



AUSTRALIA-PAPUA NEW GUINEA LAW AND JUSTICE PARTNERSHIP

CHM Corporate Park, Level 2, Port Moresby, Papua New Guinea
PO Box 840, Port Moresby, NCD, Papua New Guinea

REQUEST FOR QUOTE

For

Training Services (Hela Province) – Provision of Youth Diversion Training

For

Australia-Papua New Guinea Law and Justice Partnership (APLJ)

5 September 2025

APLJ_2025-18

RFT No.	APLJ_2025-18
Issuance Date	5 September 2025
Last date for Questions	9 September 2025
Closing Date / Time	Friday, 12 September 2025, COB

This Request for Quote (RFQ) contains the following information:

- Part One – Relevant Tender Details
- Part Two – Qualifications and Evaluation Criteria
- Part Three – Tendering Forms (Letter of Tender, Tender Declaration, Tenderer Information, Past Experience Form, Workplan, Specified Personnel, Financial Proposal)
- Part Four – Scope of Work
- Part Five – Contract
- Part Six – Due Diligence Assessment

This RFQ in no way obligates DT Global or APLJ to award a contract nor does it commit DT Global/APLJ to pay any cost incurred in the preparation and submission of a proposal. Award of a Contract under this RFQ is subject to availability of funds and other internal and Client approvals.

We request that we receive proposals by no later than **Friday, 12 September 2025**. Responses and all queries should be submitted directly to png.opstenders@aplj-png.org.

PART 1 – RELEVANT RFQ DETAILS

SECTION 1: RFQ PARTICULARS

RFT No.	APLJ_2025-16
Request for Quote	Research on Technology-Facilitated Gender-based Violence in Papua New Guinea: Issues and Responses
Closing date and time	Friday, 12 September 2025 Late Tender submissions will not be accepted
Mode of Submission	Electronic submission via email or hard copy
Lodgement of Quote Submission	Tender submissions may be lodged by email to: png.opstenders@aplj-png.org (APLJ Tender email) By the Closing Date and Time
Key Contact	Mona Khademazad, Operations and Finance Director
Request for Clarification	All questions or queries relating to this RfQ must be sent to the png.opstenders@aplj-png.org email. Queries sent to individuals will not be responded to.
Restrictions on Consultations	Unless specified, contact with APLJ personnel is not permitted during the application period. Additional information or clarifications about the consultancy will only be provided by email. Email clarifications will be distributed to all registered Applicants.
Tender Validity	Thirty (30) days from the closing date for applications


SECTION 2: RELEVANT DATES

Quote Process	Date
RfQ Release Date	Friday, 5 September 2025
Final date to seek Clarifications	Tuesday, 9 September 2025
RfQ Close	Friday, 12 September 2025, COB
RfQ Evaluation	Monday, 15 September 2025
Notice to Preferred Applicant/s	Wednesday, 17 September 2025
Contract Development and Negotiations	Wednesday, 17 September 2025
Contract Signed	Friday, 19 September 2025
Anticipated Activity Date	Monday, 22 September 2025

SECTION 3: INSTRUCTIONS TO APPLICANT

1. Eligibility of the Applicant

- 1.1. The Applicant may submit as an individual (Consultant), as a group of consultants, or as a Company (registered).
- 1.2. Applicant submitting as a team/group of consultants must indicate mode of engagement, i.e. Individual Consultant/s, Subcontractor nominating specified personnel etc.

- 
- 1.3. The Applicant may have the nationality of any country, except for those prohibited by the legislation of PNG, or by any international Agreement of which PNG is a signatory, or by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.
 - 1.4. At the present time the countries covered by this prohibition are those who are not current members of the United Nations.
 - 1.5. The Applicant must meet the following eligibility criteria:
 - (a) must be registered in the country of the Applicant, if applicable;
 - (b) be free from insolvency, bankruptcy or similar status;
 - (c) have the legal capacity to enter into contract;
 - (d) be current with payments of taxes and social charges;
 - (e) not be ineligible pursuant to the provisions of this RfQ;
 - (f) not have been convicted within the last year of, or currently under indictment for, a criminal offence involving corruption or other misconduct reflecting a lack of suitability to participate in government procurement;
 - 1.6. Any Applicant who has taken part in the development of the Scope of Work, or any other part of this RfQ document, will not be permitted to participate in this submission.
 - 1.7. Government-owned enterprises in PNG may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent entity of the State.

