

REQUEST FOR PROPOSAL

Title:	Organisational Development Assurance Services
Duration:	6 months
Location:	Manila, Philippines
Reports to:	Oliver Redrup, P4I
Closing Date:	Thursday, 10 th April 2025

About P4I

Partnerships for Infrastructure (P4I) is the Australian Government's flagship infrastructure initiative for Southeast Asia. It partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN) to foster inclusive growth through sustainable economic infrastructure (i.e. transport, energy, telecommunications, and utilities).

Delivered through a single cohesive team, the initiative is led by the Australian Department of Foreign Affairs and Trade in collaboration with EY, Adam Smith International, The Asia Foundation, and Ninti One. The Program's Head Office is in Bangkok (the Hub).

P4I focuses on infrastructure prioritisation and planning, policy and regulation, and procurement and project preparation (P4I does not finance the delivery of infrastructure). All services aim to address gender equality, disability, and social inclusion, and disaster risk reduction and climate change issues. P4I can respond to rapid requests but ultimately aims to develop longer-term infrastructure engagement. Further information about P4I is available at www.partnershipsforinfrastructure.org

Background

Since inception, P4I has been supporting the Philippines Department of Transportation (DOTr) in delivering sustainable, inclusive, and resilient transport infrastructure. Recently, the P4I team co-developed a comprehensive Transport Project Preparation Guidance with DOTr aimed at improving their ability to undertake analysis of infrastructure projects. As a follow on to this activity, P4I has been asked to support the establishment and institutionalisation of *project development and investment appraisal mechanism* internal to DOTr with the authority to approve transport infrastructure projects under 15bn pesos.

As part of this activity, we require the services of an individual or organisation specializing in organisational development assurance and human capital, with strong understanding of the DOTr organisation and Philippines Government organisation and staffing regulations. The selected contractor will undertake expert assurance reviews of the interim and final outputs of this activity, to ensure that the final deliverable is in-line with industry best practice and relevant rules and regulations. This ToR contains three parts:

- PART 1: Services Procured
- PART 2: Qualifications and Application Process
- PART 3: Evaluation Method and Criteria



PART 1: SERVICES PROCURED

Objectives

To procure a suitable individual or organisation, familiar with DOTr and Philippines Government organisation and staffing regulations, to ensure that the eventual structure of the mechanism presented to DOTr will be:

- 1) Aligned with DOTr mandate, organisational context and change initiatives, and project development and approval process
- 2) Compliant with Philippines Government organisation and staffing and regulations standards
- 3) Aligned to industry best practice

Scope of Work

The selected contractor will be responsible for the following tasks:

Task 1 – review and analysis of current state

- Review and analysis of current state i.e., relevant DOTr functions, project development processes and roles and reorganisation initiatives to inform inputs to designing strawman structure/s, roles, skills and staffing needs for the internal investment mechanism
- Delivery team will review DBM submission prepared by DOTr. Consultant will be expected to input into this review by reviewing the outputs prepared by the delivery team.

Task 2 – review and provide comments on the interim and final deliverables

- Review and provide comments on the interim deliverable – expected to be a structure/s of the mechanism including but not limited to functions, roles, skills and number of positions (and their descriptions and justification), processes, analysis required by the mechanism and governance.
- Review and provide comments on the final draft deliverable – full report detailing final structure and recommendations.

Task 3: Attendance at meetings

- As required (given suitable lead time) the selected contractor will be expected to attend and contribute to project team meetings. This may include answering ad-hoc questions based on experience (no preparation required).
- At the discretion of the project team, the selected provider may be required to attend meetings with DOTr officials and/or other government stakeholders.

Deliverables

	Deliverable	Tentative delivery date	Suggested % of total contract
1	Review of current state and DBM submission	May 2025	30%
2	Review of interim draft	June 2025	30%
3	Review of final draft	August 2025	30%
4	Attendance at team meetings	Ongoing	10%

Duration

- The project will last for 6-9 months however the selected provider will not be engaged over that full period.



