



TETRA TECH
International Development

Request for Proposal:

Australia Awards Philippines Website

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 **Australia Awards Philippines Website**.

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 AAP delivers a suite of diverse learning opportunities, including Australia Awards Scholarships, short courses, in-country scholarships and alumni engagement activities.

3 Scope

This short term consultancy seeks external service provider to design, develop and deply the new Australia Awards Philippines Website. (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 1:00 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 **Tuesday, 1 September 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 **26 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 Website



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.

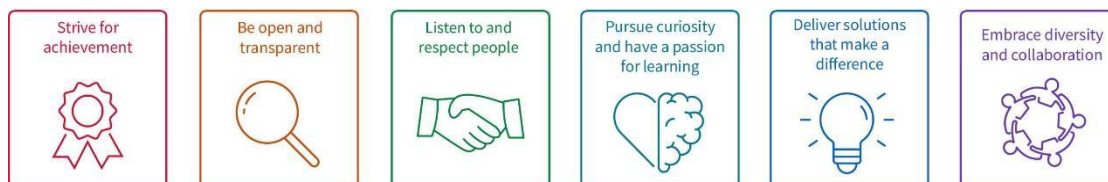
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 objective of this project is to design, develop, secure, test, and deploy a modern, responsive, and accessible **Australia Awards Philippines Website** using **WordPress CMS**. The website will serve as the primary information portal on scholarship programs, short courses, fellowships, and other learning opportunities, alumni engagement, news, events; application guidance for prospective scholars; and updates for alumni, stakeholders, and partner organisations.

The website shall provide a user-friendly content management platform allowing authorised personnel to easily manage website content, news, publications, events, and other program-related information.

Project Objectives

The website aims to:

- Promote Australia Awards opportunities in the Philippines.
- Provide scholarship information and application guidance.
- Highlight program achievements, success stories, and impact.
- Facilitate communication with prospective applicants, alumni, and stakeholders.
- Support content management by non-technical users.
- Comply with security, accessibility, and performance best practices.
- Deliver an optimal experience across desktop, tablet, and mobile devices.

Function of Website

The Australia Awards Philippines website will be the digital home of Australia Awards Philippines.

The website will be a fundamental channel in promoting Australia Awards scholarships, short courses, fellowships, and other learning opportunities in the Philippines. It will demonstrate Australia Awards Philippines effectiveness and value, recognising scholars and alumni initiatives, achievements and contributions to Philippine development, externally share key program activities through news and stories, and is a part of the broader Australian Government effort to increase transparency and accountability in its programs and projects.

A core part of Australia Awards Philippines' communications is to tell the stories of scholars and alumni in various formats including images and video content. A strong ability to ensure the website is visually engaging, accessible and able to highlight these human-focused stories is strongly desired.

Design and Brand

The Australia Awards Philippines follows the global brand guidelines of Australia Awards. A full brand identity guide and digital assets (i.e., logo variations) will be provided to the supplier to inform the design of the website.

The website will ensure a visually engaging user-experience with an emphasis on storyboarding a highly accessible and inclusive journey to ensure accessibility by key audiences from around the world across desktop, mobile and tablet.

Project Deliverables

Tetra Tech is seeking a supplier to build an Australia Awards Philippine website particularly the following:

Phase 1: Discovery and Planning

Activities

- Requirements gathering and stakeholder consultations.
- Information architecture development.
- Sitemap creation.
- User journey mapping.
- Functional requirements review.
- Technical solution planning.

Deliverables

- Project Plan
- Functional Requirements Document
- Information Architecture
- Sitemap
- Technical Design Document

Phase 2: UI/UX Design

Activities

- Website visual design.
- Homepage and inner page layouts.
- Responsive design development.
- Accessibility review and design validation.

Deliverables

- Homepage Design
- Internal Page Templates
- Mobile and Tablet Designs
- Design Style Guide

Phase 3: WordPress Development

Activities

- WordPress installation and configuration.
- Custom theme development.
- Plugin installation and configuration.
- Responsive frontend development.
- CMS page template creation.
- Dynamic content modules development.
- Search functionality implementation.
- Initial content migration support.