2. Eligibility of Services

- 2.1. Services may be supplied from any country, except for those prohibited by the legislation of PNG or by any international Agreement of which PNG is a signatory, or by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.
- 2.2. DT Global will exclude from consideration any submission if the Applicant or one of its Related Parties is listed:
 - (a) by the Minister for Foreign Affairs under the Charter of the United Nations Act 1945 and/or listed in regulations made under Division 102 of the Criminal Code Act 1995 (Cth). Further information about listed persons and entities is available from the Department of Foreign Affairs and Trade website at www.dfat.gov.au/icat/UNSC_financial_sanctions.html and from <http://www.nationalsecurity.gov.au> ;
 - (b) by the World Bank on its "Listing of Ineligible Firms" or "Listing of Firms Letters of Reprimand" posted at www.worldbank.org (the "World Bank List"); or
 - (c) by any other donor of development funding on a list similar to the World Bank List.

3. Prohibited Countries

- 3.1. At the present time the countries covered by this prohibition are those who are not current members of the United Nations.

4. Responsibility of the Applicant

- 4.1. Unless obtained directly from APLJ via the APLJ Tender email (png.opstenders@aplj-png.org), APLJ is not responsible for the completeness of the document, responses to requests for clarification, or Addenda to this RfQ document. In case of any contradiction, documents obtained directly from the APLJ email shall prevail.
- 4.2. The Applicant/s is expected to examine all instructions, forms, terms, and specifications in the RfQ Documents and to submit all information or documentation as is required by the RfQ Documents.
- 4.3. The Applicant/s must submit all relevant documents required by the RfQ Documents by the Quote closing date and time. The Applicant/s must account for any delivery timeframes via email. Any submissions received electronically after the closing date and time will not be accepted. APLJ does not take any responsibility for late submissions.

5. Clarification of RfQ Documents

- 5.1. Any Applicant requiring any clarification of the RfQ Documents shall contact APLJ via the APLJ email in writing. APLJ will respond in writing via the APLJ email to any request for clarification, provided that such request is received prior to the deadline for submission of requests for clarification. APLJ shall forward copies of its response to all Applicant/s who have acquired the RfQ Documents, including a description of the inquiry but without identifying its source. Should the clarification result in changes to the essential elements of the RfQ Documents, APLJ shall amend the RfQ Documents and advise all Applicants via the APLJ email.

6. Amendment of Tendering Document

- 6.1. At any time prior to the deadline for submission, APLJ may amend the RfQ Documents by issuing addenda.
- 6.2. Any addendum issued shall be part of the RfQ Documents and shall be communicated in writing to all who have obtained the RfQ Documents from APLJ.
- 6.3. To give prospective Applicant/s reasonable time in which to take an addendum into account in preparing their submissions, APLJ may, at its discretion, extend the deadline for the submission of quotes.

7. Cost of Preparing your RfQ Response

- 7.1. The Applicant shall bear all costs associated with the preparation and submission of its RfQ, and APLJ shall not be responsible or liable for those costs, regardless of the conduct or outcome of the RfQ process.

8. Language of your RfQ Response

- 8.1. The RfQ, as well as all correspondence and documents relating to the RfQ exchanged by the Applicant and APLJ, shall be written in English.

