

Schedule B – End of Program Evaluation for Australia Awards and Alumni Engagement Program – Philippines

Proponents must provide detailed responses covering the information as set out in section 1-3 below. The response should not **exceed 8 pages** (excluding any Annexes). Submissions that exceed this page limit will not be considered. The following template must be followed:

1. ORGANISATION DETAILS ¹	
Name of Organisation	
Registered legal entity number ²	
Place of registration	
Contact Details:	
Name of Representative	
Position Title	
Office Address	
Phone/Fax	
Email	
Social Media	
2. PROJECT PROPOSAL: SUMMARY INFORMATION	
Proposed Project Name:	
Proposed Start Date:	
Proposed End Date:	
Total Amount (AUD) proposed:	
3. PROPOSAL DETAILS (max. 7 pages)	
A. Proposal for End of Program Evaluation for Australia Awards and Alumni Engagement Program - Philippines	
This section should cover how the proponents will address the objectives of the evaluation Including the methodology to be employed in conducting the evaluation.	
B. Organisational capability to deliver	
This section should cover the following:	
<ol style="list-style-type: none"> 1. The proponents demonstrated, relevant program evaluation expertise in SE Asian countries, particularly in the Philippines, including programs similar to the AAAEP; 2. The proponent's management capability and ability to adhere to DFAT's safeguarding requirements. 	

¹ In case of a consortium, each partner organization should complete the Organisation details. You must identify the 'lead organisation'. Only the lead organisation can enter into an agreement with Abt Associates. The application must identify all other members of the proposed group.

² Attach a copy of your business registration to your proposal submission.

C. Nominated Personnel

Nominate appropriate key personnel as per the table below and attach their Curriculum Vitae as Annex 1. If you intend to recruit consultants or subcontractors, these roles should be included.

Note: Attached CVs should not exceed **2 pages per person**. Any pages beyond this limit will be disregarded. **No more than 6 CVs** should be provided.

Role	Name
e.g. Team Leader	

D. Workplan

The workplan should outline at a minimum:

1. Key evaluation activities as outlined in Part A;
2. Resourcing, including key leads and input days;
3. Anticipated scheduling of activities and key deliverables.

E. Financial Proposal

The Financial Proposal should cover:

- A brief description of the Deliverable/Activity/Service;
- Unit Type;
- No. of Units;
- Cost per Unit (AUD)
- Total cost

The Financial Proposal should clearly reflect the end of program evaluation approach and workplan, including person input days. The proposal should demonstrate value for money.

Note: The contract with the selected proponent will be milestone based, with milestone payments made on DFAT acceptance of key deliverables.