PART 2: QUALIFICATIONS AND APPLICATION PROCESS

Preferred Qualifications:

The qualifications of the potential contractor will be evaluated fairly, regardless of whether the proposal is submitted by an individual or an organization. That said, the preferred qualifications of the proposed personnel should meet the following criteria:

- At least 10 years of experience in organizational development, human capital strategy, strategic workforce planning, and change management, preferably within government or large-scale institutional settings.
- Extensive experience conducting similar studies, particularly within the Philippine Government, including familiarity with DOTr structures, processes, and staffing regulations
- In-depth understanding of the Philippines Government's organizational standards, staffing regulations, and institutional frameworks
- Demonstrated leadership in delivering complex OD/human capital projects, including organizational design, workforce transformation, and operational efficiency initiatives.
- Strong writing, presentation, and stakeholder engagement skills, with the ability to engage effectively at senior government and executive levels.
- A master's degree or higher in management, organizational development, human resources, public administration, or a related field
- Fluency in both English and Filipino, with the ability to produce high-quality reports and documentation in both languages.

How to Apply

Please submit applications and queries about the tender via email at tenders@partnershipsforinfrastructure.org with subject **Organisational Development Assurance Service - Philippines**

Applications must be submitted by **11:59pm (Bangkok time) on Thursday, 9th April 2025**.

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

Partnerships for Infrastructure (P4I) is an equal opportunity employer, with personal and professional development opportunities provided to all staff. P4I adheres to a strict code of ethics and has zero tolerance for sexual harassment and exploitation.

Proposals for submission (required):

- The applicant should respond with a proposal at a minimum, that includes the following requirements. The proposal shall be in English language and would encourage to limit the proposal to a maximum of 10 pages (not including CV or other supporting documents i.e. publications, past work). Technical proposal must consist of the following:
 - Description of the proposed approach to the assignment.
 - One page describing past experiences with similar assignments.
 - Proof of experience in preferred qualifications.
 - CVs of personnel proposed to work on the project.
 - Publications or technical analysis related to this Scope of Work, produced by the individual proposed for this Scope of Work.
 - Company/organisation profile.
- Financial proposal, including the following:



- Please provide a quotation on the provision of your services for a single day using AUD currency.
- It is expected that the final contract price will be an upper limiting fee of 15 days of consultant time.
- P4I will retain the right to draw down on as many, or as little of these days as it deems necessary to complete the task.

PART 3: EVALUATION METHOD AND CRITERIA

- Award of the contract will be made to the qualified firm/individual whose offer has been evaluated and determined as responsive/compliant/acceptable and represented **the best value** to P4I. Evaluation will be done, but will not be scored, under each evaluation criteria.

Proposals will be scored based on the following weighted criteria:

#	Name	Description	Weighting
1	Consultant Experience	Relevant technical experiences. Applicants previous experience and proven track record in performing similar projects or providing similar services.	30%
2	Value for Money (VfM)	Following the DFAT VfM principles, this assessment considers whether the proposed cost of the project is commensurate with the scale and quality of the outcomes, including economic, efficient, effective, and ethical use of resources.	30%
3	Local experience and context	Applicants' previous experience with Government of Philippines, specifically Department of Transportation (DOTr), and their understanding of local processes and relevant regulations.	40%
Total			100%

Issuance of this ToR does not constitute an award commitment, nor does it commit P4I, DFAT, or any of its funding partners to pay for costs incurred in the preparation and submission of applications. Further, P4I reserves the right to reject any or all applications received. Applications are submitted at the risk of the Applicant. All preparation and submission costs are at the Applicant's expense.

Award of the contract resulting from this ToR will be based upon the most responsive organisation/ company whose offer will be the most advantageous for P4I as specified in this ToR. P4I will issue a Service Agreement/Contract following its internal policies and procedures and applicable donor regulations. Payments will be made as per the agreed schedule which will be negotiated and finalised before signing the agreement/contract.

P4I reserves the right to:

1. Reject any or all offers and discontinue this ToR process without obligation or liability to any potential bidder.
2. Accept other than the lowest-priced offer.
3. Conduct discussions with the applicant for the purpose of obtaining "best and final offers." To obtain best and final offers from bidders, P4I may do one or more of the following: Enter pre-selection negotiations, schedule oral presentations, and/or request revised proposals.