9. Tender Price

- 9.1. The price quoted by the Applicant in the Price Schedules shall be the total price of the RfQ and shall conform to the requirements specified below.
- 9.2. A breakdown of all relevant costs shall be entered for each item listed in the **Financial Proposal in Part 3 – RfQ Forms**. This breakdown of itemised pricing is required solely for the purpose of facilitating the comparison of Applicant/s by APLJ and for payment purposes. This shall not in any way limit the APLJ's right to contract on any of the terms offered.
- 9.3. Prices quoted by the Applicant/s shall be fixed during the Contract period and not subject to variation on any account.

10. Currency of Payment

- 10.1. The currency of payments shall be in Papua New Guinea Kina (PGK).

11. Period of Validity of RfQ

- 11.1. RfQ submissions shall remain valid for the period specified in the RfQ Particulars after the RfQ submission deadline date prescribed by APLJ.

12. Deadline for Submission

- 12.1. Applications must be received by APLJ at the address specified and no later than the date and time specified in the RfQ Particulars.
- 12.2. APLJ may, at its discretion, extend the deadline for the submission by amending the RfQ Documents in which case all rights and obligations of APLJ and Applicant/s previously subject to the deadline shall thereafter be subject to the deadline as extended.

13. Late Tenders


- 13.1. APLJ shall not consider any RfQ submission that arrives after the deadline.

14. Withdrawal, Substitution, and Modification of Submissions

- 14.1. An Applicant may withdraw, substitute, or modify its RfQ after it has been submitted by sending a written notice. The corresponding substitution or modification of the RfQ submission must accompany the respective written notice and must be received by APLJ prior to the deadline prescribed for submission of RfQs.
- 14.2. Any Applicant requested to be withdrawn shall be returned (unopened, here applicable) to the Applicant.

15. Opening of RfQ Submissions

- 15.1. APLJ shall open all submissions received by the deadline at the date, time and place specified in the RfQ Particulars.



15.2. All submissions will be reviewed and assessed by the Operations and Finance Director and an Evaluation Report submitted to the Director, Community Justice and APLJ Team Leader for approval.

16. Confidentiality

16.1. Information relating to the evaluation of tenders and recommendation of contract award, shall not be disclosed to any Applicant or any other persons not officially concerned with the RfQ process until information on Contract Award is communication to the preferred Applicant.

16.2. Any effort by an Applicant to influence APLJ in the evaluation or contract award decisions may result in the rejection of its submission.

17. Clarification of Tenders

17.1. To assist in the examination, evaluation, comparison of the submissions, and qualification of the Applicant, APLJ may, at its discretion, ask any Applicant for a clarification of its submission. Any clarification submitted by an Applicant in respect to its submission and that is not in response to a request by APLJ shall not be considered. APLJ's request for clarification and the response shall be in writing in English. No change, including any voluntary increase or decrease, in the prices or substance of the Applicant shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by APLJ in the Evaluation of the RfQs.

17.2. If an Applicant does not provide clarifications of its submission by the date and time set in APLJ's request for clarification, its RfQ may be rejected.

18. Deviations, Reservations, and Omissions

18.1. During the evaluation of tenders, the following definitions apply:

- a. "Deviation" is a departure from the requirements specified in the RfQ Documents;
- a. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the RfQ Documents; and
- b. "Omission" is the failure to submit part or all of the information or documentation required in the RfQ Documents.

19. Determination of Responsiveness

19.1. APLJ's determination of a tender's responsiveness is to be based on the contents of the submission itself.

19.2. A substantially responsive RfQ is one that meets the requirements of the RfQ Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. if accepted, would
 - i. affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
 - ii. limit in any substantial way, inconsistent with the RfQ Documents, APLJ's rights or the Applicant/s's obligations under the Contract; or

- c. if rectified, would unfairly affect the competitive position of other Applicant/s presenting substantially responsive RfQ.

19.3. APLJ shall examine the technical aspects of the RfQ submitted, in particular, to confirm that all requirements of **Part 4 – Scope of Work** have been met without any material deviation or reservation, or omission.

