Request for Tender

Readvertised: Solomon Islands Electrical National Skills Package Development

Issue Date	5/11/2026
Questions Due	10/11/2026
Closing Date	17/11/2026; 5:00 P.M. (Solomon Islands Time zone)
Reference No.	PAS-RFT-2026-004

This Request for Tender contains the following sections:

1. Tender Particulars 2
2. Tender Selection Process 5

Annex 1 Scope of Services 7
Annex 2 Tender Application Form 11
Annex 3 Due Diligence Assessment Checklist 166

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1. Tender Particulars

Project Name	Pacific Australia Skills
Tender Name	*Solomon Islands Electrical National Skills Package Development*
Closing date and time	17/11/2026; 5:00 P.M. (Solomon Islands Time zone)
Registration	Potential bidders should register their interest by email to tenders@pacificaustraliaskills.org . Any updates to the tender documents or answers to questions will be sent to all registered bidders.
Questions	You may submit questions by email to tenders@pacificaustraliaskills.org Answers to questions will be sent to all registered bidders.
Submission Method	By email to tenders@pacificaustraliaskills.org
Contracting Entity	DT Global is the company that manages Pacific Australia Skills. DT Global's Company registration number is 006 170 869.
Tender Validity	Tenders will be valid for at least 90 days after the closing time.

The anticipated timeline for the tender process is as follows. We may alter any of these dates at our discretion.

Tender Release	*Date* 5/11/2026
Last Date for Questions to be Submitted	*Date* 10/11/2026
Close of Tender	17/11/2026*; 5:00 P.M. (Solomon Islands Time Zone)*
Review of Tenders	*TBC*
Award of Tender	*TBC*
Contracting	*12 months for 120 days of work*
Commencement Date	*TBC*
End Date	*TBC*

At any time, DT Global reserves the right to:

(a) terminate this Request for Tender or cease to proceed with this procurement process;
(b) change the structure and timing of the procurement process;
(c) vary or extend any time or date in this Request for Tender;
(d) require additional information or clarification from any tenderer or provide additional information or clarification;
(e) negotiate with one or more tenderers;
(f) call for new tenders;
(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 Tender; and
(i) terminate negotiations with any applicants at any time for any reason.

1.2. Conflict of Interest

Tenderers must provide details of any circumstances or relationships that constitute, or may constitute, a conflict or potential conflict of interest regarding this application, or any obligations under any formal agreement with DT Global, or the Department of Foreign Affairs and Trade.

1.3. Eligibility of the Tenderer

The Tenderer, including parties constituting the Tenderer, may have the nationality of any country, except for those prohibited by the legislation of the Solomon Islands, or by any international Agreement of which the Solomon Islands 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.

The Tenderer must meet the following eligibility criteria:

(a) must be able to work in the country of the Tenderer;
(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 RFT;
(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;

DT Global will exclude from consideration any tender if the Tenderer or one of its Related Entities is listed on a relevant sanctions list – more information here: https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list.

1.4. Composition or Constitution of the Tenderer

If the Tenderer is a joint venture, consortium or association (this does not include a sub-contractor) all of the parties will be jointly and severally liable to the principal for the fulfilment of the Contract but will appoint one party to act as the Member-in-Charge with authority to bind the joint venture, consortium or association. The composition or the constitution of the joint venture, consortium or association will not be altered without the prior consent of DT Global.

1.5. Corrupt or Fraudulent Practices

DT Global and DFAT require that Tenderers observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy:

(a) Definitions:

  (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  (iii) “collusive” practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  (v) “obstructive practice is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

(b) DT Global will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices incompeting for the contract in question;
(c) DT Global will declare a Tenderer ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, orin executing, a contract.

1.6. Insurance

The Contractor must maintain and keep current all insurances that a prudent Contractor would maintain for this Agreement, including but not limited to:

(a) Public liability and professional indemnity.
(b) Worker’s compensation with the minimum cover as required by law.

(c) Property insurance covering any contractor's equipment, materials, supplies used on the Project for its full replacement value.

(d) Motor vehicle insurance covering all mechanically propelled vehicles that are registered, or capable of being registered for road use and are at any time used by the Contractor and its personnel in connection with this Agreement.

2. Tender Selection Process

Pacific Australia Skills will evaluate tenders on the basis of the tenderer's technical capability and price. Achieving value for money is a critical consideration for the achievement of DFAT's strategic objectives. It is a requirement under the Public Governance, Performance and Accountability Act (2013) and the Commonwealth Procurement Rules.

