAEC)**, 2024-2027.
- 1.2 IFTAEC is designed to contribute to the implementation of the **Indo-Pacific Economic Framework for Prosperity (IPEF)**, which brings together a diverse range of Indo-Pacific countries around a set of rules for economic governance. Once finalised, IPEF will be a framework of high standards and ambitious cooperative frameworks under four 'pillars': Trade, Supply Chains, Clean Economy and Fair Economy.
- 1.3 The \$25 million<sup>1</sup>, four-year IFTAEC investment will support IPEF implementation by funding technical assistance and capacity building projects to assist developing IPEF countries ('Beneficiary Countries')<sup>2</sup> to implement IPEF standards and frameworks. IFTAEC projects shall be designed and implemented by DFAT, other Australian public service (APS) agencies, and non-government and international partners. IFTAEC projects will be demand-driven, align with IPEF and Australian International Development Policy priorities, and target ODA-eligible IPEF members.
- 1.4 IFTAEC projects shall be implemented across the IPEF technical agenda:
- **Trade:** Trade-related standards are aligned to support a more inclusive and better integrated Indo-Pacific region.
  - **Supply Chains:** Cooperation to strengthen supply chain resilience is enhanced.
  - **Clean Economy:** Initiatives to accelerate clean economy transition and investment are adopted and progressively implemented.
  - **Fair Economy:** Anti-corruption and tax administration standards are aligned to improve governance and transparency in the Indo-Pacific region.
- 1.5 IFTAEC shall deliver '**Flagship**' and '**Tactical**' projects. Flagship projects are typically multi-year and address strategic issues that span multiple IPEF pillars and countries. Tactical projects are shorter term and designed to deliver targeted and/or immediate capacity building needs.
- 1.6 IFTAEC project proposals may be generated and developed externally (outside DFAT) and internally (within DFAT). External projects proposals will typically originate from Australian Government agencies or international development partners. Flagship and Tactical project proposals shall be assessed against criteria including Australia's technical capability to support, a gap analysis to ensure non-duplication, and criteria aligned with Australia's International Development Policy on gender equality, disability inclusion and climate change (see Table 1 below).

**Table 1**

Flagship Projects	Tactical Projects
<ul style="list-style-type: none"> <li>• Up to \$3m</li> <li>• IPEF nexus</li> <li>• Political economy analysis</li> <li>• Sustainability and Gap analysis</li> <li>• Gender Equality, Disability and Inclusion Analysis</li> <li>• Climate Change</li> <li>• Monitoring and Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• \$1m+</li> <li>• IPEF nexus</li> <li>• Gender Equality, Disability and Social Inclusion Analysis</li> <li>• Climate Change</li> <li>• Monitoring and Evaluation</li> </ul>

<sup>1</sup> The Delivery Partner budget is \$3,952,480 (GST exclusive).

<sup>2</sup> Fiji, India, Indonesia, Malaysia, the Philippines, Thailand and Vietnam

- 1.7 IFTAEC's four-year timeline accommodates implementation of seven Flagship and 12 Tactical projects, with a 60/40 funding split between Flagship and Tactical projects respectively. To ensure a balance of projects across the IPEF Pillars, 15% of project funding will be allocated to each of the four IPEF pillars, with the remaining 40% contestable across all pillars. 'Early harvest' projects for FY23/24 are already in train.
- 1.8 The Delivery Partner will be remunerated at an agreed rate, to cover duties outlined in this Statement of Requirements. Proposals should specify the Delivery Partner's costs for its core team, overheads (such as office space, equipment and related overheads, including travel where necessary), the IFTAEC Technical Advisors Pool (ITAP), and a management fee.

