

# REQUEST FOR TENDER

<b>Tender:</b>	<b>Communications support</b>
<b>Required:</b>	Communication services including writing, editing, and digital/graphic design support for Partnerships for Infrastructure
<b>Duration:</b>	Until 30 June 2024 (with possibility of extension)
<b>Location:</b>	Remote
<b>Reports to:</b>	Knowledge and Engagement Lead and/or Communications Adviser
<b>Closing Date:</b>	12 February 2024

## 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](http://www.partnershipsforinfrastructure.org)

## Purpose

Through P4I's Performance and Knowledge team, a number of publications and events are delivered to infrastructure stakeholders across the region, with content shared through different communications platforms. These products will seek to raise the visibility of P4I and Australian Government support to quality infrastructure in Southeast Asia.

The team therefore requires communication services to support the production of information products and content related to these activities. This may be provided by a communications company or individuals with one or more of the skills outlined below.

Requirements include publication drafting and editing, document layout and design, event and presentation material development, invitation and signage design, and digital or social media asset creation. This will primarily require writing and copy-editing, with additional support requested for design, layout and graphic design work where required.

## Scope of Work

Individual communications specialists or companies will form a panel of experts and be engaged on an ad-hoc basis to support P4I with writing, copy-editing, and designing a range of publications, reporting products, and event materials. Support will be requested by Performance and Knowledge team members, with specific requirements outlined in a Tasking Note.



## Responsibilities

A communications expert or communications company is required to deliver the following:

- Develop a series of factsheets, case studies, policy briefs, report summaries etc, with publication types to be confirmed by the Knowledge and Performance team. Support will include drafting text, document layouts and design.
- Edit various documents and publications, including proofreading, copy editing and sub-editing. This may include structural edits, fact checking and partial re-writing. The [Australian Government Style Manual](#) should be followed, particularly in terms of writing, grammar, structure and referencing of sources.
- Support ad-hoc digital and design services requested by the Performance and Knowledge team, including document and report layouts, invitations, signage, presentations, infographics, short videos and other design tasks as required.
- Adhere to Australian Government and P4I style guidelines, branding requirements, using agreed logos, colours, fonts, and visual imagery.
- Liaise with Performance and Knowledge team members to develop products and content, including Communications, Knowledge and Learning, Monitoring and Evaluation, and Operations.

Please note, P4I is committed to gender equality, disability and social inclusion. For this reason, all content and materials should represent the different nationalities of Southeast Asia and include language, imagery or graphics conveying equal representation of women and men, and vulnerable and marginalised peoples where possible. Designs and content should also be accessible for visually impaired persons, with appropriate fonts, colours and contrast.

## Terms of engagement

The arrangement will operate under a drawdown contract until 30 June 2024 (possibility of extension), with each separate piece of work outlined in a Tasking Note. Each Tasking Note will set out the services required, including the P4I team member responsible, timelines, and number of days/hours input required.

Suppliers will operate in accordance with Australia's Commonwealth Procurement Rules. 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. Original source or design files should also be provided to P4I at the completion of each job.

## Application Instructions

When applying, please include the following information:

1. A brief cover letter that speaks to suitability for the role, outlining experience, capabilities and qualifications relevant to the tender scope of works (1 page maximum).
2. Company name or individual details, with CV of relevant works (2-pages maximum). If an organisation or company, please include organisation name, the names of specialists being nominated with CVs.
3. A portfolio or examples related to the scope of work.
4. Daily rates and/or estimated rates or hourly costs (using AUD currency) for the following (if applicable):
  - a) 2-page case study writing and design layout
  - b) 60-page P4I report editing and layout, including cover page design
  - c) 20-slide PowerPoint presentation layout
  - d) A3-size infographic on P4I reporting data
  - e) 900 W x 600 H pixel e-Invitation to a P4I event
  - f) Facebook and LinkedIn social media card/s promoting a P4I event
5. Names and contact details of three referees.



Please submit applications and queries about the tender via email to the P4I Procurement Manager at [tenders@partnershipsforinfrastructure.org](mailto:tenders@partnershipsforinfrastructure.org).

Applications must be submitted by **11:59pm (Bangkok time) on Monday 12 February 2024**.

Due to the high volume of applications for P4I positions, only short-listed companies 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.