

Laos Australia Institute

Supporting Human Resource Development in Laos

Request for Proposal National HRD Adviser Consultancy

For Laos Australia Institute

Structure of Request for Proposal

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Part A: Procurement Process Guidelines

Invitation to Submit a Proposal

You are invited to submit a proposal for the provision of: National HRD Adviser Consultancy

Principal

Representative Office of Tetra Tech International Development Pty Ltd (as the managing contractor of Laos Australia Institute)

Setthathirath Avenue, Xiengnheun Village, Chanthabouly District, Vientiane, Laos
Vientiane, 01000
Lao PDR P.O.Box 121

Tetra Tech International Development's Requirements

Tetra Tech International Development Pty Ltd (Tetra Tech International Development) as the managing contractor of the Laos Australia Institute on behalf of the Australian Department of Foreign Affairs and Trade in Laos, is seeking a technical and financial proposal from service providers in Laos to provide specialist Human Resources Development (HRD) consultancy services as per the details more fully described in this Request for Proposal (RFP) documentation in Part B, Scope of Services.

To submit this proposal, the service provider must be based in Laos. This will be a sole provider Contract in Laos.

The term of the Contract will initially be 4 months of part time inputs from around November 2023 to February 2024 inclusive, with the possibility of extension.

Important Dates

Invitation Issue Date	22 September 2023
Closing Date and Time	8 October 2023, 11:00 pm Laos time
Contract Commencement	On or before 1 November 2023

Contact Person

Name	Iain Calman
Position	HRD Adviser, Laos Australia Institute
Email	infohrd@laosaustraliainstitute.org

1. Invitation

Tetra Tech International Development invites interested service providers to submit a proposal in accordance with this Invitation for the provision of Tetra Tech International Development's Requirements.

The interested service provider may only communicate with the Contact Person (listed on the front page of this document) about this invitation, and that contact must be in writing. The service provider may submit a query or request for further information before the proposal closing date. Tetra Tech International Development does not guarantee that it will respond to any query, particularly queries received on the closing date. Responses may be provided to other interested service providers.

The service provider is solely responsible for the cost of preparing and submitting the proposal and all other costs arising from the service provider's participation in the procurement process.

Interested service providers must submit a proposal to info@laosaustraliainstitute.org before the closing date.

Any proposal that is submitted after the closing date and time will be deemed ineligible.

2. Procurement Process Conduct

Interested service providers must:

- ensure all communications are undertaken via the Contact Person
- declare any actual or potential conflict of interest
- not employ or engage the services of any person who has a duty to Tetra Tech International Development as an adviser, consultant or employee (or former adviser, consultant or employee) who has been substantially involved in the design, preparation, appraisal, review and/or daily management of this activity
- not offer any incentive to, or otherwise attempt to influence, any employee of Tetra Tech International Development or any member of an evaluation team at any time
- not engage in any collusive or anti-competitive conduct with any Supplier
- comply with all laws in force in Laos applicable to this Procurement Process
- disclose whether the service provider is acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s)
- the service provider must not be subject to an adverse Court or Tribunal decision (not including decisions under appeal) for a breach of any workplace relations law, work health and safety law, or workers' compensation law, or if the Tenderer is subject, that the Tenderer has fully complied, or is fully complying with the Court or Tribunal order; and
- the service provider agrees to contract as a single legal entity. Interested parties (organisations or individuals) may form consortia or groups to submit a proposal but must nominate one legal entity (which can be an individual) as the contracting party.

If the service provider acts contrary to the expectations outlined above, Tetra Tech International Development reserves the right (regardless of any subsequent dealings) to exclude the Tenderer's proposal from further consideration.

Tetra Tech International Development will:

- preserve the confidentiality of any information marked as confidential (subject to conditions concerning confidentiality)

- give interested service providers the opportunity to compete fairly

3. Evaluation Process

Tetra Tech International Development will evaluate and assess only those interested service providers determined to be complying with the requirements of this Document. The evaluation criteria are as the following:

- a. Prior performance experience
- b. Technical capacity
- c. Core personnel
- d. Price

Tetra Tech International Development will convene an Evaluation Committee (EC) to undertake the value for money evaluation. Members of the EC could be Tetra Tech International Development or DFAT representatives, representatives of the Partner Government, and/or externally engaged experts at Tetra Tech International Development's sole discretion.

Tetra Tech International Development reserves the right to accept or reject any service provider at any time prior to the award of a contract, without thereby incurring any liability to the affected service providers.

Tetra Tech International Development may choose to shortlist some interested service providers and continue evaluating offers from those shortlisted service providers. Tetra Tech International Development is not at any time required to notify any service provider or any other person or organisation interested in making an offer of its intentions or decision to shortlist.