## 2. End of Program Outcomes (EPOs)

- 2.1 The goal of IFTAEC is to contribute to implementation of IPEF standards and cooperative frameworks for more inclusive and resilient economic growth in the Indo-Pacific Region. Its objective is for Australia to partner with ODA-eligible IPEF countries to build their capacity across all IPEF pillars – Trade, Supply Chains, Clean Economy and Fair Economy – in a cooperative, inclusive, resilient, and country-driven approach.
- i. **End of Program Outcome 1:** IPEF Beneficiary Countries have enhanced capacity to translate commitments into domestic law, implement new laws, engage industry and participate in uptake of international standards.
  - ii. **End of Program Outcome 2:** Australia and IPEF Beneficiary Countries are cooperating effectively on IPEF standards and frameworks, that are gender and disability inclusive, and build climate-change resilience, driven by country counterparts.

## 3. Australian Development Priorities

- 3.1 The Australian Government's development priorities are set out in [\*Australia's International Development Policy: for a peaceful, stable and prosperous Indo-Pacific\*](#). The Delivery Partner will actively consider and identify approaches throughout the program lifecycle to ensure IFTAEC is effective and responsive to priorities, including by:
- (i) building genuine and respectful partnerships;
  - (ii) seeking opportunities to embed the perspectives of First Nations Australians in programming;
  - (iii) supporting all people to fulfil their potential, including by promoting gender equality and disability equity and rights;
  - (iv) strengthening the identification and management of climate risks in programming;
  - (v) supporting local leadership and local actors; and
  - (vi) ensuring appropriate safeguards are in place, including around child protection and prevention of sexual exploitation, abuse and harassment.
- 3.2 The Delivery Partner will support active and meaningful participation of women, people with disabilities, indigenous peoples, and other marginalised groups, as well as the organisations that support them, within program planning, delivery, review, and adaptation processes.
- 3.3 If required, the Delivery Partner will recruit and subcontract such that its program personnel and program sub-contractors are consistent with, and advocate for, the EOIO and Australian development priorities.
- 3.4 The Delivery Partner will ensure the principles of 'nothing about us without us', 'no one left behind', and 'do no harm' are integrated within program approaches.

### *Gender Equality and Social Inclusion*

- 3.5 Gender equality, disability and social inclusion (GEDSI) shall be embedded into all IFTAEC projects, reflecting IPEF's emphasis on inclusivity (with specific provisions in Pillar 1), and in alignment with the Australian International Development policy. A specific objective for mainstreaming gender equality and disability inclusion has been identified for each IPEF Pillar and translated into the IFTAEC Program Logic.
- 3.6 A Gender Equality, Disability and Social Inclusion Assessment has been undertaken as part of the IFTAEC investment design process, to identify critical change space, or leverage points for mainstreaming under each IPEF pillar. The Assessment has informed the development of gender equality and disability inclusion objectives for IFTAEC, as well as specific criteria to be used during the project development process, including individual GEDSI analyses for Flagship projects by the Delivery Partner.
- 3.7 Based on the Assessment, the Delivery Partner will develop a detailed GEDSI Strategy to both inform and be informed by Flagship project development, as well as the full IPEF text available at that time. The GEDSI Strategy will detail how the program will operationally mainstream gender and disability inclusion in the day-to-day management of IFTAEC – internally and with stakeholders/through projects/activities. The Strategy shall be reviewed each year of the program.
- 3.8 In line with DFAT's good practice, gender equality, disability and social inclusion (GEDSI) approaches in targeted reforms ([Gender equality | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)), Do No Harm and gender and social inclusion mainstreaming will be applied in all partnerships. The need for improved data on gender, disability and youth outcomes will also be integrated into all monitoring and evaluation framework design and products, including through disaggregated data wherever possible.

### *Climate Change*

- 3.9 IFTAEC will support the region's clean economy transition by implementing activities in agreed areas of cooperation and frameworks under IPEF's Pillar III (Clean Economy). IFTAEC shall support Beneficiary Countries across sustainable finance, promoting trade and investment in low carbon technologies, emission reduction initiatives in targeted sectors, and climate resilience of critical industries and supply chains. DFAT expects that a number of IFTAEC projects will leverage Australia's core capabilities in the clean economy sector, by operationalising the topics and areas of cooperation identified and agreed to by IPEF parties in Pillar III.
- 3.10 Climate change analysis is embedded into the investment criteria for IFTAEC's Flagship projects, and risks associated with climate change and disasters are captured and monitored in the IFTAEC risk register. The Delivery Partner shall develop a Climate Change Integration Strategy on how the program will operationally integrate climate change operational activities, establish appropriate program performance indicators, and monitor and report requirements.

