



TETRA TECH
International Development

Request for Proposal

Australia Awards Philippines - Project Database Management Portal

Structure of Invitation

Part A - Invitation and Rules of Proposal

Part B – Scope of Services

Part C – Draft Contract

Part D – Supplier's Response Form

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1 Invitation

Interested parties are invited to submit a proposal to Tetra Tech International Development Pty Ltd in accordance with the instructions for the **AAP Project Database Management Portal** for **Australia Awards Philippines**.

2 Background

Tetra Tech International Development Pty Ltd, as the managing contractor of the **Australia Awards Philippines** on behalf of the Australian Government's Department of Foreign Affairs and Trade (DFAT), a duly registered Australian company located at 422 King William Street, Adelaide, SA, 5000, Australia, referred to as "Tetra Tech International Development"

The Program aims to support the Philippines in achieving its development goals and in having positive relationships with Australia that advance the mutual interests of the two countries. To address the development goals in the Philippines, the AAAEP-P delivers a suite of diverse learning opportunities, including Australia Awards Scholarships, short courses, in-country scholarships and alumni engagement activities.

3 Scope

The project aims to design, develop and implement a safe, secure and user-friendly AAP Project Database Management Portal (Please refer to Part B-Scope of Services for details).

4 Contact Officer

The only person authorised by Tetra Tech International Development to communicate with respondents is the Contact Person. Therefore, respondents cannot rely on communications with any other person. Any communication with the Contact Person should be in writing and addressed to the Contact Person.

The Contact Person is

Name: **Ramel Sangalang**

Title: MEL Adviser

Address: 3F JMT Bldg ADB Avenue Ortigas Center, Pasig City

Email: Ramel.Sangalang@australiaawardsphilippines.org

5 Briefing and Site Visits

Prebid Conference is scheduled for **Wednesday, 19 August 2026 at 2:00 PM** Philippine Time

Please email Ramel.Sangalang@australiaawardsphilippines.org for the meeting link.

6 Submission Format

Respondents are requested to submit Part D and all other required documents to this email address: Ramel.Sangalang@australiaawardsphilippines.org

7 Submission Lodgement

The Closing Time for submitting a proposal is **Wednesday, 2 September 2026 at 5:00 PM** Philippine Time.

8 Last Queries Date

If there are parts of the document that respondents do not understand, respondents should contact the nominated Contact Officer detailed in the bid document prior to the last queries date.

The Last Queries Date is **20 August 2026 at 5:00 PM** Philippine Time.

9 Document Structure

This Request for Proposal consists of four parts:

Part A – Invitation - a brief background and general information concerning the request for proposal process and Proposal Bid Rules

Part B - Requirements and Specifications

Part C - Contract Terms and Conditions - the contract requirements including a draft copy of the indicative terms of any contract that may ultimately be entered into for the project requirements.

Part D - Response Schedule – Your response to the Proposal

10 Evaluation Process

- 10.1 Proposals will be evaluated for full compliance with any mandatory requirements identified in the Invitation and Bid Rules and Statement of Requirement and/or Specifications.
- 10.2 Respondents are reminded that any requirements identified as mandatory are considered to be of fundamental importance to the satisfactory delivery of the goods and/or service, and a fully compliant response is required.
- 10.3 Tetra Tech International Development reserves the right to short-list a limited number of respondents, based on its initial value-for-money assessment, and continue detailed evaluation of this smaller group of respondents to the exclusion of all others.
- 10.4 If Tetra Tech International Development chooses to include a shortlisting stage in its evaluation process, Tetra Tech International Development is not, at any time required to notify respondents or any other person or organisation interested in submitting a proposal.
- 10.5 Tetra Tech International Development may request presentations by respondents, where appropriate, of the bid but need not make the same request of all respondents.

This may occur as a part of the original plan or be necessary to differentiate between short listed submissions.

A secondary process may include, but not be limited to:

- Presentation of the intended project / methodology;
- Clarification of particular aspects of the submission;
- Additional information on some aspect of the proposal;
- Responses to additional requirements; or
- Negotiations on personnel, project delivery, milestones and price.