Deliverables

- Fully Functional WordPress Website
- Configured CMS Environment
- User Role Configuration
- Technical Documentation

Other Project Deliverables: Website Launch and Knowledge Transfer

Website Launch Activities

The vendor shall plan and execute all activities necessary for the successful launch of the website

- Production deployment of the website.
- Domain and DNS configuration support.
- SSL certificate validation and activation.
- Final content verification and approval.
- Security validation and compliance checks.
- Performance optimization and testing.
- Browser and device compatibility verification.
- User Acceptance Testing (UAT) sign-off support.
- Launch readiness assessment.
- Go-Live deployment and monitoring.
- Post-launch verification and issue resolution

Go Live Support

The vendor shall provide a post-implementation support period to address issues identified after launch, including:

- Monitoring of website stability.
- Resolution of defects and bugs.
- Performance tuning.
- Security validation.
- Support during the transition to operational ownership.
- Provide minimum 4 weeks warranty and defect support after go-live.

Training Delivery

- Administered Training Session(s) to AAP Team.
- Provide Training Materials.
- Provide Training Presentation Slides.
- Recorded Training Session (if required).
- Knowledge Transfer Documentation.
- Training Scope include the following: Website Administration, Content Management, Forms Management, Analytics and Reporting, Basic Website Maintenance.

Documentation

The vendor shall provide comprehensive documentation to support website administration, maintenance, and future enhancements.

User's Manual. A Website Administrator User Manual shall be provided that contains the following: website login procedures, dashboard overview, content management procedures, news and events management, media library management, form administration, user management, analytics access and reporting, and Troubleshooting guide

Technical Documentation. The vendor shall provide technical documentation that includes the following: solution architecture overview, WordPress configuration details, Installed plugins and configurations, security configurations, backup and recovery procedures, hosting and deployment information, SSL and DNS configuration details, and maintenance procedures.

Website Acceptance Criteria include the following:

- All critical defects resolved.

- No High/Critical security vulnerabilities.
- Pass User account testing from the client (DFAT).

Primary Audience

The website is multi-purpose and seeks to broadly serve the following key audiences

- 1) Philippine Government (partner agencies and non-partner agencies)
- 2) Australian Government (Australian Embassy, DFAT Canberra, Australia Awards Canberra)
- 3) Filipino Alumni (recipient of Australia Awards and other Government scholarship, fee-paying, those sponsored by institutions and organisations, and participants of short courses)
- 4) Potential Australia Awards scholars, short course participants and fellows
- 5) Women and people with disability
- 6) Philippine universities
- 7) Australian universities
- 8) Media

Proposed Web Structure *(subject to change)*

Home

- Hero Banner
- Program Highlights
- Featured Scholars/Alumni
- Latest News
- Upcoming Events
- Success Stories (REAP)
- Quick Links

About Us

- About Australia Awards
- Australia Awards Philippines
- Program Objectives
- Governance and Management
- Partners and Stakeholders

Scholarships

- Scholarship Overview
- Benefits
- Priority Areas of Study
- Eligibility Criteria
- Application Process
- Application Timeline
- Selection Process
- Frequently Asked Questions
- Forms and Resources

Study in Australia (On-Award)

- Living in Australia
- Student Guidance and Resources
- Others?

Short Courses and Fellowships

Alumni

- Alumni Network
- Alumni Success Stories News
- Alumni Initiatives
- Alumni Events / Engagement Opportunities
- Alumni – Update your contact

News and Media

- News
- Announcements
- Press Releases
- Publications
- Photo Gallery
- Video Gallery

Events

- Upcoming Events
- Past Events
- Webinars
- Workshops

Resources

- Downloads
- Guides
- Reports
- Policies
- Publications

- About Short Courses
- About Fellowships
- Learning Opportunities
- FAQs

In-Country Scholarship

- Scholarship Overview
- Benefits
- Eligibility Criteria
- Application Process
- Application Timeline
- Selection Process
- Frequently Asked Questions
- Forms and Resources

Contact Us

- Contact Information
- Contact Form
- Office Location
- Maps Integration

Functional Requirements

Content Management System

The website shall provide:

- Easy-to-use content management interface.
- WYSIWYG editor.
- Media library management.
- Draft, review, and publishing workflows.
- Content categorization and tagging.
- Reusable content blocks

Search Functionality

- Site-wide search capability.
- Search result filtering.
- Keyword-based content discovery

Forms

- General inquiry form.
- Contact form.
- Event registration forms.
- Download request forms (if required).

News and Publication

- News article management.
- Publication repository.
- Categorized content archives.
- Featured content functionality

Events Module

- Event management.
- Event listing page.
- Upcoming and past event views.
- Calendar display.
- Event registration links

Media Gallery

- Image gallery management.
- Video gallery support.
- Categorized media collections

SEO Functionality

- XML sitemap generation.
- Search engine optimization controls.
- Metadata management.
- Structured data support.