Pacific Australia Skills will undertake an overall evaluation of Value for Money taking into consideration:

(a) A technical evaluation
(b) A commercial evaluation.
(c) Any other matters that DFAT, DT Global and Pacific Australia Skills considers relevant, including but not limited to cost/benefit analyses, whole of life costing, program resourcing and other factors relevant to the suitability, capacity and qualifications of a Potential Supplier to deliver the Services.

Pacific Australia Skills will convene a Selection Panel to undertake the value for money evaluation.

Evaluation Criteria	Weighting
Technical Proposal	**80%**
Tender Application Form	–
Parts 1: Company Details and Technical Information Provide company details and supporting documents.	10%
Part 2 Provide responses to selection criteria detailing the company's technical capabilities. Tenderers are requested to provide a Technical Proposal outlining the Approach, Methodology, and Implementation Schedule. The Technical Proposal should also demonstrate: • Experience developing competency-based qualifications and training packages. • Experience conducting labour market and sector skills studies. • Experience working with qualification frameworks such as SIQF, PQF or equivalent. • Experience facilitating stakeholder consultation and industry reference groups. • Experience delivering similar assignments in the Pacific region. Tenderers should identify key project risks and propose mitigation measures, including risks related to stakeholder participation, data availability, consultation scheduling, and accreditation timelines.	30%
Part 3: Previous Work Experience The Tenderers should provide up to three (3) examples of current or previous work activities which highlight their ability to perform the required services. Each example is limited to one (1) A4 page and should be in the format provided.	30%
Part 4: Resources Tenderers are required to identify resources (team composition) and outline experiences and qualifications of each team member using the template provided	10%
Commercial/Financial Proposal	**20%**
Tenderers are required to provide a quotation for undertaking the Electrical National Skills Package Development assignment. The quotation should be comprised of: • Professional fees	20%

• Reimbursable and travel costs	

Corporate Capability and Technical Capability will be scored by the selection panel based on the information contained in the Application Form and any requested supporting documentation provided in the tender. The panel may seek further information to support their assessment by requesting additional documents, conducting interviews with tenderers or contacting referees.

A technical proposal is limited to **five (5) A4 pages** plus a cover page with the Tenderers nominated contact person and their contact details.

In all cases Tenderers should complete the **Tender Application Form** (**Annex 2**).

Tenderers should use the commercial proposal template provided in the application form. Tenderers' commercial proposal will be assessed as part of the Value for Money evaluation.

Annex 1 Scope of Services

Solomon Islands Electrical National Skills Package Development

Background

Pacific Australia Skills is a development assistance program funded by the Australian Government's Department of Foreign Affairs and Trade (DFAT) and managed by DT Global. It provides a range of support services to DFAT and Technical Advisers deployed in support of development initiatives in Solomon Islands.

The Solomon Islands Tertiary Education and Skills Authority (SITESA) is responsible for strengthening the national skills development system and ensuring that qualifications and training programs are aligned with current and emerging workforce and industry needs. As part of this mandate, SITESA has supported the development of National Skills Packages across priority sectors, including Automotive, Business, Construction, Plumbing and Water Services, and Tourism and Hospitality. The Electricity Industry has now been identified as the next priority sector for the development of a National Skills Package.

The transformation of electrical training and curriculum was initially proposed by Solomon Islands National University (SINU) during the Skills for Economic Growth (S4EG) phase, with support from the Australian Government Department of Foreign Affairs and Trade (DFAT). The initiative sought to strengthen the relevance and quality of electrical training by aligning training and competency requirements with industry standards, occupational requirements and licensing arrangements, including through collaboration with Solomon Power.

To ensure that electrical training remains current, industry-relevant and responsive to evolving workforce and community needs, SITESA, as the lead authority responsible for the development and accreditation of the National Skills Package, in partnership with Pacific Australia Skills (PASP), will undertake a comprehensive Electrical Industry Skills Study and facilitate the development of an Electrical National Skills Package. The process will provide an evidence base for the development of appropriate qualifications, competency standards, training pathways and delivery arrangements that respond to identified industry skills needs and support employment and workforce development in the sector.

Key Stakeholders and Roles

SITESA will provide overall leadership and oversight of the assignment and will be responsible for guiding the development, review and accreditation of the Electrical National Skills Package. SITESA will work closely with the consultant to ensure that the skills study and proposed qualifications comply with applicable national policies, regulatory requirements, quality standards and SITESA processes.