### *Localisation*

- 3.11 IFTAEC project development shall promote localisation and support influence and participation by government and non-government IFTAEC partners in program decision-making. The Delivery Partner shall develop a Localisation and Sustainability Strategy to ensure IFTAEC projects reflect demand from IPEF beneficiary countries, are aligned with national priorities, and are designed to maintain impact beyond IFTAEC support. The Strategy shall focus on the project design process, especially Flagship projects and their longer-term objectives.
- 3.12 Should the Delivery Partner be required to procure technical assistance and other advisory services throughout program delivery, it should first explore available expertise to provide the services and, where required, twin these with international expertise for professional development.

### *Child Protection and Safeguarding*

- 3.13 The Delivery Partner will assist DFAT to ensure that robust risk assessments, including mitigations, are undertaken for any activities that may involve contact with children. With reference to DFAT's Child Protection Policy and minimum standards, these risk assessments will seek to ensure that appropriate safeguards are in place to protect children from potential harm.
- 3.14 The Delivery Partner will assist DFAT to ensure full compliance with DFAT's Prevention of Sexual Exploitation, Abuse and Harassment Policy, with application to staff, partners and activity design itself. This will include a comprehensive due diligence assessment, training, monitoring, and well published incident reporting protocols.
- 3.15 The Delivery Partner will assist DFAT to support program partners to strengthen their safeguards policies, protocols, and processes, including through training and monitoring on child protection, preventing sexual exploitation, abuse, and harassment, and do no harm approaches.
- 3.16 The Delivery Partner will ensure that project designs consider the potential effects of program activities on children, including girls, boys, children with disabilities, indigenous children, and children with diverse sexual orientations and gender identities.

### *Australian Indigenous Engagement*

- 3.17 The Delivery Partner will ensure any First Nations Participation Plan prioritises the engagement and empowerment of First Nations Australian businesses throughout the duration of the Contract. The plan must outline specific, measurable deliverables and targets related to workforce employment and supply chain inclusion. It should also detail the strategies and actions the Delivery Partner will take to achieve these objectives, ensuring that First Nations businesses (through Indigenous Procurement Process) are actively considered and integrated into the project's operations.

## 4. Role of the Parties

- 4.1 The role of DFAT is to:
- (i) set Australian development policy in which this Contract operates.
  - (ii) manage the relationships with government counterparts which may be affected by the Services in this Contract.
  - (iii) manage the performance of the Delivery Partner in delivering this Contract.
- 4.2 DFAT's **IPEF Coordination and Strategy Section (ISC)** will carry primary responsibility for the delivery of IFTAEC. DFAT shall be responsible for core program strategy and delivery, including reviewing project proposals against evaluation criteria, ensuring compliance with DFAT's ODA and procurement policies and processes, and coordinating program-level evaluation and performance reporting.
- 4.3 The role of the Delivery Partner is to deliver the Services as specified in the Contract:
- (i) lead IFTAEC **monitoring, evaluation and learning (MEL)** activities, including reviewing the preliminary MEL framework, preparing a MEL Plan and other MEL tools as necessary;
  - (ii) provide expertise and guidance on **gender equality, disability and social inclusion**, to embed these issues at program- and project-level;
  - (iii) mobilise the **IFTAEC Technical Advisor Pool (ITAP)** for technical and policy support across the IPEF pillars, and mobilise additional expertise as directed by DFAT;
  - (iv) review **project proposals and support Flagship project design** as directed by DFAT (directly and utilising the ITAP);
  - (v) support DFAT's **management of risk/safeguards**, including risk reporting, risk assessment of projects and updating of the IFTAEC Risk Register;

- (vi) support **administrative, governance and process matters** during periods of high activity; and
- (vii) develop **key documents and strategies** (see Reports section below), including proposal and reporting templates.

