

# **Request for Quotations**

**Appraising Technical Skills and Knowledge of Extension Workers in  
the Fresh Produce Sector**

**APEP-2025-009 [REVISED]**

**April 2025**

# REQUEST FOR QUOTATION

Abt Associates is seeking Quotations for the following procurement:

Project title	Appraising Technical Skills and Knowledge of Extension Workers in the Fresh Produce Sector
Project reference number	APEP-2025-009 [REVISED]
RFQ Issue Date	30 April 2025
Q&A closing date and time	7 May 2025, 12pm PNG Time
RFQ closing date and time	14 May 2025, no later than 5pm PNG Time

\* This opportunity is a revised release of an opportunity previously advertised. The revised release invites responses from organisations registered in Papua New Guinea in addition to organisations registered outside of Papua New Guinea.

The following sets out the requirements for this procurement activity.

## OVERVIEW

The Australia – PNG Economic Partnership (APEP) is a multi-sectoral investment to assist GoPNG to create a stable and more prosperous country. The investment is a key coordination point from which Australia delivers its economic development support to PNG in alignment with the Comprehensive Strategic and Economic Partnership (CSEP).

APEP's policy objective is to assist PNG in its efforts to achieve sustained growth, capable of lifting the standard of living of all citizens, while also ensuring Australia maintains its reputation as PNG's economic partner of choice.

APEP has gender equality, disability social inclusion (GEDSI), women's economic empowerment (WEE), climate change, economic dialogue and open government positioned as cross-cutting objectives across all engagement areas.


It has the following End of Program Outcomes (EOPOs):

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

## BACKGROUND

Fresh produce production and supply is small holder based in PNG and crop products are always aggregated to make the volume and quality required to supply formal markets. Growers in the fresh produce sector strive to supply the growing demand for quality fresh produce crop products but are only able to supply an estimated 20 per cent of the demand from formal markets in PNG. The remaining 80 per cent of the demand is supplied by imported products. Companies operating in the fresh produce sector want formal contracted marketing arrangements that require parties to adhere to formalised supply and purchase arrangements.

Formal markets in PNG include catering companies that operate in hotels and restaurants, mess facilities in mining sites and learning institutions, and large supermarkets in cities and towns in PNG. Most of the fresh produce supplied by growers in PNG are sold in open air urban markets which are categorised as **informal markets**.



Growers often under supply, or at times are unable to meet the quality required by formal markets, and that contributes to lack of consistency in supply and quality of crop products. This issue can be directly attributed to limited capacity in technical skills and knowledge required to manage the production segment of the supply chain. Key segments of the supply chain, starting from field production to market outlets, must be well coordinated with specialised technical skills and knowledge to attain consistency in quality and supply of fresh produce.

The focus of this study is to enhance the capacity of extension workers involved in the crop production segment of the fresh produce supply chain. The crop production segment of fresh produce requires strategic/deliberate planning and discrete use of technical skills and knowledge. A more skilled and competent extension worker can train and provide the kind of extension support needed by farmers to grow and supply quality crop products to **formal markets** in a consistent manner.

## SERVICES REQUIRED

APEP is seeking technical assistance from an organisation with good knowledge of fresh produce production and a background in agriculture training and curriculum development. The successful respondent will work with the Fresh Produce Development Agency (FPDA) to understand the technical capacity of its extension programs, extension workers and its relationships with research and learning institutions. The study is expected to identify strengths and weakness in technical capacity of extension programs and workers and match them with training and learning opportunities available in the country. The study is seeking to streamline the activities of key partners from the supply side of the fresh produce sector and improve efforts to achieve consistency in production and supply fresh produce crop products to formal markets in PNG.

The study will involve up to 90 days of consultancy work in-country over the months of June to September 2025. It requires close consultation with FPDA as the lead government agency in the fresh produce sector and will extend to other private extension entities. The study will require travel to active fresh produce growing areas in the Highlands (WHP, Jiwaka, Simbu, EHP) and Lowlands (Lae, Port Moresby and Kimbe) where enterprising commercial growers, aggregators and FPDA extension workers are based.