19.4. If a submission is not substantially responsive to the requirements of RfQ Documents, it shall be rejected by APLJ and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

20. Nonconformities, Errors and Omissions

20.1. Provided that a submission is substantially responsive, APLJ may waive any nonconformities in the RfQ.

20.2. Provided that a submission is substantially responsive, APLJ may request that the Applicant/s submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the RfQ related to documentation requirements. Such omission shall not be related to any aspect of the price of the RfQ. Failure of the Applicant/s to comply with the request may result in the rejection of its submission.

20.3. Provided that a submission is substantially responsive, APLJ shall rectify quantifiable nonmaterial nonconformities related to the RfQ Price. To this effect, the RfQ Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.

21. Award Criteria

21.1. APLJ shall award the Contract to the Applicant whose tender has been determined to be the best value evaluated submission and is substantially responsive to the RfQ Documents, provided further that the Applicant is determined to be qualified to perform the Contract satisfactorily.

22. Notification of Award


22.1. Prior to the expiration of the period of validity, APLJ shall notify the successful Applicant, in writing, that its RfQ submission has been accepted. The letter of notification shall specify the sum that APLJ will pay the Supplier in consideration of the supply of Services.

22.2. The letter of notification shall not constitute a binding Contract. A binding contract is the formal Contract that is prepared and executed.

22.3. APLJ shall promptly respond in writing to any unsuccessful Applicant/s who, after letter of notification, requests in writing the grounds on which its submission was not selected.

23. Signing of Contract

23.1. Promptly after notification, APLJ shall send the successful Applicant the Contract Agreement.



23.2. Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to APLJ.

24. DT Global's Rights

24.1. At any time, DT Global reserves the right to:

- a. terminate this Request for Quote or cease to proceed with this procurement process;
- a. change the structure and timing of the procurement process;
- b. vary or extend any time or date in this Request for Quote;
- c. terminate the participation of any Applicant/s in the Request for Quote process for any reason;
- d. require additional information or clarification from any Applicant/s or provide additional information or clarification;
- e. negotiate with one or more Applicant/s;
- f. call for new Applicant/s;
- g. reject any tender received after the closing time;
- h. reject any tender that does not comply with the requirements set out in this Request for Quote; and
- i. terminate negotiations with any Applicant/s at any time for any reason.

25. Security and Safety

25.1. Applicant needs to be aware that in some assignment locations, security and safety issues could require particular attention. Applicant will be responsible for the security and safety of their personnel and for taking out and maintaining appropriate insurance cover for their personnel.

25.2. It is the Applicant's responsibility to ensure the security of any equipment and/or supplies.

26. Insurance

26.1. The successful Applicant will provide adequate insurance cover for all personnel and sub-contractors including workers' compensation insurance, travel insurance, medical insurance and other appropriate insurance.

26.2. The successful Applicant will take out and maintain adequate insurance against claims by third parties for a period of 6 months after the completion of the contract.

26.3. The successful Applicant will have adequate public liability insurance.

26.4. Other relevant insurances may be specified within the RfQ Documents.

PART 2 – QUALIFICATIONS AND EVALUATION CRITERIA

SECTION 1: EVALUATION PROCESS AND SCORE WEIGHTINGS

APLJ will apply a Quality and Cost Based Selection process for selection of a preferred Applicant/s.

Each submission will comprise two separately presented parts: a Technical Proposal and a Financial Proposal.

These two parts will be provided in two separate documents.

APLJ will assess the technical proposals of the tender proposals against the weighted selection criteria detailed in the table below. The evaluation panel will score each against each listed technical criteria from 0 to 10, with 10 being the highest score. Each technical criteria score will then be calculated against the maximum percentage weighted score and an aggregated technical score derived for all listed criteria. This aggregate percentage score will form the overall technical score of the tenderer. The assessment of a Tenderer's technical score will then account for 80 per cent of the overall score, using the following formula:

$$\text{Technical Score} = \frac{\text{Tenderer's Weighted Technical Score}}{\text{Highest Weighted Technical Score}} \times 0.8$$