4.4 The Delivery Partner will report directly to DFAT on the Contract. The Delivery Partner is responsible for the day-to-day management and implementation of the Contract and will do this in an economical, efficient, effective and ethical manner to achieve the Contract’s end of program outcomes.

4.5 The Delivery Partner will provide all personnel, resources and management services to undertake the planning, coordination, management, monitoring and evaluation, liaison, consultation, subcontracting and administration necessary to achieve the Contract’s EOPOs.

4.6 The Delivery Partner will comply with DFAT policies and reporting requirements in delivering the Contract. This includes, but is not limited to:

- (i) Delivering the Services and Contract in a manner that supports and advocates Australia’s development outcomes / priorities; and
- (ii) Managing risk, keeping DFAT regularly informed of emerging risks and risk escalation, as well as managing delivery of mitigation measures to reduce risks.

4.7 The table below sets out the expected division of labour between DFAT and the Delivery Partner.

Table 2: DFAT and Delivery Partner Division of Labour

DFAT (ISC)	Delivery Partner
<ul style="list-style-type: none"> <li>• Activity design and decision-making (on themes and projects)</li> <li>• Contracting and disbursement of funds</li> <li>• Procurement processes (with support from Delivery Partner as required)</li> <li>• DFAT internal and external reporting on IFTAEC implementation</li> <li>• Coordination with DFAT Posts and APS partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead monitoring, evaluation and learning functions of IFTAEC.</li> <li>• Provide GEDSI and climate change expertise, analysis and oversight.</li> <li>• Support risk/safeguard management.</li> <li>• Mobilise the ITAP and additional policy/technical expertise as needed.</li> <li>• Review project proposals and support Flagship and Tactical project design.</li> <li>• Develop strategies and key documents.</li> <li>• Undertake Thematic Demand Mapping for Flagship projects.</li> </ul>

***IFTAEC Technical Advisors Pool (ITAP)***

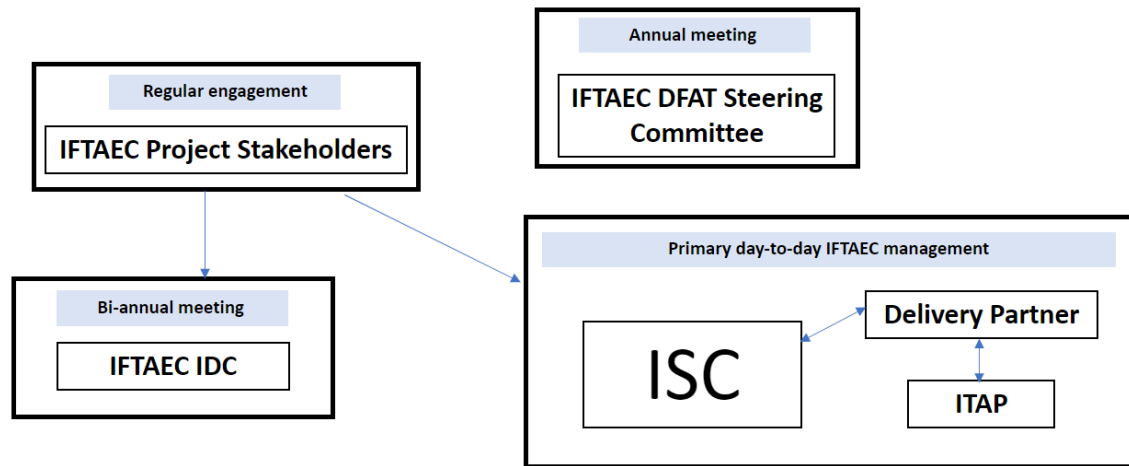
4.8 The ITAP will comprise capability for each IPEF pillar and a budget for engagement of additional technical expertise as needed, including specialist knowledge on climate change, gender equity, disability and social inclusion. The ITAP will provide targeted policy support as needed; review Flagship project proposals; support evaluation of projects in the context of Intermediate and End-of-Program Outcomes; and engage in an initial Thematic Demand Mapping exercise to identify priority themes for IFTAEC Flagship projects across the four pillars of IPEF.

