

REQUEST FOR TENDER

Tender:	Monitoring, Evaluation & Learning (MEL) Panel of Advisors
Reports to:	MEL Lead, Partnerships for Infrastructure (P4I)
Location:	Remote
Duration:	To be engaged until 30 June 2024
Closing Date:	12 June 2023

About P4I

Partnerships for Infrastructure (P4I) is an Australian Government initiative partnering with Southeast Asia to drive sustainable, inclusive, and resilient growth through quality infrastructure. P4I partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN).

P4I works with partners to strengthen infrastructure decision-making and practice across the transport, energy, utilities and telecommunications sectors. P4I's focus is on the early stages of the infrastructure lifecycle, including planning and prioritisation, financing strategy, and procurement.

The four main services offered by P4I are linkages with Australian government agencies and other institutions, technical and policy advice, infrastructure project advice and knowledge-sharing and learning.

As the foundation of quality infrastructure, P4I also integrates gender equality, disability, and social inclusion, and disaster risk reduction and climate change considerations into all activities.

Delivered through a single team, P4I is led by the [Australian Department of Foreign Affairs and Trade \(DFAT\)](#) in collaboration with [Ernst & Young](#), [Adam Smith International](#), [The Asia Foundation](#) and [Ninti One](#).

P4I has a head office in Bangkok, with other staff located around the region. More information about P4I is available at www.partnershipsforinfrastructure.org

Purpose

Given the complexity of P4I's activities both in terms of scope (multi-sectors) and scale (eight countries plus ASEAN, a pool of experts in monitoring, evaluation and learning (MEL) is needed to support the program.

The purpose of this tender is to identify experienced advisors and consultants to join the (MEL) Panel. The panel is a database of organisations and individuals with demonstrated experience delivering high quality MEL technical assistance relevant to P4I's mission.

Scope of Work

P4I invites applications from experienced individuals or organisations to form a MEL Panel.

Panel members will provide technical support to P4I in developing and strengthening MEL frameworks for P4I activities, facilitating performance reviews, conducting evaluations of key activities, and providing MEL capacity support to activity teams and P4I government-to-government partners.

They will also assist in developing MEL plans, monitoring progress, assessing whether activities are achieving their objectives, and determining whether or not P4I has achieved its intended outcomes as described in the P4I Program Logic.

Roles and Responsibilities

Below are some of the key roles and responsibilities that the MEL panel members are expected to provide:

- Develop/provide advice for MEL framework for P4I activities
- Develop/provide advice on MEL tools/instrument based on the activities MEL framework



- Facilitate/provide advice on annual performance review workshop (to prepare for P4I annual progress report)
- Conduct assessment/evaluation of selected P4I activities
- Provide MEL capacity support for P4I's partners, especially for the G2G partners

Selection criteria

Candidates are encouraged to highlight experience in the following areas:

- In the design and delivery of MEL systems, preferably for Australian Government aid programs
- Conducting MEL in the key thematic areas of GEDSI, DRRCC and Partnerships
- Conducting MEL related to infrastructure policy, planning and/or development
- Conducting MEL for capacity development initiatives, preferably with partner government officials
- Conducting MEL for policy reform initiatives, particularly in Southeast Asia
- Using case study methodology for evaluation purposes
- Working on aid program initiatives with Australian agencies other than DFAT
- Outcomes gathering processes including convening workshops and organising results
- MEL data management such as the development of output and outcomes databases
- Coordinating program design processes, including theory of change workshops
- Managing Program Performance Reporting processes consistent with DFAT Standards
- Providing technical support to individuals and organisations who may not be familiar with MEL system and concepts.

Terms of Engagement

Successful candidates will be contracted through a draw down contract.

Members of the panel will be engaged through Tasking Notes and are then mobilised quickly for specific consultancy opportunities when they arise, minimising application and contracting processes.

Opportunities will be made available to members on an as-needed basis and offered in a range of ways, including, but not limited to – open calls to all panel members, limited calls for expressions of interest, and occasional cases of sole sourcing.

Each opportunity is dependent on an assignment's requirements and the skillsets of the available panel members. Inputs will vary in terms of scope and duration, depending on the needs identified.

Suppliers will be free to engage on activities once the Tasking Note is signed by the P4I's Senior Operations Manager.

Being a member of P4I's MEL Panel provides no guarantee of work. The panel will operate in accordance with Australia's Commonwealth Procurement Rules.

Please note, all Intellectual Property created under the Australian Department of Foreign Affairs and Trade (DFAT) contracts or subcontracts is vested with the Australian Government (or its nominee) immediately upon its creation.

How to Apply

Applications must be submitted by **9:00am (Bangkok time) on Monday 12 June 2023**.

Please submit applications and queries via email to the P4I Procurement Manager at tenders@partnershipsforinfrastructure.org, with the subject 'P4I MEL Panel'

When applying, please include the following information:

1. Details of individual's name and CV of relevant works (2-pages maximum). If an organisation, please include organisation name and the names and CVs of advisors being nominated.



2. A brief cover letter that speaks to your CV's details, outlining how your experience, capabilities and qualifications are relevant to the tender scope of works.
3. Nomination of positions, roles or specialisations you would like to be considered for, as detailed in the Scope of Works.
4. Names and contact details of three referees. One from your most recent consultancy, the second from a recent long-term employment and the third of your choosing.
5. Please provide a quotation on the provision of your services for a single 8-hour day using AUD currency exclusive and inclusive of taxes, such as Goods and Services Tax.

Due to the high volume of applications for P4I positions, only short-listed applicants will be contacted.

This tender will be managed through Adam Smith International (ASI). Suppliers located in P4I's partner countries are strongly encouraged to apply. We also seek suppliers who can work remotely from Australia and other countries, particularly those identifying as Aboriginal and Torres Strait Islanders. P4I is committed to promoting and empowering local and marginalised groups within the region and strongly encourages suppliers identifying as such to apply. Suppliers with strong governance initiatives to engage such groups should also apply.