Pacific Australia Skills will provide program and technical support to SITESA throughout the skills study and qualification development process, including facilitating stakeholder engagement, coordination and technical inputs as required.

Key stakeholders will include Solomon Power, Solomon Islands National University (SINU), relevant government agencies, private-sector electrical employers, industry representatives, professional and regulatory bodies, and other relevant training providers and stakeholders. Their engagement will be essential to ensure that the skills study and resulting National Skills Package are evidence-based, industry-led and responsive to current and future workforce requirements.

The contractor will be expected to work under the direction and oversight of SITESA and in close coordination with Pacific Australia Skills, engaging relevant stakeholders at appropriate stages throughout the assignment. The contractor will be responsible for facilitating consultations, gathering and analysing industry and workforce information, validating findings and proposed qualifications, incorporating stakeholder feedback, and supporting SITESA through the finalisation and accreditation of the Electrical National Skills Package.

Objectives

- Collaborate with SITESA on the establishment of an ad-hoc Industry Skills Council for this project

- Conduct a comprehensive sector study to assess current and emerging skills needs in the Solomon Islands electrical industry.
- Develop and lead consultations for the Electrical National Skills Package, including qualification structure, units of competency, and training pathways.
- Facilitate accreditation of the final package, ensuring it meets national and regional standards.

Pacific Australia Skills will engage the successful tenderer for a period of approximately 12 months. The estimated level of effort is up to 120 consultant days across the proposed team.

Requirements

The contractor will be required to provide the following services:

Interim Sector Study Report

- Support SITESA to establish Ad-Hoc Industry Skills Council
    - Identify and confirm stakeholder representatives including:
        - Solomon Power & other employers in the sector
        - SINU Electrical School
        - Regulatory authorities including National Trades Testing, Training Unit (NTTU)
        - Ministry of Commerce, Industry, Labour and Immigration (MCILI) departments relevant to this national skills package development activity.
        - Ministry of Mines, Energy and Rural Electrification with representation from the division responsible for policy support for electricity.
- Facilitate and conduct consultations, briefings, and workshops.
    - The contractor will develop and implement a stakeholder consultation plan, including a minimum of:
        - One inception meeting.
        - Two Industry Skills Council workshops.
        - Targeted consultations with employers, training providers and regulators.
        - Validation workshop for draft qualifications and units of competency.

Pacific Australia Skills will support with setting up the council and coordinating stakeholders for any events.

- Conduct research
    - Analyse national and regional labour market data for electrical sector
    - Research local and regional electrical licencing and legal requirements of workers
    - Assess barriers and opportunities for participation in electrical training and employment for women, people with disabilities, and other underrepresented groups
    - Define job roles, tasks and competency requirements for electrical workers
    - Review the current draft of the Electrical National Skills Package Draft and international existing electrical competency frameworks (Certificate III and IV)
    - Review existing approaches to training and outcomes of training (Certificate II and Diploma)

- Prepare Interim Sector Study Report, detailing:
    - Present and anticipated skill requirements of the sector (Industry demand & Workforce gaps)
    - Alignment of existing approaches to training with demand
    - Suggested pathways, qualification levels and units of competency that meet local and regional skills demand
    - Suggested training approaches to increase employability, industry relevance and quality assurance

Develop accredited Electrical National Skills Package

- Develop competency standard and assessment package using SITESA templates including working drafts
    - Develop Qualification Package detailing:
        - Description
        - Pathways (Entry requirements, further training options)

    - Licensing & Regulatory Information
    - Employability Skills
    - Packaging Rules
    - Placement Requirements (if applicable)
  - Units of competency detailing:
    - Unit description & Application
    - Licensing & Pre-requisite Requirements
    - Elements & Performance Criteria
    - Foundational Skills
    - Assessment Requirements including Performance Evidence, Knowledge Evidence and Assessment Conditions
- Ensure alignment with Solomon Islands Qualification Framework (SIQF), Pacific Qualification Framework (PQF), competency-based training principles
- Facilitate consultation process with the ad-hoc Industry Skills Council
- Incorporate feedback and prepare final documents
- Support accreditation process

The quantity of qualifications and units of competency in the Electrical National Skills Package will be informed by the sector study report. However, it is anticipated that the Electrical National Skills Package may consist of approximately 2–4 qualifications and associated units of competency. Tenderers should base their financial proposal on this estimate.