Gender equality, disability and climate change are priorities for DFAT and APEP and each should be carefully considered in the study. APEP's Pillar 5: Economic Research and Dialogue team will supervise the study on behalf of APEP.

## STUDY OBJECTIVES

The study is intended to identify strengths and weakness in extension services and learning opportunities in PNG that could support efforts to achieve consistency in production and supply of quality crop products.

The key objectives of the study are:

- Identify strengths and weakness in technical skills and knowledge of extension workers.
- Identify technical knowledge and skills needed by growers.
- Review and assess the quality of current extension training programs provided by government and the private sector.
- Assess suitability and adequacy of training and learnings provided by agriculture teaching institutions as a basis for extension services.
- Identify and review active partnership arrangements between extension agencies, research and learning institutions.

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

No.	Deliverable	Indicative dates
1	Attendance at an inception meeting with APEP and Australian High Commission (AHC) staff	By 9 June 2025

No.	Deliverable	Indicative dates
2	Finalised activity workplan based on inception meeting agreed decisions including an agreed timeline for in-country visits, other opportunities for interactions, milestones reporting and payments, and completion date following the inception meeting.	By 16 June 2025
3	Participation in a one-day induction workshop, which will include: an APEP orientation; mandatory fraud, respect at work and safeguarding training; an overview of reporting and performance monitoring obligations; communications, human resources and finance induction; and other briefing as required.	One day. Completed between 16-22 June
4	Mid Term written report including progress of field work, constraints impeding progress and solutions to overcome constraints.	20 July 2025
5	Draft final report including overall methodology, stakeholders consulted and findings for validation through stakeholder workshop or discussion with APEP, DFAT and other stakeholders.	25 August 2025
6	Submission of finalised report incorporating relevant stakeholder comments in relation to the draft final report.	1 September 2025

In addition to the specific deliverables set out above the Contractor, in consultation with APEP about the content and format of reports, will provide the following periodic reports:

Reports	Indicative due date
Inception Report	16 June 2025
Regular Verbal Reports	Weekly as required
Mid Term Study Written Progress Report	20 July 2025
Draft Final Report for validation by stakeholders	25 August 2025
Finalised Report submitted and accepted by APEP	1 September 2025

The service provider will be required to:

- Mobilise quickly for effective implementation of the service.
- Conform with and support protocol arrangements negotiated with and through APEP in relation to contact with partner agencies, provincial authorities and stakeholders.
- Keep APEP informed on all aspects of implementation including alerting APEP to any risks or difficulties/challenges that may delay the achievement of agreed payment milestones.
- Provide APEP with relevant risk management procedures/plans including, but not limited to, security, safeguarding, child protection, fraud control and a COVID-19 safe plan for the conduct of the study.
- Consult with and take direction from APEP and AHC.

## 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	Fee Percentage
Milestone 1	Inception Report accepted by APEP	20%
Milestone 2	Commencement of Fieldwork	20%
Milestone 3	Mid Term Progress Report accepted by APEP	20%
Milestone 4	Final report submitted and stakeholder presentation conducted	20%
Milestone 5	Final draft report submitted and approved by APEP	20%
	<b>TOTAL:</b>	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](mailto:png.tenders@amspng.org).

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.

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.

RFQ responses should include the following:

1. Proposal detailing the supplier experience relevant to the requirements;
2. 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;
3. 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)
4. Nominated representative for the RFQ (name, email address and phone number)
  5. CVs of all personnel nominated to deliver the services
  6. Certificates of currency for public liability, professional indemnity and workers compensation insurance
  7. 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 in accordance with the evaluation criteria below to determine which respondent provides the best value for money.

No.	Criterion	Weighting %
1	Organisation's experience providing similar services	25%
2	Approach taken by the organisation to provide the services proposed	25%
3	Suitability and experience of 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 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;
  - 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 prior to the presentations; and
  - 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 at all times, 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 Associate's 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 in relation to this policy.