Financial Proposals will be assessed separately, after the completion of the evaluation of Technical Proposals are deemed satisfactory. APLJ will conduct a like-for-like price assessment of the financial proposals of technically suitable tenders. The price assessment will represent 20 per cent of the overall score. The following formula for the scoring and ranking of tenders on the basis of price will be used:

$$\text{Financial Score} = \frac{\text{Tender Price of Lowest Priced Technically Suitable Tender}}{\text{Tenderer's Tender Price}} \times 0.2$$

The Overall Final Score for evaluation of tenders proposals = Technical Score + Financial Score

SECTION 2: TECHNICAL EVALUATION CRITERIA

The Technical Evaluation shall comprise 80% of the overall final score. The Applicant/s must address all of the Evaluation Criteria to be considered. The Technical Evaluation Panel will evaluate the technical proposals against the criteria below. The criteria are weighted as shown.

	Selection criteria – Technical Proposal (will comprise 80% of overall final score)	Weighting
1	<p>Technical Capability of Personnel</p> <p>Relevance of skills and experience of nominated specified personnel against Key Selection Criteria:</p> <ul style="list-style-type: none">• 10 or more years of experience providing basic SME training to local communities related to youth diversion or related areas.• Demonstrate proven record of delivering similar training with objectives as outlined in the Scope of Work.	60%

	<ul style="list-style-type: none"> • Minimum of a Bachelor's degree in Commerce or relevant discipline (applicable for individuals/consultants). • Strong writing skills. • Experience designing and delivering local SME training for local communities in PNG and able to link to PNG IPA, IRC and Financial Institutions. • Experience assisting the training participants to access financial services and products and be able to build their small business. • Experience working with international development programs and donor agencies. • Experience working in Papua New Guinea and ideally with young people. • Strong local knowledge and networks in PNG. 	
2	Technical Capability – Demonstrated Approach Summarised research plan describing approach to delivering on training objectives and key deliverables as outlined in the Scope of Work.	40%
TOTAL		100%

SECTION 3: FINANCIAL EVALUATION CRITERIA

The Financial Evaluation shall comprise 20% of the overall final score. The Evaluation Panel will assess the financial proposals based on the following selection criteria:

	Selection criteria – Financial Proposal (will comprise 20% of overall final score)	Weighting
1	Value for Money The Tenderer's overall price is assessed based on the total estimated contract value.	100%
TOTAL		100%

PART 3 – TENDERING FORMS

FORM 1: APPLICANT INFORMATION

The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [insert date (as day, month and year) of Tender Submission]

Select how you will be contracted (only select one)	<input type="checkbox"/> I will be contracted as an Individual Consultant (Short-term Consultancy Agreement) – completed section 1 below <input type="checkbox"/> We will be contracted as Individual Consultants (separate short-term Consultancy agreements) – complete section 1 below <input type="checkbox"/> We will be contracted under a Subcontract with nominated specified personnel (Subcontract Agreement) – complete section 2 below
Section 1: For Individual/s	
Name of Consultant/s	
Contact Details	Address: Phone Number: Email:
Country/ies of Citizenship	
Country of Registration, if applicable	
Consultant's Registration Number, if applicable	
Consultant's Address in Country of Registration	
Section 2: For Company	
Name of Registered Business/Company	
Country of Registration	
Company Business/Registration Number	
Year of Registration	
Company Contact Details	Address: Phone Number: Email:
Name of Key Contact	

FORM 2: SPECIFIED PERSONNEL

The Applicant (if to be engaged under a Subcontract) must provide information about the proposed Specified Personnel. Applicant should note the following information:

- a. DT Global regards the withdrawal or substitution of personnel to be grounds for the cancellation of negotiations and reserves the right to consider alternative offers where personnel nominated in proposals are subsequently not available.
- b. Proposed personnel must adhere to DFAT's Child Protection Policy and other relevant policies. The successful Applicant will be required to provide a current police check for each person who will be consulting under the Contract. The police check will be from the country of citizenship of the proposed personnel and any country lived in for more than 12 months over the last five years.
- c. A list of proposed team members must be provided in the table format provided below.