Deliverable

Deliverable	
Deliverable 1 **Interim Sector Study Report**	**1.1** Conduct research to provide a comprehensive assessment of the sector's current and future workforce and skills requirements, including: • Current workforce profile, composition and employment trends. • Identification and analysis of existing and emerging skills shortages and gaps. • Assessment of future workforce demand and skills requirements, including projected employment trends. • Review of relevant licensing, regulatory, professional and occupational requirements. • Mapping of existing qualifications, competency standards, career pathways and training delivery pathways. • Assessment of gender, disability and social inclusion considerations affecting participation in training and employment.
	1.2 Prepare a comprehensive report providing, • Recommendations for appropriate qualification structures, career pathways and fit-for-purpose training delivery models. • Recommendations to strengthen equitable access to skills development, training and employment opportunities, particularly for underrepresented and disadvantaged groups. • Identification of opportunities to better align training provision with current and future industry workforce needs.
Deliverable 2 **Develop accredited Electrical National Skills Package**	**2.1** Develop draft package using SITESA templates: Develop a comprehensive draft Electrical National Skills Package in accordance with SITESA requirements, templates and quality standards. The package should reflect identified industry workforce needs, skills gaps and occupational requirements, and include appropriate qualifications, competency standards, units of competency, assessment requirements, learning outcomes and recommended training pathways.
	2.2 Facilitate consultation process with the ad-hoc Industry Skills Council: Plan and facilitate structured consultations with the ad-hoc Industry Skills Council and relevant industry stakeholders to review and validate the proposed Electrical National Skills Package. Consultation should seek input on the relevance, practicality and industry alignment of the proposed qualifications, competencies, occupational standards,

	assessment arrangements and training delivery requirements, ensuring that the package responds to current and emerging workforce needs.
	2.3 Incorporate feedback and prepare final documents: Systematically review and incorporate feedback received through industry and stakeholder consultations and revise the draft package accordingly. Finalise all required documentation, ensuring consistency, technical accuracy and compliance with SITESA requirements, including supporting evidence and documentation required for submission and approval
	2.4 Support accreditation process: Provide technical and coordination support throughout the accreditation process, including preparation and submission of required documentation, responding to queries and requests for clarification from SITESA and relevant authorities, and making any necessary revisions to the package. Support the process through to formal consideration and accreditation, ensuring that all identified requirements and conditions are appropriately addressed

Timeframe

	Indicative Due Date
Inception Report and Work Plan	Week 2
Stakeholder Consultation Plan	Week 3
Interim Sector Study Report	Week 6
Draft Electrical National Skills Package	Week 12
Validation Workshop Report	Week 14
Final Skills Package & Accreditation Documents	Week 16

The assignment is expected to be completed within approximately 16 weeks from commencement. The contract period may extend up to 12 months to allow for stakeholder consultations, accreditation processes and administrative close-out.

Evaluation of progress and quality will be maintained by:

- Weekly meetings with verbal updates to SITESA Qualification and Standard Division.
- Monthly written status updates against the approved activity plan, and risk matrix to SITESA Qualification and Standard Division
- Stakeholder feedback analysis.
- Final review against deliverables including on stakeholder participation, curriculum relevance, compliance rates.

All deliverables, documentation, reports, training materials, competency standards, qualification packages and intellectual property developed under this assignment shall become the property of SITESA upon completion of the assignment.

Annex 2 Tender Application Form

Part 1: Company Details

Company Name	
Tax Identification Number	

Please attach the following documents:

Document	Attached? (Tick if YES)	If NOT Attached, Explain Why Not
Company Registration Certificate	☐	
Current certificates of insurance for Workers' Compensation	☐	
Current certificates of insurance for Public Liability.	☐	
Solomon Islands Business License	☐	

Part 2: Response to Key Selection Criteria

Key Selection Criteria	Response
Significant experience in electrical, electronic, or power engineering fields, with sound knowledge of industry standards and practices.	
Experience in developing and quality-assuring competency-based VET curricula, including assessment design and accreditation alignment.	
Understanding of Solomon Islands and Pacific vocational training, regulatory frameworks, and industry context.	
Ability to conduct sector studies, skills gap analyses, and evidence-based reporting to inform program development.	
Skills in stakeholder consultation, workshop facilitation, and effective engagement with industry, government, and training providers.	
Technical Proposal that outlines the Approach & Understanding of Requirements. The technical proposal should outline the proposed Methodology, with Work Plan or an Activity Implementation Schedule. The proposal should	

capture Risk Management Approach and applicable quality assurance measures.	

