

Part B

Specifications – Good and/or services

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1 Introduction

1.1 Purpose

The purpose of this procurement is to identify a suitable Learning Service Provider to design and deliver an approved professional development program for a group of identified Philippine mid-career journalists to learn about Australian public policy. The purpose being to build linkages and undertake cultural activities to deepen the participants' understanding of life in Australia.

The Australia-Philippines Media Visit (Benchmarking Study) must comply with the objectives, scope of services, deliverables and requirements of the Government of Australia's AAAEP-P outlined in the Terms of Reference for this assignment.

The group will visit a range of Australian government agencies, media organisations, academic institutions, think-tanks and cultural institutions in up to four Australian cities. The visit will be of 8 days duration commencing in the first week of February 2020.

1.2 Background

Coffey is contracted by the Department of Foreign Affairs and Trade (DFAT) to manage the Australia Awards and Alumni Engagement Philippines-Program (AAAEP-P).

The Australia Awards and Alumni Engagement Program Philippines (AAAEP-P) is a four-year program of the Australian Government that aims to support the Philippines in its effort to progress its development goals and have positive relationships with Australia that advance mutual interests. It builds on existing Australian investments in the Philippines and the gains of the Philippines-Australia Human Resource and Organisational Development Facility to deepen engagement in priority areas, broaden results, strengthen alumni links and contribute to Australia's integrated approach to development, especially its economic and public diplomacy objectives.

AAAEP-P is a high-value investment for the Department of Foreign Affairs and Trade (DFAT) and important for government-to-government relationships. To ensure the achievement of its goals, and to make sure that its committed development results remain relevant, sustainable and delivered as planned, and that operations are managed effectively and efficiently, AAAEP-P has developed a results-based implementation strategy anchored on the AAAEP-P Program Logic and which ensures that all tools are designed and implemented to deliver end-of-program outcomes.

2 Scope and Context

2.1 Scope

Australia supports media freedom under the Philippines-Australian Citizens Empowerment investment. Building on that support, this Terms of Reference is directed at engaging a Learning Service Provider to manage a benchmarking study to support the professional development of a group of mid-career Philippine journalists. Learning Service Providers are organisations that provide education, training or professional development services. It will improve understanding in the Philippines of Australia's politics, society, values and other attributes. Cognisant of the important role of the media in the Philippines, the visit will encourage linkages with Australian media and academic institutions.

The benchmarking study will be comprised of a group of up to 8 journalists from across the Philippines media spectrum. The group will visit a range of Australian government agencies, media organisations, academic institutions, think tanks and cultural institutions.

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Prospective tenderers should refer to the Standards for Delivering AAAEP-P sub-program activities – A Guide for Learning Service Providers.

The visit will be of eight days duration commencing in the first week of February 2020. A panel will be established to select the Learning Service Provider who meets the criteria set out for this assignment.

2.2 Context

This benchmarking study will be comprised of a group of up to 8 journalists from across the Philippines media spectrum. The Australian Learning Service Provider must have at least 10 years' experience in media and communication and with proven expertise in the management of official study or benchmarking visits to Australian institutions by officials or private organisations in the field, including Philippine cohorts.

Therefore, it is very important to note all specific actions required for and in the successful execution of this assignment are detailed in the Terms of Reference.

3 Requirements – Goods and/or services

3.1 Requirements

An **inception report** setting out proposed actions and timeframes in the design and delivery of the Benchmarking Study. The actions are to identify administration arrangements for the delivery of the Study including practical matters set out in the AAAEP-P Program Delivery Standards.

An agreed Benchmarking **study design** setting out the learning outcomes, schedule, visit program including individuals and organisations undertaken in consultation with DFAT and the pre and post competency rubric against the proposed study's learning outcomes. The design should address gender, equity, disability and social inclusion issues in media practice.

Delivery of the Benchmarking Study including all logistical arrangements such as visa approvals, air and land transport, accommodation and the payment of approved per diems, the conduct of the pre- and post-competency assessments and uploading of results to the Program website.

