



**Australia – Papua New Guinea
Economic Partnership**

APEP-2025-028 – REQUEST FOR QUOTATION

TECHNICAL ADVISER FOR COCOA COST OF PRODUCTION STUDY

L4 Request for Quotation

Request for Quotation

Abt Associates is seeking Quotations for the following procurement:

Project title	Cocoa at the Crossroads: Empowering Farmers Through Cost Insights
Project reference number	APEP-2025-028
RFQ issue date	25 June 2025
RFQ closing date and time	11 July 2025 , 5pm PNG Time

The following sets out the requirements for this procurement activity.

Overview

The Australia Papua New Guinea Economic Partnership (APEP) is an eight-year, multi-sectoral investment commenced in April 2022. As part of the broader Australia-Papua New Guinea Partnership, APEP aligns closely with the development priorities of both the Government of Australia and Papua New Guinea (PNG).

APEP collaborates with other Australian investments and development partners to deliver impactful and sustainable development outcomes across five key engagement areas:

- EOPO 1: Safeguarding Macroeconomic Stability
- EOPO 2: Strengthening Public Financial Management
- EOPO 3: Supporting More Efficient and Inclusive Markets
- EOPO 4: Fostering Inclusive Growth and Expanded Livelihoods
- EOPO 5: Catalysing Economic Research and Dialogue.

Cross-cutting priorities include Gender Equality, Disability and Social Inclusion (GEDSI), Women's Economic Empowerment (WEE), climate resilience, and the integration of First Nations' perspectives. All activities are supported by APEP's Monitoring, Evaluation, Reflection, and Learning.

Background

Cocoa is PNG's third-largest agricultural export and a critical source of income for over 200,000 households. The sector faces rising production costs, declining plantation yields, and emerging challenges including pest incursions, climate change, and shifting household labour dynamics. The last comprehensive cost of production study was completed in 2001, making updated data essential for designing targeted support.

Recognising this, APEP is supporting a study titled **Cocoa at the Crossroads: Empowering Farmers through Cost Insights** to assess the cost of production for cocoa among smallholder farmers. This study will inform future investments and policy actions by identifying cost drivers, gender-based disparities, and opportunities for improved sector productivity and resilience.

The study will be carried out in collaboration with the Papua New Guinea Cocoa Board, relevant government departments, and local extension services. Additionally, the study will align with APEP's inclusive economic development goals and support evidence-based policymaking in the agricultural sector.

Services Required

APEP seeks to engage a Technical Expert (individual consultant or consulting firm) to provide technical support to the Cocoa Board in designing and implementing a comprehensive cocoa cost of production study, building institutional capacity, and producing actionable insights to inform policy, industry, and farmer support programs.

The consultancy is expected to run for approximately 90 working days between July and September 2025. The consultant will be required to travel to major cocoa-producing provinces: East New Britain, Bougainville, Sepik, Madang, and Chimbu for fieldwork and stakeholder consultations. A technical and financial proposal will be required as part of the tender submission.

Gender, Disability, and climate change are priorities for DFAT and APEP, and each should be carefully considered in the study.

The service provider will be required to deliver the following as part of this engagement:

No.	Deliverable	Due Date
1	Attend an inception meeting with APEP and the Australian High Commission (AHC) staff.	23 July 2025
2	Finalised activity workplan based on inception meeting agreed decisions, including agreed timeline for in-country visits, other opportunities for interactions, milestones reporting and payments, and completion date following inception.	30 July 2025
3	The mid-term report includes progress of field work, constraints to progress, and solutions to overcome constraints.	08 August 2025
4	Draft final report including overall methodology, stakeholders consulted, and findings for validation through stakeholder workshop or discussion with APEP, DFAT, and other stakeholders.	11 September 2025
5	Submission of the finalised report incorporating relevant stakeholder comments into the final draft report.	21 September 2025

In addition to the specific deliverables set out above, the Contractor will provide the following periodic reports:

Reports	Due date
Inception report	23 July 2025
Mid-study written report	08 August 2025
Draft Final Report	11 September 2025
Final Report	21 September 2025

Fee payment schedule

The contract will be structured with the following fee payment schedule. Respondents should advise in their response if different payment arrangements are required.

Milestone No	Milestone Deliverable	Milestone Date	Fee Percentage
Milestone 1	Inception Meeting Report accepted by APEP	23 July 2025	20
Milestone 2	Commencement of Field Work	30 July 2025	40
Milestone 3	Mid Term Report accepted by APEP	08 August 2025	10
Milestone 4	Draft final report submitted and stakeholder presentation conducted	11 September 2025	20
Milestone 5	Final report submitted and approved by APEP	21 September 2025	10
	TOTAL:		100%

RFQ response requirements

Respondents wishing to participate in this RFQ process should submit their response by the closing date specified above by email to png.tenders@amspng.org.