Short listed suppliers will be notified of the secondary process.

11 Evaluation Criteria

Respondents will be evaluated against the following general criteria:

- Demonstrated experience in this requirement
- Level of compliance with specification and statement of requirements
- Management approach, capability and capacity (risk management approach, methodology, proposed work plan)
- Price/cost

Respondents shall provide supporting information to enable these criteria to be assessed, by completing every section of the request for proposal response.

12 Commonwealth Procurement Rules and PGPA Act

Respondents should be aware that the Commonwealth Procurement Rules ('CPRs') and the *Public Governance Performance and Accountability Act Rules 2013* (Cth) ('PGPA Act') as amended from time to time, apply to this RFQ. The CPRs are available at: <http://www.finance.gov.au/procurement/procurement-policy-and-guidance/commonwealth-procurement-rules/index.html>

The PGPA Act is available at: <http://www.comlaw.gov.au>

13 Indigenous Procurement Policy

It is Commonwealth policy and therefore Tetra Tech International Development policy, to stimulate Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy (see <https://www.dpmc.gov.au> for further information).

Respondents should note that the Indigenous Procurement Policy does not apply to this procurement.

However, in completing Part D, Response, Respondents are encouraged to provide information on how their organisation or quote stimulates Indigenous entrepreneurship and business development, providing Indigenous Australians with more opportunities to participate in the economy.

Purchases from an Indigenous enterprise may be in the form of engagement of an Indigenous enterprise as a subcontractor, and / or use of Indigenous suppliers in the Respondent's supply chain.

Terms of Reference

Australia Awards Philippines Project Database
Management Portal



Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

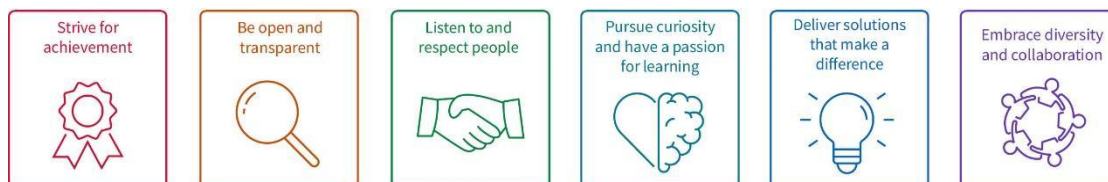
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of Australia Awards Philippines

The Australia Awards Philippines (AAP) supports the Philippines to achieve its development goals and build enduring relationships with Australia that advance mutual interests through long-term scholarships, short courses, fellowships and other forms of training for current and emerging leaders and influencers, alongside strategic engagement with alumni.

Project Overview

The Australia Awards Philippines Database Management Portal is an online project management system that will support the effective and efficient implementation of AAP activities including scholarship mobilisation and reintegration, short courses' nomination and selection of participants, and alumni engagement activities among others. The portal will also support generation of evidence for AAP's output delivery and outcome achievement.

The AAP Portal is also a platform where scholars and alumni can update their profiles, achievements, Re-entry Action Plans (REAPs) and other initiatives.

The development of the AAP portal will consider the integration of existing databases from the previous Australia Awards and Alumni Engagement Philippines-Program (AAAEP-P). AAP portal is envisioned to be safe, secure and user-friendly particularly to persons-with-disability.

Project Objectives

The project aims to design, develop and implement a safe, secure and user-friendly AAP Project Database Management Portal that will support:

- Efficient and effective implementation of AAP activities including scholarships, short courses & non-formal learning opportunities, and alumni engagement activities.
- The transfer and integration of existing databases/data sets from AAAEP-P to AAP.
- Scholars and alumni to easily and securely access and updates their information, achievements and other initiatives including Re-Entry Action Plan (REAP) and Alumni Grant Scheme (AGS).
- DFAT to easily and securely access data on alumni and project implementation.
- Generation of reports and dashboards on AAP achievements.