Users Role

Super Administrator

- Full platform administration.
- System configuration.
- User management.

Website Administrator

- Website administration.
- Content approval and publishing.
- User coordination.

Content Editor

- Create, edit, and publish content.

Contributor

- Create content for review and approval.

Public User

- Website visitors with public access.

Security Requirements

WordPress Hardening

Core Security

- Latest stable WordPress version.
- Regular security patching and maintenance.
- Disable unnecessary WordPress features and services.
- Brute-force attack protection.
- Malware detection and scanning.
- Security logging and auditing.

Authentication Security

- Multi-Factor Authentication (MFA) for administrators and privileged users.
- Strong password policy enforcement.
- Secure user authentication mechanisms.
- Session timeout management.
- Login rate limiting and lockout protection.

Access Control

- Role-Based Access Control (RBAC).
- Principle of Least Privilege.
- Controlled administrative access.
- Secure content approval workflows.

Infrastructure Security

- SSL/TLS certificate implementation.
- HTTPS enforcement across the entire website.
- Web Application Firewall (WAF).
- Automated backup procedures.
- Disaster recovery capability.

Security Headers

The website shall implement and strictly adhere to industry-standard HTTP Security Headers in accordance with cybersecurity best practices and organizational security requirements.

A separate **Security Headers Standard and Configuration Document** will be provided and shall form part of the overall project requirements. All environments including Development, UAT, and Production must comply with the approved security header configuration prior to production deployment.

Security Monitoring

- Failed login monitoring.
- Account activity logging.
- File integrity monitoring.
- Security audit logging.
- Capability to integrate with Security Information and Event Management (SIEM) platforms.
- Security incident investigation support.

Form Security

- All public-facing forms shall implement CAPTCHA or equivalent anti-bot protection.

- User inputs shall be validated and sanitized before processing.
- Forms shall be protected against spam submissions and automated abuse.
- Form processing shall follow secure coding and data protection best practices.
- Sensitive information collected through forms shall be handled in accordance with applicable privacy and data protection requirements.

Accessibility Requirements

The website shall comply with:

- WCAG 2.1 AA standards.
- Responsive and mobile accessibility requirements.
- Keyboard navigation support.
- Screen reader compatibility.
- Proper heading structure.
- Color contrast compliance.
- Alternative text support for images and media

Performance Requirements

The website shall be designed to achieve:

- Fast page load performance.
- Google Core Web Vitals compliance
- Mobile-first optimization.
- Optimized images and media delivery.
- Browser caching implementation.
- CSS and JavaScript optimization.
- CDN readiness.
- Core Web Vitals optimization.

Recommended Performance Tools

- WP Rocket (or equivalent).
- LiteSpeed Cache (if applicable).
- Image optimization plugins.
- CDN integration support.

SEO Requirements

Technical SEO

- XML sitemap generation.
- Search-engine-friendly URLs.
- robots.txt configuration.
- Canonical URL management.
- Structured data implementation.
- Breadcrumb navigation.

On-Page SEO

- Custom meta titles and descriptions.
- Open Graph metadata.
- Social media sharing optimization.

- Search engine indexing controls.

Cookie Consent and Privacy Compliance

The website shall implement a Cookie Consent Management solution to inform users of the use of cookies and tracking technologies and support compliance with applicable privacy and data protection requirements.

Cookie Consent Requirements

- Display a cookie consent banner during a user's first visit to the website.
- Allow users to accept, reject, or customize cookie preferences.
- Categorize cookies by purpose, including:
 - Necessary Cookies
 - Functional Cookies
 - Analytics Cookies
 - Marketing Cookies (if applicable)
- Block non-essential cookies until user consent has been provided.
- Store and manage user consent preferences.
- Allow users to modify or withdraw cookie consent at any time.
- Provide direct links to the Privacy Policy and Cookie Policy from the cookie consent banner.
- Maintain consent records for auditing and compliance purposes, where applicable.
- Ensure cookie consent functionality is responsive and accessible across desktop and mobile devices.

Privacy Requirements

The website shall include and support the publication of:

- Privacy Policy
- Cookie Policy
- Terms of Use (if required)
- Accessibility Statement (optional)
- Disclosure of third-party services that may utilize cookies, analytics, or tracking technologies.