Project Role	Name	Gender	Key Responsibilities on Project	Years of experience

- d. Curriculum vitae (CV) not more than two (2) pages for each of the team members must be provided. Only provide if CVs were not provided as part of original application.

FORM 3: PAST EXPERIENCE FORMS

The Applicant must present in the format outlined below details of projects which demonstrate the Applicant's ability to fulfil the Scope of Work. Provide at least two (2) examples. Details of each project must not exceed one (1) A4 page. For each project Applicant must nominate two (2) referees who are not employed by the Applicant or DT Global.

Project name			
Value of services (PGK)			
Project country and location(s) within country			
Project period and duration			
Client			
Year completed			
Key professional staff provided on the project (names of team members)			
Brief description of the project and services provided by the organisation			
Brief description of project outcomes			
Statement of the similarities between this project and the requirements of the project currently being tendered			
Nominated Project Referees			
Name		Name	
Relationship to project		Relationship to project	
Address		Address	
Email		Email	
Phone		Phone	

FORM 4: FINANCIAL PROPOSAL OR PRICE SCHEDULE

Applicant must submit a Financial Proposal in the format provided below. Daily Fees, if applicable, shall be exclusive of all non-fee costs including general administration costs, travel, accommodation, materials, transport, overheads and profit. These should be listed separately, as per the table below or included as part of applicable management fees. The Financial Proposal shall be expressed in Papua New Guinea Kina (PGK).

The Financial Proposal will be prepared free of taxes. If the Applicant is a Company, the Applicant is required to determine their own company tax liabilities for this assignment, based on their own company status with regard to undertaking a consultancy in PNG. If taxes are payable the Applicant will be required to provide evidence for the requirement to pay those taxes.

Financial Proposal Format

The Tenderer is required to provide lump sum costs for each deliverable. Tenderer may use table below.

#	Deliverable required under the Scope of Work	Daily fee* [specify currency]	Number of Days	Upper limit payable (PGK)
1	Consultant [Name, Position]			
2	Consultant [Name, Position] – add as relevant			
3	Include any applicable allowances and reimbursable costs			
4	Management Fee, if applicable**			
	Add additional lines as required			
TOTAL LUMP SUM FOR THE CONTRACT			PGK	

*Personnel Fees may be tied to deliverables to milestone submissions.

**Deliverables may be tied to Management Fee or Milestone payments, in addition to personnel time.

Travel-related costs to/from Papua New Guinea, if required, are standard costs that may be provided by the Program, and should not be included in the Financial Proposal. Should the Applicant/s require domestic travel, please outline and include these costs including frequency of travel.

Insurance

The Tenderer is required to provide information regarding their ability to meet insurance requirements:

Does your company have or are you able to obtain the mandatory minimum required levels of insurance?	Public Liability		
	Yes / No	Policy number(s):	
		Name of insurance company:	
	Professional Indemnity		
	Yes / No	Policy number(s):	
		Name of insurance company:	
	Workers Compensation		
	Yes / No	Policy number(s):	
		Name of insurance company:	

Other insurance requirements will be stipulated in the Contract Agreement.

PART 4 – SCOPE OF WORK

Training Services (Hela Province) – Provision of Youth Diversion Training

Location:	Hela Province
Duration:	Up to 30 days over six (6) months (with a possibility of extension)
Manager:	Report to the Director, Community Justice and Subnational Adviser, Hela Province

SECTION 1: BACKGROUND

The Australia–Papua New Guinea Law and Justice Partnership (APLJ) is a four-year investment aimed at improving access to and delivery of people-centred justice services to address pressing issues faced by communities in Papua New Guinea (PNG). With a strong inclusion focus, APLJ prioritises justice access for women, people with disabilities, marginalised youth, and other socially disadvantaged groups.

More than 50% of PNG’s youth population remains unemployed, and youth are widely believed to be contributing to increasing lawlessness due to limited education, skills, and opportunities.