Project Deliverables

The AAP Portal is divided into three phases of project implementation. The **first phase** will focus on data consolidation/integration, migration, and reporting on alumni and program data. The first phase also include the design and development of portal of portal architecture and database structures.

The **second phase** will build on the output of the first phase by developing the different portal functionalities and provide access to scholars and alumni to update their profiles, REAPs and other information.

The **third phase** aims to map the AAP program data requirements (i.e. outputs and outcomes) and integration of program dashboards and data analytics to better capture program achievements and inform program implementation.

First Phase - Data Consolidation, Migration, and Initial Reporting

The service provider shall perform the following:

Data Cleansing and Migration

- Review, clean, standardize, validate, and secure existing AAAEP-P databases.
- Consolidate data from:
 - Alumni profiles
 - REAP data
 - Alumni Grants Scheme (AGS) records
 - Survey data
 - Event registration data (scholarships and alumni engagement activities)
 - Historical program records
 - Partner organisations' list of alumni & REAP status
 - Other relevant program data
- Remove duplicate records and establish a master alumni profile.
- Ensure secure migration of all datasets into the new AAP Portal.

Search and Reporting Functions

Develop functionalities that enable:

- Advanced search capabilities.
- Multi-level filtering.
- Data exports to Excel, CSV, and PDF.
- Standard and ad hoc reporting.
- Reporting on alumni profiles and REAP implementation status.

Portal Foundation

- Design and develop the portal architecture and database structure.
- Ensure scalability and support for future modules and integrations.
- Minimize disruption to existing program operations during migration and deployment.

Second Phase- Portal Development and User Access

The Service Provider shall develop the following modules and functionalities:

Alumni Database Module

The Portal shall provide the ability to:

- Register alumni records.
- Facilitate alumni self-registration.
- Allow self-updating of personal information.
- Upload supporting documents.
- Search, filter, and generate alumni reports.
- Maintain a single alumni profile across all modules.

REAP Management Module

The Portal shall provide the ability to:

- Create and submit REAP information.
- Update REAP progress reports and upload supporting documents.
- Monitor progress of REAP implementation
- Track milestones and completion status.
- Document group or individual REAPs profiles and progress under one or more alumni, if applicable
- Generate REAP implementation reports

Event Registration Module

The Portal shall provide the ability to:

- Create and manage events.
- Facilitate online registration/confirmation.
- Record and monitor attendance and participation.
- Generate event participation reports with gender-disaggregated data including PWDs, IPs and LGBTQI+
- Support QR code attendance where applicable.

Alumni Excellence Awards Module

The Portal shall provide the ability to:

- Accept third-party nominations.

- Upload nomination documents.
- Support review and approval workflows.
- Monitor application and nomination status.

Alumni Grants Scheme (AGS) Module

The Portal shall provide the ability to:

- Submit grant applications online.
- Upload supporting documents.
- Track application status.
- Update the AGS milestone and completion reports
- Monitor project implementation and output & outcome delivery.
- Generate project reports.

Short Courses and Non-Formal Learning Opportunities Module

The Portal shall provide the ability to:

- Manage nominations.
- Manage selection processes.
- Register participants.
- Monitor participation and completion.
- Generate participation reports.
- LSP to upload inception, completion and REAP implementation reports
- Issue Certificate of Participation & Completion

Survey and Evaluation Module

The Portal shall provide the ability to:

- Create online surveys and forms.
- Utilise reusable templates.
- Collect monitoring and evaluation data.
- Generate survey reports and analytics.
- Integrate with third-party analytics and survey tools where required.

Alumni Discussion Board

The Portal shall provide:

- Discussion forums.
- Communities of practice.
- Knowledge-sharing spaces.
- Resource-sharing functionality.
- Moderation and administration controls.

Email Communication Module

The Portal shall provide:

- Configurable email templates (link to the email requirements of various modules above).
- Bulk email distribution.
- Automated notifications.
- Email tracking and response monitoring.