Tetra Tech International Development may choose to:

- a) enter into negotiations with the interested service providers (including parallel negotiations with more than one interested service providers) in order to vary its offer on grounds of capability / capacity, technical issues, cost, effectiveness, to finalise agreement on the terms of the contract, or any other matters
- b) suspend, discontinue or terminate at any time negotiations with the interested service provider or any other person or organisation
- c) negotiate with the interested service provider for the provision of any part of Tetra Tech International Development's Requirement and negotiate with any other interested service provider with respect to the same or other parts of Tetra Tech International Development Requirement and to enter into one or more contracts for part or parts of Tetra Tech International Development's Requirement
- d) negotiate at any time with any organisation that is not an interested service provider and enter into a contract in relation to Tetra Tech International Development's Requirement or any part of Tetra Tech International Development's Requirement with that organisation on such terms as Tetra Tech International Development, at its absolute discretion, considers appropriate
- e) seek best and final offers from all or some of the interested service provider. Irrespective of Tetra Tech International Development's right to negotiate and/or seek a best and final offer, The Tenderer is bound by the Offer, and if selected, the interested service provider must be willing to enter into a contract on the basis of the Offer

No legal relationship will exist between an interested service provider and Tetra Tech International Development for the supply of Tetra Tech International Development's requirement until such time as a binding contract is executed by both parties.

Tetra Tech International Development intends to contract based on the Draft Contract contained in Part D. By submitting a proposal, service providers agree to Draft Contract. Any proposed changes to the Draft Contract must be documented in the submitted Proposal.

Part B: Scope of Services

Title	HRD Consultancy
Project	Laos Australia Institute (LAI)
Reports to	HRD Adviser
Duration	4 months, up to 50 days of inputs (starting on or before 1 November 2023), with possibility of extension subject to satisfactory performance of the services
Location	Vientiane

1. Program Overview

The Laos Australia Institute (LAI) is managed by Tetra Tech on behalf of the Australian Government. LAI has been working to support human resource development (HRD) in Laos since 2013 and manages Australia's main investments in HRD in Laos, including the Australia Awards Scholarships, Australia Awards Short Courses, HRM/HRD training and development, complimentary training and development activities and expert technical assistance in support of the Government of Laos.

On behalf of the Australian Government in Laos PDR, the LAI supports building the capacity of key counterpart organisations to deliver their objectives, through technical assistance, individual professional development, policy and programming advice, training programs, research and other HRD support.

A key focus has been on strengthening both individual and organisational HRD capability and capacity, especially in the central government. To this end, in 2023-24 the LAI intends to support the establishment of an active professional association of HR practitioners in Laos and increase the recognition of the HR profession in Laos. Moreover, the delivery of Human Resource Development training/activities will directly support the enhancement of both individual and organisational HRD capability and capacity.

The LAI also delivers leadership retreats and other learning activities and workshops to staff of its partner organisations.

2. Responsibilities of the Consultancy

A. Establish the association – Laos Human Resource Society (LHRS) - for Human Resource (HR) professionals

1. Investigate all regulatory and / or legislative requirements that will have to meet in order to establish the LHRS. Provide a comprehensive report of specific requirements and recommendations to meet these requirements, and integrate the actions required into a broader project plan to form a legally recognised professional association
2. Identify suitable activities to promote and enhance the recognition of the HR profession in Laos.
3. Facilitate network events to promote interest in membership in the newly established professional HR association.
4. Provide suitable web-based content to attract, retain and actively engage LHRS members.
5. Coordinate and oversee the inaugural LHRS HR conference.

B. Support HRD training/activities, especially the Women in Leadership Program (WIL) – Learning Circles for Executive Women

6. In collaboration with the Alumni Engagement Team support the delivery of the WIL program by identifying suitable activities to support participants achieve their stated goals, participating in development activities as appropriate, developing and implementing strategies to maintain program momentum and ensure participants feel supported through their journey.
7. Facilitate the delivery of Human Resource Management/Development training/activities where required.

C. Other duties

8. Translate, or manage external translation (in accordance with available budget), into Lao the material for HRD training and workshops.
9. Harvest and record for M&E purposes, and in accordance with agreed M&E processes and formats, the best examples of application of learning and positive changes in the workplace.
10. Contribute to the LAI processes and activities to monitor effectiveness and to defining the coming year's priorities and action plan in accordance with the head-contract and program logic.
11. Other related duties as requested.

3. Required Qualifications and Experience

The Adviser will have the following qualifications and experience:

Essential:

- Tertiary qualifications, preferably in Business Administration, Human Resource Management/Development, Project Management, or other relevant areas
- Qualifications in or experience with skills-oriented education and facilitation using interactive adult learning methods
- Excellent verbal and written communication skills in Lao and English
- Strong ability to communicate ideas clearly and confidently, articulate issues, recommend solutions, and facilitate workshops
- Client-focussed and service-oriented work attitude; ability to work in teams and across boundaries and in cross-cultural environments
- Proven ability to engage respectfully and empathetically with stakeholders and networks to build sustainable connections and lead positive change
- Sophisticated skills using MS Office programs and other apps relevant to teaching and facilitating learning

Preferred:

- Experience working with Government of Lao stakeholders at various levels of seniority
- Understanding of Monitoring Evaluation Learning and Adaptation principles and practices

Part C: To Apply

Please submit a proposal, detailing your ability to deliver on the Scope of Services, to info@laosaustraliainstitute.org before 11pm on 8 October 2023, including:

- Descriptions of 3 relevant employment or consultancy experiences, including contact details of a reference from at least one of those projects
- Resumes of up to 3 pages maximum for all team members
- Proposed daily rate (based on 8-hour work day)

For any enquiries, please contact info@laosaustraliainstitute.org

Part D: Draft Contract

See the draft contract here.