RFQ responses should include the following:

1. Proposal detailing how the goods/services will be required and the supplier's experience relevant to the requirements.
2. This request for proposal is open to organisations based in Papua New Guinea and internationally. To be eligible for consideration, organisations must be registered on the company register of their country of incorporation.
3. Organisations registered outside of Papua New Guinea must ensure that they are permitted by Papua New Guinean legislation to provide the proposed services in Papua New Guinea. Further information on the requirements for registration of overseas companies in Papua New Guinea can be found in the Companies Act 1997 and on the Investment Promotion Authority website.
4. RFQ responses should include the following:
 - Proposal detailing the supplier experience relevant to the requirements;
 - Fee proposal for the provision of the requested services including any and all associated costs. The proposal should be in PGK for organisations registered in Papua New Guinea and AUD for organisations registered outside of Papua New Guinea.
5. The following supporting documents:
 - a) For Papua New Guinean organisations:
 - IPA Certificate of Good Standing long form (must be for the entity the organisation will contract with if successful);
 - TIN certificate.
 - b) For international organisations:
 - Company extract showing the directors and shareholders of the company form (must be for the entity the organisation will contract with if successful);
 - IPA Certificate of Foreign Registration (where applicable);
 - IPA Certificate of Good Standing for Overseas company (where applicable).
6. Nominated representative for the RFQ (name, email address and phone number).

7. CVs of all personnel nominated to deliver the services.
8. Certificates of currency for public liability, professional indemnity and workers compensation insurance.
9. Details of any conflicts of interest that exist or that could be perceived to exist in relation to this RFQ and/or any contract. If there are no conflicts of perceived conflicts, please state that no conflict exists.


RFQ evaluation

Responses will be assessed following the evaluation criteria below to determine which respondent provides the best value for money.

No.	Criterion	Weighting %
1	Organisation's experience providing similar services/ goods	25%
2	Approach taken by the organisation to provide the services or quality of the goods being proposed	25%
3	Suitability and experience of the proposed study team	25%
4	Financial Submission and Value for Money considerations	25%

Standard terms and conditions

1. This Request for Quotation (RFQ) is an invitation to treat and shall not be construed, interpreted, or relied upon, whether expressly or implied, as an offer capable of acceptance by any professional, firm, or organisation or as creating any form of contractual, quasi-contractual, restitution or other relationship.
2. No binding legal relationship will arise out of this process until the execution of a contract with the preferred respondent.
3. Each respondent to the RFQ is expected to be fully informed of all aspects of the work required to be performed.
4. The respondent agrees that participation in any stage of the RFQ process is at the respondent's sole risk and cost.
5. Abt Associates, at its discretion, may discontinue this RFQ, decline to accept any quotation, decline to issue any contract or satisfy its requirement separately from this RFQ process.
6. All potential respondents must have appropriate insurance cover as a condition of submitting a quotation.
7. The successful respondent will be required to sign a contract in the form of the Contract annexed to this Request for Quotation or available on request. Respondents should note that the contract is subject to change and may vary following the evaluation process.
8. In evaluating each response, Abt Associates will have regard to:
 - a. the evaluation criteria; and
 - b. The overall value for money proposition presented in the bid submission. In this context, value for money is a measurement of benefits represented by a Respondent's submission, including:
 - i. The quality of goods and/or services;
 - ii. Fitness for purpose;
 - iii. Relevant experience and performance history;
 - iv. Innovation and adaptability over the lifecycle;
 - v. Environmental sustainability of the proposed goods and services;

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- vi. Risk and compliance; and
 - vii. Whole of life costs.
9. As part of, and in addition to the evaluation process, Abt Associates may:
- a. require clarifications and/or presentations from respondents at any time during the evaluation process. Should such presentations be required, dates, times, and venues for presentations will be notified to all respondents participating in the evaluation or the shortlisted respondents from the evaluation process. A list of areas and issues for respondents to address will be provided before the presentation.
 - b. Conduct reference checks (including site visits, if relevant) on respondents. Reference checks may be conducted with any referee proposed by the respondent in its quotation submission or with any other organisation selected by Abt Associates at its discretion. Abt Associates may also request further information from respondents during the evaluation process.
10. The respondent, if appointed, must always identify, comply with and exercise all necessary, duties and precautions for the health, safety and security of all persons including the respondent's employees, subcontractors, subcontractor's employees, employees of Abt Associates and other persons who may be affected by the delivery of the contract work.
11. The respondent will inform itself of all workplace health, safety, and safety duties, codes of practice, policies, procedures, or measures applicable to the services. The respondent will comply with all such duties, codes of practice, policies, procedures, or measures; and, in the event of any inconsistency, will comply with such duties, codes of practice, policies, procedures, or measures that produce the highest level of health, safety, and security. The respondent must comply with any and all directions by or on behalf of Abt Associates relating to safety and security.
12. The successful respondent must have appropriate child protection policies in place and/or be willing to comply with Abt Associates and DFAT's latest Child Protection Policy. DFAT's Child Protection Policy is available on its website, and Abt Associates' policy is attached to the Draft Contract. The successful respondent may be required to participate in a Child Protection Risk Context Tool and work with Abt Associates to implement any necessary Child Protection Implementation Plan for medium and high-risk activities.
13. The successful respondent should be aware of the DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy available on its website. The successful respondent may be required to submit a narrative response and risk assessment about this policy.