



Australia Awards

REQUEST FOR TENDER (RFT) – AM 12785

Fundamentals of Change Management for Cambodian Alumni Leaders - for Australia Awards Cambodia

ADDENDUM 1

Date: 10 December 2025

Pages: 3

Response to Questions

	Question	Response
1	In Part A – Procurement Process Guidelines (pg. 10) it notes that “Any non-compliance with the Draft Contract must be documented in Clause 12 of Part D - Tenderers’ Response Schedule.” In the event that this information is required, how should tenderers proceed?	Tenderers should include this information (as may be required) as Annex 6 to their Technical Proposal
2	Could you please specify what is meant by 'technological disruption' in the context of the course topics.	<p>Technology is a major driver of change. Rapid advancements, such as Artificial Intelligence, automation, and digitalisation, (i) disrupt sectors, industries and service areas, (ii) shape expectations of citizens, consumers, clients, beneficiaries, partners and employees, and (iii) compel organisations (government, NGO and private sector) to respond.</p> <p>This can involve significant changes in strategy, operations/operating systems, and organisational structure/employee roles.</p> <p>Tenderers are requested, in developing their proposed course program, to consider the implications of technological disruption on how change management is approached</p>



3	<p>Is the 'Course Design and Delivery Plan' a deliverable in itself or a requirement of the RFQ response?</p>	<p>Tenderers must include a draft Course Design/Proposed Training Program as Annex 3 of their Technical Proposal.</p> <p><i>Annex 3 – Proposed Training Program</i></p> <p>A description of the proposed training program (no more than 3 pages) outlining the approach to design and delivery of the short course to enable the achievement of learning outcomes, purpose and goals.</p> <p>The preferred tenderer will be expected to submit a more detailed Course Design and Delivery Plan, following the outcome of the tenderer process, that responds to the course details included in the Scope of Services and builds upon the Draft Course Program/Proposed Training Program to include specification of:</p> <ul style="list-style-type: none"> • syllabus • teaching and learning methods • schedule of intended learning outcomes • delivery staff, including intended guest speakers (if any) • details of the learning resources to be used • assessment methods • gender equality, disability and social inclusion approach (for example appropriate gender, disability and social inclusion topics to be included in the course and all course content to be gender sensitive) • monitoring and evaluation approach • risk table/mitigation matrix
4	<p>The deliverables section notes the budget. Will the preferred tenderer be required to provide a second budget for the course or will the budget included in the quote be sufficient?</p>	<p>Tenderers must submit a Financial Proposal as a part of their Submission in the separate MS Excel Spreadsheet provided</p> <p>The preferred tenderer may be required to provide a more detailed budget for the course, following the outcome of the tenderer process, that builds on the Financial Proposal and reflects the more detailed Course Design and Delivery Plan referred to above.</p>
5	<p>Should the program include a graduation ceremony? If so, should it be included as part of the 3-day program or afterwards?</p>	<p>Tenderers should assume a short closing ceremony at the end of the final day at which certificates of completion are presented. This may be followed by a short networking event. AAC will arrange, and bear responsibility for the cost of, any such networking event.</p>



6	The RFT states that the venue will be arranged by AAC. Will the cost of that venue be borne by AAC or by the preferred tenderer? In addition, would the cost of catering be organised/borne by AAC or the preferred tenderer?	AAC will arrange, and bear responsibility for the cost of, the venue and catering.
7	For attendees who reside outside of Phnom Penh, would travel, accommodation and per diems be organised by the attendees themselves, by AAC or by the preferred tenderer?	Attendees who reside outside of Phnom Penh will arrange their own travel and accommodation. AAC will reimburse the provincial attendees for these costs. AAC will be responsible for the payment of any per diems.

End of Addendum 1.

Tender closes Friday, 19 December 2025, 11:59PM Indochina Standard Time