The Portal shall support email signatories from:

- Program & Partnership Director
- Alumni Secretariat
- Australia Awards Secretariat
- Short Courses and Non-Formal Learning Secretariat

User Access Management

The Portal shall support role-based access control for:

- System Administrators
- Program Administrators
- DFAT Users
- Alumni
- Scholars
- Assessors and Reviewers
- External Nominators

Third Phase- Reporting, Analytics, and Dashboard Development

The Service Provider shall:

Data Mapping and Enhancement

- Map AAP output and outcome requirements against available program data.
- Identify and address data gaps.
- Develop additional functionalities required to support emerging program reporting needs.

Reporting Functions

The Portal shall provide reporting functionality including, but not limited to:

Alumni Reports

- Individual alumni profiles.
- Alumni by university.
- Alumni by field of study.
- Alumni by organisation.
- Alumni by sector/themes/priority areas/REAP category
- Alumni by province, region, and island group.

Diversity and Inclusion Reports

- Gender-disaggregated reports.
- Persons with disability (PWD).
- Indigenous Peoples.
- LGBTQI+ representation.
- Intersectionality-data (i.e. an PWD-woman, an PWD-IP man/woman, etc.)

REAP Reports

The portal can generate individual and consolidated REAP Progress Reports based on: 1%–25%, 26%–50%, 51%–75%, 76%–99%, 100%A, 100%B, 100%C, 100%D and 100%E

AGS Reports

The portal can generate individual and consolidated AGS Progress Reports Progress based on: 25%, 50%, 75%, and 100%

Survey and Evaluation Reports

- Monitor survey participation/responses.
- Generation of Survey results and relevant data
- Data/results provide progress on output and outcome delivery, and other program data requirements

Dashboards and Analytics

The Portal shall provide dashboards and data analytics including:

- Alumni statistics.
- Program participation statistics disaggregated by gender, PWDs, IPs, LGBTQI+.
- REAP implementation progress.
- AGS project progress.
- Event participation data disaggregated by gender, PWDs, IPs, LGBTQI+.
- Geographic distribution.
- Program outputs and outcomes achievements and DFAT reporting requirements
- Key Performance Indicators (KPIs).

Reports and dashboards shall support:

- Dynamic filtering.
- Export to PDF and Excel.
- Drill-down analysis.
- Scheduled and on-demand generation.

Project Deliverables

The Service Provider shall provide, at a minimum:

1. System Architecture and Design Documents
2. Data Migration and Cleansing Plan
3. Configured and Tested AAP Portal
4. Security Assessment and Vulnerability Test Report
5. User Acceptance Testing (UAT) Report
6. User and Administrator Manuals
7. Training Materials and Recordings
8. Data Migration Completion Report
9. Dashboard and Analytics Configuration
10. Source Code and Technical Documentation
11. Production Deployment and Go-Live Support
12. Post-Implementation Support and Warranty Services

Technical Requirements

The solution shall:

- Be web-based and cloud-ready.
- Utilize a modular and scalable architecture.
- Support API-based integrations.
- Support Microsoft 365 services.
- Support Microsoft Power BI integration.
- Support future enhancements without significant redevelopment.

Mobile and Accessibility Requirements

The Portal shall:

- Be fully responsive across desktop, tablet, and mobile devices.
- Support Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari.
- Support Android and iOS mobile platforms.
- Support mobile document uploads and registrations.
- Support mobile-friendly navigation and user interfaces.

The system should comply with WCAG 2.1 Level AA accessibility standards.

Security Requirements

The Service Provider shall implement security controls including:

Authentication and Access Control

- Single Sign-On (SSO).

- Multi-Factor Authentication (MFA).
- Password complexity policies.
- Self-service password reset.
- Account lockout controls.
- Role-Based Access Control (RBAC).
- Least-privilege access principles.

Data Protection

- TLS 1.2 or higher for data in transit.
- AES-256 encryption for data at rest.
- Secure document and file storage.
- Backup and recovery mechanisms.
- Disaster recovery capability.
- Data retention and archival policies.