***Governance Arrangements***

4.9 IFTAEC is managed by the **IPEF Coordination and Strategy Unit (ISC)** in DFAT’s Indo-Pacific Economic and Supply Chain Branch (IEB). DFAT will retain all decision-making for programs and strategy, procurement and contracting, and internal and external reporting. IFTAEC’s **governance structure** comprises an **IFTAEC Steering Committee** (chaired by a DFAT Assistant Secretary) that will approve the annual IFTAEC project workplan, Flagship project proposals, and any adjustments to Flagship and

Tactical project targets; a **six-monthly Inter-departmental Committee (IDC)** meeting to engage whole of government partners on IFTAEC workplan progress; and **six-monthly 'Reflection' exercises** that will review program-level progress and achievements, risks and changes to country context or priorities, in consultation with relevant DFAT posts as necessary.

Figure 1: IFTAEC governance structure



### Monitoring and Evaluation

4.10 The Delivery Partner shall lead monitoring, evaluation and learning (MEL) activities for IFTAEC, including the finalisation of the MEL Framework, based on the program logic and provisional Framework developed as part of the IFTAEC investment design process. The Delivery Partner and DFAT will review the provisional indicators in the existing Framework and undertake updates and/or revisions based on full IPEF text available at that time. The Delivery Partner shall also develop a MEL strategy, plan, tools and definitions to ensure accountability of the IFTAEC program against program logic, and assist DFAT to evaluate and report on the IFTAEC program performance on an annual basis.

### Thematic Demand Mapping

4.11 The Delivery Partner, utilising the ITAP, shall undertake a rapid analysis of IPEF standards and cooperative frameworks under each IPEF Pillar, within four months of the Delivery Partner onboarding. The mapping exercise shall aim to identify potential Flagship project themes by determining (i) Australian expertise/capability/interest and (ii) Beneficiary Country demand. The mapping exercise may occur progressively across the four IPEF pillars, subject to DFAT requirements.

## 5. Reports

5.1 The Delivery Partner must provide DFAT with reports by the dates as set out in Contract schedules. The format and content of each report should be discussed with DFAT prior to drafting and submission. Dates and reports may change with written agreement by DFAT and the Delivery Partner.

5.2 All reports must:

1. comply with DFAT's Monitoring and Evaluation Standards;
2. be accurate and not misleading in any respect;
3. comply with DFAT's Guidelines for Preparing Accessible Content
4. be prepared in accordance with directions provided by DFAT;
5. be provided at the time specified in the Contract or as agreed in writing with DFAT; and
6. be provided in both an appropriate editable and locked version such as in Microsoft Word and PDF, unless otherwise approved or requested by DFAT.

- 5.3 DFAT may withhold payment of Fees for any report which does not, in the opinion of DFAT, meet the requirements or standards outlined in the Contract until the Delivery Partner rectifies the report. DFAT may reduce payment of Fees for any report which materially does not, in the opinion of DFAT, meet the requirements or standards outlined in the Contract, or for repeated report submissions that, in the opinion of DFAT, do not meet the requirements or standards outlined in the Contract.
- 5.4 DFAT acceptance of a report does not constitute agreement as to information the Delivery Partner has proposed as confidential. DFAT will make a determination as to what is and is not confidential at the point in time that a report or other information will be used for a purpose such as publishing or in a procurement process.
- 5.5 The final list of reports will be agreed and adjusted as required between DFAT and the Delivery Partner.