Part 3: Project Experience

Tenderers may include up to 3 examples of prior experience (please use this format)

Project			
Client			
Client Contact Person		**Client email/phone:**	
When did the Services Start?		**When did the Services End?**	
Approximate Total Value of the Services		☐ Less than $100,000 ☐ $100,000 – $500,000 ☐ $100,000 – $1,000,000 ☐ More than $1,000,000	
Write a Description of the Services Here			

Part 4: Team Composition and Curricula Vitae (CVs)

Tenderers should propose personnel with qualifications and experience relevant to:

- Electrical industry and technical standards.
- Skills package and qualification development.
- Competency-based training and assessment.
- Stakeholder consultation and facilitation.
- Pacific education and workforce development contexts.
- Any replacement of key personnel must be approved by Pacific Australia Skills and SITESA and must possess equivalent qualifications and experience.

Name of Staff	Area of Expertise	Position Assigned	Task/s Assigned

CVs for Proposed Professional Staff (Key Staff Only)

1. Name of Staff *Insert full name corresponding to table above.*	
2. Education and relevant training *Indicate college/university and other specialised education of staff member, giving names of institutions, degrees obtained, and dates of obtainment.*	
3. Countries of Work Experience and languages *List countries where staff has worked in the last ten years.*	
4. Employment Record *Starting with present position, list in reverse order relevant employment held by staff member, giving for each employment (see format on the right): dates of employment, name of employing organisation, positions held.*	**From** *(Year)* | **To** *(Year)* **Employer** **Positions Held**

Part 5: Financial Proposal

1. Tenderers must submit a Financial Proposal in the format provided below.
2. The rates shall be inclusive of all costs including general administration costs, travel, accommodation, materials, transport, overheads and profit. Tenderers should develop their proposals based on an estimated level of effort of up to 120 consulting days.
3. Tenderers should assume travel to Honiara and any required consultations within Solomon Islands unless otherwise proposed in their methodology.
4. The Financial Proposal must be expressed in Australian Dollars (AUD). Any escalators, foreign exchange rate variations, or other price risks, must be built into the fixed price proposal.
5. The Financial Proposal will be prepared free of taxes. The Tenderer 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 Solomon Islands. If taxes are payable the Tenderer will be required to provided evidence for the requirement to pay those taxes.
6. Payments will be linked to completion and acceptance of agreed deliverables and will be detailed in the final contract with the successful tenderer.
7. DT Global will withhold and remit any Withholding Tax that it is legally obliged to under Solomon Islands law.

Item	Units	Price (AUD)
		$
		$
		$
		$
		$
		$
		$

		$

Part 6: Certification and Submission checklist

Before submitting this form, confirm that you have done the following:

- ☐ Completed Part 1: the Company Details
- ☐ Attached the documents specified in the Company Details section
- ☐ Answered the questions in Part 2: Response to key selection criteria:
- ☐ Provided information in Part 3 – Project/Prior Experience
- ☐ Answered all questions in Part 4 – Team Composition
- ☐ Provided prices for all items in Part 5 – Financial Proposal
- ☐ Completed the Due Diligence assessment checklist (Annex 3)
- ☐ Read the draft sub-contractor agreement and noted any questions for DT Global (Annex 4)
- ☐ Provided a disclosure of any conflict of interest, or any matter that may materially affect the company's performance of the contract

I _____ *(Name)* on behalf of

_____ *(Company)* declare that:

We offer the services in the attached proposal at the prices quoted, upon and subject to the conditions of the Request for Tender.

This offer remains open for acceptance by DT Global for a duration of ninety (90) days from the date of closure of tenders.

We have not prepared our application with the benefit of information obtained from a current or former employee of DT Global or the Client/Donor in circumstances that constitute a breach of confidentiality or fidelity on the part of that person; or with the benefit of information otherwise improperly obtained.

We have disclosed below (to the best of our knowledge) any matter that may materially affect our performance of the contract, including but not limited to: any security, probity or integrity issue, including current or pending investigations or enquiries by any government, law enforcement, or regulatory body; financial capacity and viability to perform the services.

I confirm I am authorised to submit this tender on behalf of the company mentioned in this form above.

Signature		**Date**	
Name		**Position**	

Annex 3 Due Diligence Assessment Checklist

Provided as a separate document.