In response, APLJ seeks to implement targeted interventions that support economic empowerment and formalization of youth groups in remote and disadvantaged communities. This program aims to equip young people with essential business, financial, and organisational skills that promote positive engagement and reduce vulnerability to crime, violence and foster positive engagement.

SECTION 2: OBJECTIVE

The objective of this work is to design and deliver comprehensive youth diversion training programs that support youth entrepreneurship, financial inclusion, and formalization of community groups.

This Scope of Work will cover training across the following areas:

- Delivery of Small and Medium Enterprise (SME) Training
- Financial Services and Inclusion Support
- Community Group Formalisation
- Curriculum Development.

SECTION 3: ACTIVITY DESCRIPTION

The service provider will be responsible for delivering the following:

a) Small and Medium Enterprise (SME) Training – up to 6 trainings

- Develop and deliver a basic SME training targeting youths, focusing on:
 - Basic business concepts
 - Business planning and management
 - Income-generating activities suitable for local contexts
 - Entrepreneurial mindset development
 - Business ethics
 - Others (related).

b) Financial Services and Inclusion

- Facilitate the opening of personal and group bank accounts for youth participants

- Provide awareness and linkage to available financial services (e.g., SME loans, savings products, mobile banking etc.)
- Coordinate with financial institutions to support youth-friendly access to services.

c) Formalisation of Community Groups

- Support community youth groups to:
 - Register as associations or businesses with the PNG Investment Promotion Authority (IPA)
 - Apply for Taxpayer Identification Numbers (TIN) with the Internal Revenue Commission (IRC)
 - Understand and comply with basic legal and regulatory requirements for operation.

d) Training Curriculum Development

- Develop an adaptable, culturally appropriate training curriculum that:
 - Is suitable for remote, low-literacy communities
 - Utilizes participatory and visual learning techniques
 - Includes modules on business skills, financial literacy, group governance, and legal compliance.

SECTION 4: DELIVERABLES

The service provider shall deliver the following:

	Deliverable	Description
1	Inception Report	Outlining the work plan, methodology, and stakeholder engagement plan. Inception Report should also include a risk assessment and mitigation strategies.
2	Training Curriculum	Training curriculum customized for low-literacy and remote settings.
3	Training Delivery	Conduct training sessions in agreed locations, ensuring participation of target youth groups.
4	Banking and Financial Linkage Report	Details of bank accounts opened, and financial service providers engaged.
5	Formalisation Support Report	Formalisation Support Report will include a list of groups supported, and documentation of registrations and TIN certificates obtained.
6	Final Report	Final Report will summarise outcomes, challenges, lessons learned, and recommendations.

Deliverables may be tied to Management Fee or Milestone payments, in addition to personnel time.

Due dates for deliverables will be discussed as part of contracting process, and any associated payments, noting option for lump sum payment for full contract value to be made upon completion of delivery of services and on submission of a correctly rendered tax invoice.

SECTION 5: KEY SELECTION CRITERIA

Nominated Specified Personnel should meet the following Key Selection Criteria (refer to Part 2, Section 2):

- 10 or more years of experience providing basic SME training to local communities related to youth diversion or related areas.
- Demonstrate proven record of delivering similar training with objectives as outlined in the Scope of Work.
- Minimum of a Bachelor's degree in Commerce or relevant discipline (applicable for individuals/consultants).
- Strong writing skills.



- Experience designing and delivering local SME training for local communities in PNG and able to link to PNG IPA, IRC and Financial Institutions.
- Experience assisting the training participants to access financial services and products and be able to build their small business.
- Experience working with international development programs and donor agencies.
- Experience working in Papua New Guinea and ideally with young people.
- Strong local knowledge and networks in PNG.



PART 5 – CONTRACT

Provided on Request, contact png.opstenders@aplj-png.org



PART 6 – DUE DILIGENCE ASSESSMENT

Must be completed and submitted as part of RfQ submission. Refer to attached Due Diligence templates.

Provided on Request, contact png.opstenders@aplj-png.org