Recommended WordPress Plugins

Privacy and Cookie Management

- Complianz GDPR/CCPA Cookie Consent
- CookieYes Cookie Consent

Analytics and Reporting

The website shall include analytics and reporting capabilities to monitor website usage, user engagement, and platform performance.

Analytics Requirements

- Integration with Google Analytics 4 (GA4) or an equivalent analytics platform.
- Tracking of website traffic, page views, user sessions, and user engagement metrics.
- Monitoring of key conversion events, including:
 - Contact form submissions
 - Resource downloads
 - External application link clicks
- Tracking of user acquisition channels, including organic search, referrals, social media, and direct traffic.
- Monitoring of device usage, browser statistics, and geographic visitor information.
- Custom event tracking for key program-related activities as required.

- Analytics implementation shall respect user cookie consent preferences and applicable privacy requirements.
- Analytics data collection shall be configurable through the website administration interface where applicable.

Reporting Requirements

- Dashboard access for authorized administrators.
- Monthly and ad hoc website performance reporting capabilities.
- Monitoring of:
 - Total visitors
 - Unique visitors
 - Most visited pages
 - Download statistics
 - Form submission statistics
 - User engagement metrics
- Export capability for reports in commonly used formats

Testing and Scope

Functional Testing

- Navigation testing.
- Form testing.
- Search functionality testing.
- CMS functionality testing.
- User role validation.
- Responsive design testing.

Security Testing

- Security configuration validation.
- WordPress hardening verification.
- Authentication testing.
- Access control verification.
- Security header compliance validation.

Performance Testing

- Website loading performance.
- Mobile performance validation.
- Browser compatibility testing.

User Acceptance Testing (UAT)

- Stakeholder review.
- Content validation.
- Functional acceptance testing.
- Production readiness approval.

Deployment Activities

Production Deployment

- WordPress deployment.
- Domain and DNS configuration.
- SSL certificate installation.

- Backup configuration.
- Security validation.
- Performance optimization.

Post-Go-Live Support

- Hypercare support period.
- Defect resolution.
- Knowledge transfer sessions.
- Administrator training.
- Documentation handover.

Recommended Website Plugins

Security

- Wordfence Security or Sucuri Security
- WP 2FA
- Limit Login Attempts Reloaded

SEO

- Rank Math SEO or Yoast SEO

Forms

- Gravity Forms or Fluent Forms

Performance

- WP Rocket
- LiteSpeed Cache

Backup and Recovery

- UpdraftPlus

Hosting and Management Responsibilities

The hosting infrastructure and domain name will be provided and managed by the Client/Tetra Tech. The Client will be responsible for website hosting, maintaining regular backups, managing and renewing SSL certificates, applying WordPress security updates and patches, and ensuring the ongoing security and availability of the website following go-live.

Assumptions

- Hosting infrastructure and domain name will be provided by the client.
- Branding assets, content, images, and program materials will be supplied by Australia Awards Philippines.
- Client stakeholders will provide timely feedback during design and testing phases.

Selection Criteria for Vendor/Developer

Vendors responding to this requirement shall demonstrate suitable qualifications, experience, knowledge, and skills to successfully deliver the project.

Qualifications

- Legally registered company authorized to conduct business.
- Proven experience delivering WordPress-based websites.

Selection Criteria for Vendor/Developer

- Relevant certifications in web development, project management, cybersecurity, or related disciplines are advantageous.
- Capability to provide ongoing support and maintenance services.

Experience

- Minimum three (3) years of experience in website development and implementation.
- Demonstrated experience developing WordPress websites of similar complexity.
- Experience supporting government, international development, educational, donor-funded, or non-profit organizations is preferred.
- Demonstrated experience implementing secure and responsive websites.
- Portfolio of completed website projects with client references.

Knowledge

The vendor shall demonstrate knowledge of:

- WordPress CMS architecture and administration.
- Website security best practices.
- Web accessibility standards (WCAG 2.1 AA).
- Search Engine Optimization (SEO).
- Website performance optimization.
- Analytics and reporting platforms.
- Privacy and cookie consent requirements.
- User experience and responsive design principles.

Skills

The vendor shall demonstrate skills in:

- Website design and user experience (UX/UI).
- WordPress theme and plugin configuration.
- Responsive frontend development.
- Website performance optimization.
- Security hardening and vulnerability mitigation.
- Search engine optimization.
- Testing and quality assurance.
- Documentation preparation.
- Training delivery and knowledge transfer.
- Project management and stakeholder engagement

Project Duration

The assignment will commence on **17 September 2026** and conclude no later than **25 October 2026**.

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.