Due Diligence Assessment for Partner Organisations

1 Instructions

This assessment must be completed before a contract between DT Global Asia Pacific Pty Ltd (DT Global) and a downstream partner (e.g. subcontractor / grantee) is signed or an association is entered into. This must be done regardless of the procurement / grant making method (e.g. sole sourced, restricted, open). While a potential partner may have recently undergone a relevant third-party due diligence assessment or accreditation (e.g. for NGO accreditation, multilateral / government / university funding), this does not mean it aligns to DT Global's due diligence criteria and therefore DT Global cannot waive due diligence assessment requirements. DT Global must ensure it can assess and verify a partner's ability to meet DT Global's risk requirements. However, on a case-by-case basis, DT Global may be able to use these third-party assessments to inform our due diligence where DT Global is satisfied the accreditation covers the risk/s of the work to be undertaken.

The assessment is not intended to preclude partners; rather it is used to identify gaps in a partner's ability to either deliver on the scope or to meet policy requirements. Gaps may be closed through the use of controls, additional contract/grant agreement clauses, adjustments to scope of work/grant proposal and basis of payment, performance guarantees, commitments to adopt policy, or additional resources (see below – 'Follow up actions'). If gaps cannot be closed, then the next preferred partner should be considered.

See the Due Diligence Guidance Note and the Due Diligence Preliminary Supplier Statement.

2 Details

Name of organisation				
Total value of proposed sub-contract or grant				
Date of assessment				
Assessment conducted by	**Name:**		**Position:**	

3 Part A – Baseline (Mandatory) Assessment

Minimum standards / requirements	**Copies of verification documents to be retained as evidence for audit purposes**			
	Means of verification*	Sighted yes / no	Organisation comments	DT Global program officer comments and risk mitigation actions
1. Partner Organisation Details				
Is the organisation a legal entity?	Current registration certification	Choose an item.		

Minimum standards / requirements	Copies of verification documents to be retained as evidence for audit purposes			
	Means of verification*	Sighted yes / no	Organisation comments	DT Global program officer comments and risk mitigation actions
	Legitimate Bank Accounts/Statements	Choose an item.		
	Official documents with Letterhead	Choose an item.		
	Other: _____	Choose an item.		
Does the organisation have a stated purpose or objectives?	Memorandum of Association or Articles of Association, Mission Statement	Choose an item.		
Does the organisation have a board that meets regularly?	List of Governing Board Members	Choose an item.		
	Evidence of regular Board meetings	Choose an item.		
Does the organisation have a physical address?	Visit to the office/Google Maps check	Choose an item.		
2. Past Performance				
Has the organisation implemented projects similar in size and scope in the past three years? **Note:** If 'Yes', organisation to list relevant projects.	Previous relevant projects	Choose an item.		
	Existing donor reports, recommendations	Choose an item.		
Is there evidence of implementing and completion of activities and projects?	Annual Reports, Progress Reports	Choose an item.		
	Third party reference checks (e.g. donors and other stakeholders)	Choose an item.		
3. Safeguards: Fraud, Corruption, Anti-Money Laundering Controls				
What policies does the organisation have in place to deal with fraud, bribery and corruption prevention and management?	Relevant policies in place	Choose an item.		
	Finance / Operations manuals incorporate relevant policies	Choose an item.		
What measures does the organisation have in place to ensure effective implementation of these policies?	Documented training of staff in relevant policies	Choose an item.		
How does the organisation ensure that its subcontractors / sub-grantees adhere to the organisation's policies?	Subcontractor / sub-grantee agreements include appropriate fraud, anti-bribery / corruption clauses	Choose an item.		
	Provision of training / information to sub-contractors/sub-grantees in fraud control/anti-corruption policies	Choose an item.		

Minimum standards / requirements	Copies of verification documents to be retained as evidence for audit purposes			
	Means of verification*	Sighted yes / no	Organisation comments	DT Global program officer comments and risk mitigation actions
4. Safeguards: Anti-Terrorist Financing and Sanctions'				
Is your organisation or any subsidiary or parent entity included on a sanctioned list?	Check CSI WatchDog and other platforms as necessary	Choose an item.		
Organisation checks that downstream subcontractors / partners and key personnel are not on these lists.	Operations Manual, HR and recruitment policies, procurement policies	Choose an item.		
5. Integrity Systems Checks				
Does the organisation have a Conflict of Interest policy? **Note:** If 'No', what steps does the organisation take to ensure there is disclosure of Conflict of Interest in all procurement, recruitment and/or grant-making activities.	Conflict of Interest Policy	Choose an item.		
Does the organisation ensure staff recruitment is transparent?	Operations Manual, HR and recruitment policies, procurement polices etc.	Choose an item.		
Does the organisation have in place a Code of Conduct for personnel that sets out expectations of behaviours (inside and outside the workplace) and what will happen if the standards are breached?	Code of Conduct in place. HR Policy and Complaints Handling Policy in place (or equivalent)	Choose an item.		
Does the organisation have a whistleblower policy which protects whistleblowers from reprisals?	Whistleblower Policy	Choose an item.		
Does the whistleblower policy include clear processes for dealing with concerns raised, who handles complaints and specifies any timelines involved?	Whistleblower Policy and Procedures	Choose an item.		
Does the organisation provide mandatory training on whistleblowing to new staff / volunteers within a suitable and appropriate timeframe of them joining the organisation?	Training records	Choose an item.		
Does the organisation undertake Criminal Record Checks? If 'No', outline how the organisation ensures its personnel do not have prior convictions.	Criminal Record Check completed? e.g. Criminal Record Check statutory declaration confirming no adverse findings	Choose an item.		