A **Completion Report**, compliant with AAAEP-P reporting and monitoring and evaluation standards, setting out the design, learning outcomes, report on the Study's implementation, visit program, subjects of discussion, study participants by organisation, individual pre and post study assessments, feedback from participants, identified individual or group REAP descriptions, analysis of issues and recommendations for further follow up, if necessary and other outputs mutually agreed upon between the LSP and AAAEP-P that are necessary to the completion of this engagement.

The Australian Learning Service Provider will –

1. In consultation with identified parties, the Australian Embassy and AAAEP-P; design an approved professional development program for a group of identified Philippine mid-career journalists to learn about Australian public policy. The purpose being to build linkages and undertake cultural activities to deepen the participants' understanding of life in Australia;
2. The management of all logistic arrangements for the Benchmarking Study including all air and ground transport, visas, accommodation, per diems and meals (as applicable);
3. The arrangement of pre-departure communications, provision of reports and evaluation of the visit;
4. The design and application of pre- and post-competency assessments of participants against the learning objectives of the Benchmarking Study; and

5. Management of the development and implementation by course participants of individual or group Re-Entry Action Plans (REAPs) to apply what they learned upon their return to their workplaces.

3.2 Timeframes

The Benchmarking Study is expected to commence in the first week of February 2020 and expected to conclude in mid-February 2020.

The preparation of the design and program should consider any existing Australian or Philippine national holidays when applicable.

3.3 Performance

The visit to Australia by the Philippine media journalist will support the professional development of a group of mid-career journalists through a tour of approximately 8 days in February 2020. This will be done through

- efficient management of all the aspects of the visit, including developing a program, coordinating with involved parties (government agencies, newsrooms, call on universities and academics, think-tanks, cultural institutions and rural Australia visits)
- effective arrangements of logistics for participants, including visa approvals at least 5 days prior to departure from Manila, all air and ground transport, accommodation, approved per diem and meals where applicable
- timely arrangement and delivery of pre-departure communications, reporting and evaluation

3.4 Contract Sites/Delivery Locations

The visit will mix opportunities for career development, learning about Australian public policy and building linkages, with cultural activities to deepen understanding of life in Australia. It could include the following meetings, visits and activities:

- *Government:* DFAT, Department of Industry, Innovation and Science, Department of Communications and the Arts, Treasury, Commonwealth Scientific and Industrial Research Organisation, Australian Parliament House, State Health Departments (on evidence based approaches to drug addiction), Australian Human Rights Commission;
- *Newsroom Visits:* Nine Publishing (formerly Fairfax), News Corporation, Australian Broadcasting Corporation, Special Broadcasting Service, Parliament House Press Gallery, National Press Club;
- *Calls on academics/universities:* Peter Greste (University of Queensland), Philippine Studies Project (Australian National University), Royal Melbourne Institute of Technology, University of Technology Sydney, The Walkley Foundation
- *Think tanks:* Grattan Institute, Lowy Institute, Committee for Economic Development of Australia, Australia Institute
- *Cultural institutions:* Queensland Art Gallery and Museum of Modern Art, National Library, Art Gallery of New South Wales, Questacon, Australian Centre for the Moving Image, Museum of Australian Democracy
- *Rural Australia:* Canberra-Sydney Corridor, Yarra Valley.

3.5 Contract Management

The contract will be managed by authorised representative from Coffey.

3.6 Confidentiality

The performance of the Services may allow the Provider access to information confidential to Coffey and AAAEP-P.

The Provider must not copy, reproduce or disclose any of the Confidential Information without the prior written consent of Coffey, which consent Coffey may grant or withhold in its absolute discretion.

The Provider must take all reasonable steps to ensure that the confidentiality of Confidential Information is preserved.

4 Glossary

- a) "Specification" means the information about Coffey's Requirement described in Part B and detailed in the Terms of Reference for this Benchmarking Study
- b) "Supplier" or "The Tenderer" means Australia Learning Service Provider responding to this Invitation by lodging an Offer

5 Appendices

- Terms of Reference for the Australia-Philippines Media Visit (Benchmarking Study)
- Standards for Delivering AAAEP-P Guide for Learning Service Providers