Audit and Monitoring

- User activity logging.
- Audit trails.
- Security monitoring and alerting.
- Failed login monitoring.
- Data modification tracking.

Security Header Requirements

The Portal shall implement industry-standard security headers, including:

- HTTP Strict Transport Security (HSTS)
- Content Security Policy (CSP)
- X-Frame-Options
- X-Content-Type-Options
- Referrer-Policy
- Permissions-Policy
- Secure and HttpOnly cookie attributes

Security headers shall be enforced across all web applications, APIs, and administrative interfaces.

Cookie Consent and Privacy Requirements

The Portal shall:

- Provide cookie consent notification upon first visit.

- Allow users to manage cookie preferences.
- Allow users to accept or reject non-essential cookies.
- Record and maintain consent logs.
- Allow users to modify consent preferences at any time.
- Comply with the Philippine Data Privacy Act of 2012 and applicable DFAT privacy and information management requirements.

Cookie categories shall include:

- Essential Cookies
- Authentication Cookies
- Analytics Cookies
- Preference Cookies

Analytics and Monitoring Requirements

User Analytics

- User registrations.
- Login activity.
- Active users.
- Session duration.

Program Analytics

- Alumni engagement metrics.
- Event participation metrics.
- REAP implementation statistics.
- AGS implementation statistics.
- Survey response rates.

Executive Reporting

- Dashboard reporting.
- Trend analysis.
- KPI monitoring.
- Scheduled reports.
- Ad hoc reports.

Data Consolidation and Integration Requirements

The Portal shall maintain a single master alumni record and link information across:

- Alumni Profiles
- REAP
- AGS
- Events' Participation
- Alumni Excellence Awards
- Surveys
- Short Courses and Non-Formal Learning Opportunities
- Discussion Boards

The Portal shall provide a unified 360-degree alumni profile to eliminate duplicate records and improve program reporting accuracy.

Training and Knowledge Requirements

Upon successful implementation, the Service Provider shall deliver training and knowledge-transfer sessions for all designated user groups.

Administrator Training

Topics shall include:

- System administration
- User management
- Security administration
- Report administration
- Dashboard management
- Data administration

End-User Training

Topics shall include:

- User registration
- Profile management
- REAP submission
- AGS application submission
- Event registration
- Survey participation

Training Deliverables

The Contractor shall provide:

- Administrator manuals
- User manuals
- Quick reference guides
- Recorded training sessions
- Standard operating procedures (SOPs)
- Knowledge transfer documentation

Warranty and Post Implementation Support

The Service Provider shall provide:

- Minimum twelve (12) months warranty from Go-Live date.
- Corrective maintenance and defect resolution.
- Security patching and updates.
- Backup and recovery support.
- Technical support and issue resolution.
- Knowledge transfer support during the warranty period.

Hosting and Management of AAP Portal

The hosting of the platform, data residency and environmental requirements will be managed by TTID.

Vendor/Service Provider Qualifications and Experience

The Service Provider must meet the following minimum qualifications:

- Legally registered company authorised to provide software development and implementation services.
- At least three (3) years of experience in developing and implementing web-based information systems.
- Demonstrated experience in at least three (3) similar projects completed within the last five (5) years.
- Experience in database migration, system integration, reporting, and analytics solutions.
- Experience implementing secure systems with role-based access controls, user authentication, and data protection measures.
- Familiarity with Microsoft 365 technologies, Power BI, and related integrations, is highly desirable.
- Knowledge of the Philippine Data Privacy Act and cybersecurity best practices.
- Availability of qualified personnel to undertake project management, business analysis, development, testing, training, and post-implementation support.
- Ability to provide client references for similar projects upon request.

Project Duration

The assignment will commence on **17 September 2026** and conclude no later than **18 April 2027**. The expected project milestones are the following:

Milestone	Deliverable
Phase 1 Completion	Data Migration and Search
Phase 2 Completion	User Modules
Phase 3 Completion	Dashboard & Analytics
UAT Complete	Sign-off
Go-Live	Production Release

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment, Modern Slavery and Safeguarding

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.