Table 3: Reports

Deliverable	Due	Milestone
<b>Inception Phase</b>		
Inception Report	Within 4 weeks of contract commencement	N
<b>Implementation Phase</b>		
Updated MEL Framework, MEL Plan and project templates	Within 3 months of contract commencement	Y
Thematic Demand Mapping for Flagship projects	Within 4 months of contract commencement	N
Gender Equality, Disability and Social Inclusion (GEDSI) Strategy Climate Change Integration Strategy Localisation and Sustainability Strategy Communications and Public Affairs Strategy	Within 6 months of contract commencement	Y
Review and update of GEDSI Strategy	Annually	N
Annual Workplan and Budget In consultation with DFAT, the Delivery Partner shall prepare a draft Annual Workplan in, to include a Handover Plan* and IFTAEC budget summary as annexes. The Workplan shall be approved by AS/IEB at the annual IFTAEC Steering Committee meeting in June. *The <u>Handover Plan</u> shall be updated by the Delivery Partner as required by DFAT in the final 12 months of the contract term.	By 1 May annually	Y
Progress Report The Delivery Partner shall prepare a regular progress report on operational and strategic issues to inform the six-monthly Reflection exercises. The Report shall include but not be limited to:	Six-monthly (timing TBC)	Y

<ul style="list-style-type: none"> <li>• a review of progress towards IFTAEC Intermediate and End-of-Program outcomes, based on results and outcomes from projects under implementation or completed in the preceding six months;</li> <li>• update on project and funding targets;</li> <li>• an updated project pipeline spreadsheet, including available funds;</li> <li>• an update on mobilisation of the ITAP;</li> <li>• a review of the risk register and the risk outlook in the IPEF region;</li> <li>• an update on the Delivery Partner's budget.</li> </ul>		
<b>Final Handover Plan</b>	<b>6 months before program end date</b>	<b>N</b>
<b>End of Program Review Report</b> The report will review and assess the Program's impact across the four-year term, including impact, achievements and lessons learned.	<b>Four weeks before program end date</b>	<b>Y</b>

5.6 The Delivery Partner must attend the following meetings with DFAT during the Term of the Contract, noting the schedule will be reviewed on the onboarding of the Delivery Partner, and may be amended with the agreement of DFAT.

Table 4: Meetings

<b>Meeting</b>	<b>Location</b>	<b>Indicative Timing</b>
<b>Mobilisation meeting</b>	DFAT Remote as required	Within one week of contract start date
<b>Strategy meeting with Team Leader and the ISC team, including updates on implementation progress and risks</b>	DFAT Remote as required	<b>Weekly</b> following Mobilisation meeting, or as otherwise agreed
<b>Reflection Exercises</b>	TBC Remote as required	<b>Six-monthly</b> (timing TBC)
<b>IFTAEC Inter-Departmental Committee Meetings</b>	DFAT Remote as required	<b>Six-monthly</b> (January and July)
<b>Partner Performance Assessment (PPA) meetings and related meetings</b>	DFAT Remote as required	<b>Six monthly</b> discussions, or as otherwise required
<b>IFTAEC Steering Committee Meetings</b>	DFAT Remote as required	<b>Annually</b> (June)



## 6. Contract Phases

### *Inception Phase*

- 6.2 There will be an Inception Phase from the date of contract commencement in November 2024 to January 2025. From commencement to 31 January 2025, the Delivery Partner will be responsible for:
- (i) Familiarising itself with the IFTAEC investment, current activities and working relationships;
  - (ii) Developing an Inception Report to be submitted within 4 weeks of the commencement of the Inception Phase; and
  - (iii) Establishing administrative systems, procedures and reporting for the program, as necessary.

### *Implementation Phase*

- 6.3 There will be a 29-month Implementation Phase from 1 February 2025 to 30 June 2027. From 1 February 2025, the Delivery Partner will be responsible for meeting the reporting and other requirements as set out in Tables 3 and 4 above.