Minimum standards / requirements	Copies of verification documents to be retained as evidence for audit purposes			
	Means of verification*	Sighted yes / no	Organisation comments	DT Global program officer comments and risk mitigation actions
Does the organisation require up to two references, including from previous employers?	Signed CV sighted Organisation undertakes referee checks	Choose an item.		
Does the organisation have a policy or procedure that requires background checks should be carried out for all prospective employees?	HR policy and/or procedure	Choose an item.		
6. Safeguards: Child Protection and Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)				
Does the organisation have a Safeguard Policy that covers both **Child Protection** and **PSEAH**? Reference checks assess suitability of personnel to work with children. If 'No', additional mitigation strategies must be developed (e.g. organisation to abide by DT Global's Safeguard Policy and to cooperate with all risk assessments, mitigation actions and reporting procedures required).	Safeguards Policy and procedures that address Child Protection and PSEAH	Choose an item.		
If risks have been identified, practices are in place consistent with DT Global's **Child Protection** and **PSEAH** policies and procedures. **Note:** If 'Yes', additional mitigation strategies must be developed.	Training conducted for staff includes mitigation actions for identified risks	Choose an item.		
7. Safeguards: Slavery (if organisation is managing multiple suppliers or undertaking construction please complete Supplier Anti-Slavery & Trafficking Assessment)				
Does the organisation have safeguards to address modern slavery risk?	Policy, training, risk assessment, modern day slavery statutory reporting.'	Choose an item.		
	Labour hire policy, employment contracts, overtime policy.	Choose an item.		
Does the organisation manage the risk of modern slavery within its supply chain?	Supplier code of conduct and contract terms, due diligence assessments, audits	Choose an item.		
8. Security Arrangements				
	Evidence of project security plans	Choose an item.		

Minimum standards / requirements	Copies of verification documents to be retained as evidence for audit purposes			
	Means of verification*	Sighted yes / no	Organisation comments	DT Global program officer comments and risk mitigation actions
Are project and/or country level security plans available?	Subscriptions to travel/security alerts etc are in place for nominated personnel	Choose an item.		
9. Workplace Health and Safety				
Does organisation have policies and procedures in place to manage health and safety risks and will be responsible for the health and safety of their staff and suppliers under their control?	Health and safety policies and procedures; risk assessments; health and safety plans; workers compensation insurance policy; travel/medical insurance policies	Choose an item.		
How does the organisation comply with the health and safety laws in the jurisdiction it is working in?	e.g. Legal register; workers compensation policy	Choose an item.		
Workplace Health and Safety Plans are in place for any construction related activities.	Workplace Health and Safety plan is sighted and appropriate including onsite WHS supervision	Choose an item.		
10. Insurance				
Does the organisation maintain all insurance cover as required by DT Global?	Public Liability	Choose an item.		
	Workers Compensation	Choose an item.		
	Property Insurance	Choose an item.		
	Professional Indemnity	Choose an item.		
	Motor Vehicle	Choose an item.		
	Medical and Dental	Choose an item.		
	Medical Evacuation	Choose an item.		

Part B – Comprehensive Assessment

This section is optional for procurements/grants up to AUD250,000; mandatory for higher risk procurements/grants and/or those valued at over AUD250,000.

Minimum standards / requirements	Copies of verification documents to be retained as evidence for audit purposes			
	Means of verification*	Sighted yes / no	Organisation comments	DT Global program officer comments and risk mitigation actions
11. Technical / Operational Capacity				
There is technical capacity to undertake scope of the proposed activity, including	CVs of, or interviews with, key staff undertaking the project. Note if these	Choose an item.		