## 7. The Delivery Partner's operations

### *Personnel and Subcontractors*

- 7.1 The Delivery Partner's core team would indicatively include the following personnel, noting that bidders are free to propose the most effective and efficient configuration of staff:
- **Team Leader:** oversee Delivery Partner staff and the ITAP, provide strategic advice and support to DFAT's implementation of IFTAEC, ensure overall quality and timeliness of deliverables, support for project/proposal development and implementation partner procurement/support as required, ideally with experience in GEDSI and/or trade/economic matters.
  - **MEL Capability:** provide project and program-level monitoring, evaluation and learning oversight for IFTAEC, including periodic program and project reviews and reports, support for project development as required.
  - **GEDSI capability:** project and program-level Gender Equity, Disability and Social Inclusion oversight for IFTAEC.
- 7.2 In recruiting all personnel, the Delivery Partner must:
- model inclusive practice and mobilise a diverse team;
  - ensure that all selected personnel undergo appropriate security, health, and referee checks, including police checks prior to commencement; and
  - ensure that all recruitment process of personnel take into consideration GEDSI principles, including appropriate gender representation in the interview panel.
- 7.3 The Delivery Partner will ensure all personnel are performance managed and under performance is brought to DFAT's attention. This includes being assigned specific Key Performance Indicators, having appropriate probation periods, having regular performance appraisals, and being subject to appropriate remedies and support for any identified performance issues. Documented performance appraisals with all long-term Personnel will be conducted by the Delivery Partner at least six monthly. The Delivery Partner shall ensure all personnel are:
- are engaged in accordance with market remuneration rates;
  - behave ethically and appropriately at all times consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual; and
  - comply with, and advocate for, DFAT's policies on cross-cutting issues, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguards.

- 7.4 DFAT reserves the right to have inputs into, and be part of, the recruitment and replacement process of core team personnel.

#### *Delivery Partner's Management of the IFTAEC Technical Advisors Pool (ITAP)*

- 7.5 The ITAP shall be engaged by and facilitated through the Delivery Partner. The ITAP will comprise a 'core' panel consisting of up to four experts with coverage across all IPEF pillars and a budget for engagement of additional expertise as needed, including specialist knowledge on climate change, gender equity, disability and social inclusion. The ITAP will provide technical backstop support at the request of DFAT for Flagship project proposals, input into project design, assess outputs from project implementation, and provide technical support to the Delivery Partner's MEL functions. Technical support will often be time-critical, such that IFTAEC will rely on the Delivery Partner to facilitate timely and seamless access to technical expertise through the ITAP.

#### *Office*

- 7.6 The Delivery Partner will provide office space and equipment for the core team, which may be in the Delivery Partner's ordinary place of business, or remotely (as circumstances may require). Proximity or ease of access to DFAT in Canberra would be an advantage, but is not strictly necessary.

## 8. Procurement and Grants Management

- 8.1 A significant portion of IFTAEC's budget is expected to be expended on APS agency-implemented activities. These are likely to be funded through existing Records of Understanding, which streamline the processes for engagement and disbursement of funds by DFAT. Flagship and Tactical projects may also be funded through a contracting arrangement between DFAT and a selected implementing partner. DFAT will implement procurement in line with the DFAT Procurement Policy. However, DFAT may also choose to run procurement processes through the Delivery Partner, and the Delivery Partner would either act as the procurement manager for DFAT (with contracting still directly between DFAT and the implementing partner) or seek the Delivery Partner to procure and sub-contract an implementing partner.
- 8.2 Procurements and expenditure undertaken by the Delivery Partner should comply with the principles of the Australian Government's Commonwealth Procurement Rules. In consultation with DFAT, the Delivery Partner will negotiate new agreements with organisations, including on objectives, activities, and target locations for activities.