Minimum standards / requirements	Copies of verification documents to be retained as evidence for audit purposes			
	Means of verification*	Sighted yes / no	Organisation comments	DT Global program officer comments and risk mitigation actions
staff with required reporting and financial management skills, or ability to acquire the capacity.	were provided in proposal, please just state this and do not repeat information provisions.			
Organisation has annual costed work plans and budgets	Strategic plan, yearly work plan and budgets	Choose an item.		
12. Financial Viability				
Does the organisation have diverse sources of income?	Annual reports	Choose an item.		
Are there adequate reserves?	Annual reports Regular financial audits are conducted – By whom? How often?	Choose an item.		
Does the organisation disclose all outstanding liabilities or debts to other donors or third parties?	Third party referee checks as well as staff and board interviews/feedback	Choose an item.		
13. Fiduciary Management				
Does the organisation have sound financial systems in place to capture/record all financial transactions accurately?	Finance / Operation Policies Financial management reports	Choose an item.		
Does the organisation have documented systems and policies in place to ensure accountability and transparency?	Finance Manual Level of Authority / organisation chart Regular audits	Choose an item.		
Does the organisation meet it tax obligations?	Statement of Tax Record (mandatory for DFAT subcontractors over AUD4m (GST incl). Tax records for FCDO for >GDP1m for single contracts or >5m for two of more contracts	Choose an item.		
14. Results and Performance Management				
Are monitoring plans in place to follow up on implementation and learning?	M&E framework, M&E reports	Choose an item.		
Does the organisation ensure monitoring and evaluation findings are incorporated into this activity on an ongoing basis?	M&E reports, lessons learnt reports	Choose an item.		
How does the organisation collect and present data on a timely and regular basis?	Evaluation / review reports	Choose an item.		

Minimum standards / requirements	Copies of verification documents to be retained as evidence for audit purposes			
	Means of verification*	Sighted yes / no	Organisation comments	DT Global program officer comments and risk mitigation actions
Does the organisation have evidence of implementation of performance management?	Staff trained in performance management Annual performance reviews of personnel Contracts with downstream partners / subcontractors include payments linked to demonstrated performance	Choose an item.		
15. Value for Money				
Does the organisation have a process to monitor expenditure against budget which informs cost management decisions?	Project / Organisation budget	Choose an item.		
Does the organisation have a documented process which promotes value for money in procurement?	Finance / Operations / Procurement Policies / Manuals	Choose an item.		
16. Safeguards: Displacement and Resettlement				
Where relevant, does the organisation have resettlement strategies and plans in place consistent with local laws?	Evidence of systems and measures to ensure fully informed participation of affected communities	Choose an item.		
17. Safeguards: Environmental and Social				
Does the organisation have appropriate environmental and social safeguards in place?	Evidence of environmental management and social (e.g. disability, fully informed participation) principles and plans and monitoring activities	Choose an item.		
18. Record Management/Administration				
Are appropriate filing/record management systems in place across the organisation?	Evidence of how documents are retained and stored, e.g. document retention policy; cloud-servers	Choose an item.		
How will the organisation ensure it meets the record keeping obligations in the contract?	Evidence of how documents are retained and stored, e.g. document retention policy; cloud-servers	Choose an item.		

** These items are indicative of evidence that can be used to satisfy DT Global the organisation meets the standard.*

4 Declaration and Approvals

4.1 Declaration of Organisation

I, _____ [insert name] declare the following:

I am duly authorised to provide the above information regarding the due diligence of _____ [insert organisation].

No conflict of interest, perceived or actual, exists which may impact on the outcome of this assessment.

Name:		**Signature:**		**Date:**	
Position:					

Please note: a false declaration is grounds for termination or performance management of the contract.

4.2 Declaration and Recommendations of DT Global Program Officer

I, _____ [insert name] declare the following:

I have conducted a due diligence assessment of _____ [insert organisation] and the information provided is true and accurate.

No conflict of interest, perceived or actual, exists which may impact on the outcome of this assessment.

Recommendations and Follow-Up Actions

The following actions have been identified during the Due Diligence Assessment that will be implemented by the Organisation and DT Global. (These must be specific, time-bound and assigned a responsible person)

Name:		**Signature:**		**Date:**	
Position:					

4.3 Endorsement of Program Director / Contractor Representative / Relevant DT Global Manager

I, _____ [insert name] declare the following:

I have reviewed the due diligence assessment of _____ [insert organisation].

I approve the due diligence assessment and any required recommendations and follow up actions.

Name:		**Signature:**		**Date:**	
Position:					