## 9. Program monitoring, evaluation, and learning

- 9.1 The approach to Monitoring, Evaluation, and Learning (MEL) will align with DFAT's MEL standards.
- 9.2 The MEL system will also be consistent with the Donor Committee on Enterprise Development Standard for Results Measurement in Private Sector Development, where relevant.
- 9.3 The Delivery Partner must ensure the MEL system is designed to feed into decision making for the Annual Plan and inform ongoing management of the investment.
- 9.4 The Delivery Partner is required to participate in any independent external reviews commissioned by DFAT, including providing relevant and necessary information about the Program.
- 9.5 The Delivery Partner will be assessed annually in a DFAT the Partner Performance Assessment (PPA), or its successor equivalent.
- 9.6 DFAT will use its own resources, assisted by independent advisors as needed, to maintain oversight of the activities of the Delivery Partner. In addition to regular program management activities, two (2) evaluative reviews are likely to occur as follows:

#### *Investment Monitoring Reports (IMRs)*

- 9.7 IMRs assess how aid investments have performed against six aid quality criteria. Information from IMRs is primarily used for DFAT investment management and decision-making and is gathered from

implementing partner reporting, monitoring visits, reviews, and evaluations. An IMR process assesses the performance of an investment over the previous 12 months.

- 9.8 If requested, the Delivery Partner will support DFAT to draft IMRs for IFTAEC in March of each year.

#### *Final IMR*

- 9.9 The Final IMR (FIMR) is completed for investments that have ended. A FIMR evaluates the performance of an investment over its lifetime against planned outcomes, not only in the preceding 12-month period. In the final year of an investment, a FIMR is conducted instead of an IMR.
- 9.10 If requested, the Delivery Partner will support DFAT draft the FIMR for the IFTAEC program in the final year of the Contract.

#### *End of Program Review*

- 9.11 An End-of-Program Review (EPR) will be commissioned by DFAT in the last year of program's implementation to document the evolution of the program's objectives and assess their achievements. The review will also synthesise lessons learned from the IFTAEC to feed into any future aligned investments.
- 9.12 The Delivery Partner is expected to cooperate with, assist and help to facilitate this review, as directed by DFAT.

#### *Ad Hoc Reviews*

- 9.13 The Delivery Partner must cooperate with, assist, and help to facilitate these and any other reviews as directed by DFAT.

## 10. Profile and public diplomacy

- 10.1 Ensuring that IFTAEC makes a strong contribution to Australia's public diplomacy efforts in the Indo-Pacific region is a priority for DFAT. The Delivery Partner will develop a Communications Strategy that identifies substantial, creative, and well-targeted communications and marketing opportunities to profile the program, within the first six months of onboarding.
- 10.2 The Delivery Partner must ensure that any sub-contractors for any physical merchandise procured promote decent work and ensure expenditure on merchandise considers cost consciousness.
- 10.3 IFTAEC will enhance the visibility of the Australian Government's economic partnership investments in the Indo-Pacific. The Delivery Partner must ensure Australia's partnership with businesses and partners, including partner governments, is emphasised in all communications, activities and reports. The Delivery Partner shall confirm branding protocols in the Communications Strategy, as directed by DFAT.

## 11. Performance

- 11.1 The Delivery Partner will cooperate with DFAT's evaluations of IFTAEC, including but not limited to Partner Performance Assessments (PPAs).

#### *Partner Performance Assessment*

- 11.2 The PPA assesses the performance of the Delivery Partner. The objective of the PPA is to support achievement of the EOIOs, support continuous improvement and manage underperformance.
- 11.3 The Delivery Partner will provide a self-assessment of its performance against PPA criteria and against the Delivery Partner performance criteria to be by the Delivery Partner and DFAT for the purposes of the PPA. DFAT and the Delivery Partner will compare and discuss the results of DFAT's assessment and the Delivery Partner's self-assessment to align expectations, identify areas of good performance or opportunities to improve performance, and agree actions.

- 11.4 This discussion will take place no later than fourteen (14) days of the Delivery Partner receiving the draft PPA report from DFAT. Subsequent to this discussion, DFAT will inform the Delivery Partner of its assessment. The Delivery Partner will have the opportunity to place its response on record within twenty-eight (28) days.

*PERFORMS*

- 11.5 The Delivery Partner is to provide IFTAEC specific data into PERFORMS, DFAT's on-line contractor reporting portal as requested (refer to Clause 40: Personnel Information of Contract Conditions). The Delivery Partner is to also provide program specific content for other documents as requested by DFAT.