



TETRA TECH
International Development

Request for Proposal

AAP Alumni Database Cleaning, Updating, and Data & Report Generation

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

Contents

1	Invitation.....	1
2	Background.....	1
3	Scope	1
4	Contact Officer.....	1
5	Briefing and Site Visits	1
6	Submission Format	1
7	Submission Lodgement.....	1
8	Last Queries Date	1
9	Document Structure	1
10	Evaluation Process	2
11	Evaluation Criteria	2
12	Commonwealth Procurement Rules and PGPA Act	2
13	Indigenous Procurement Policy	3

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 Alumni Database Cleaning, Updating and Data & Report Generation 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

This short term consultancy seeks external service provider to clean and update AAP Alumni Database and generate customised data/report (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

No pre-bid conference is required.

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 **Monday, 07 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 **Wednesday, 2 September 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
- Price/cost

Respondents shall complete Part D to provide these information.

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.

Part B – Scope of Services

AAP Alumni Database Cleaning, Updating and Data & Report Generation

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.

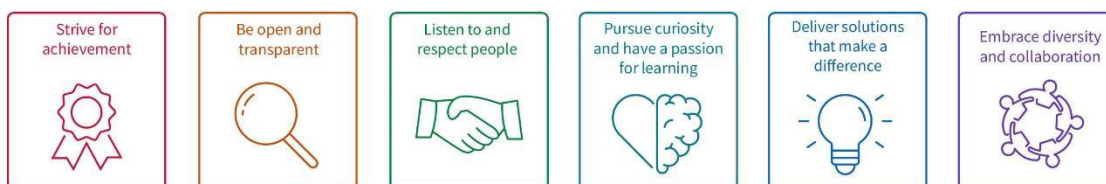
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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. AAP is a five-year (2026-2031) program of the Australian Government managed by Tetra Tech International Development (TTID). AAP is building on the success of the previous programs managed by TTID including Australia Awards and Alumni Engagement Program (AAAEP-P) from 2017 to 2026, Philippine Australian Human Resources and Organisational Development (PAHRODF) from 2010 to 2017, and the Philippine Australian Human Resource Development (PAHRDF) from 2004 to 2010.

The Australian Government regards the alumni as a valuable resource. Australia's global alumni objective is to establish an active network of influential alumni leaders with strong links to Australia. They can contribute to the development needs of their host country. They potentially become ambassadors promoting Australia's position as a provider of world-class training and education services.

As part of transition from AAAEP-P to AAP, there is a need to clean, update and generate customised data and report to support the implementation of AAP. The updated alumni database will be used in the development of new AAP Project Database Management Portal. The recorded number of alumni in the database is 8,177.

Objectives of the Assignment

The aim of this assignment is to clean and update the existing AAP alumni database, and to generate customised data sets and reports needed by AAP team, DFAT and partners in program implementation. There are currently 8,177 alumni recorded in the database.

Specifically, the service provider is expected to deliver the following:

- Clean-up/integration of duplicate records, incomplete (subject to specific fields) and irrelevant records (deceased, not alumni); Clean records to be maintained as "Database Masterfile" while excluded records can be archived in a separate file, for future reference.
- Updating of records for partner agencies and individual updates; Updated information given by partner agencies and individual updates to be edited in "Database Masterfile".
- Creation of a linked "Alumni Database" file with specific fields, as relevant to specific user/s (DFAT, AAP)
- Set-up a user-friendly filter mechanism to generate lists and spreadsheets based on customisable data sets.
- Create a Word template linked with the Alumni Database File and profile photo files to generate alumni profile sheets, on demand
- Set-up alumni data extract system to automatically generate required alumni stats, as needed

Project Deliverables

The provider will report directly to the AAP MEL Manager with close coordination with TTID Corporate IT and Senior Manager for Alumni Engagement. The following are the expected deliverables of the engagement:

- Cleaned and updated AAP alumni database;
- Access link of AAP Team, DFAT and other users to Alumni Database created with level of restrictions;

- Customisable and user-friendly filter and search mechanisms created to generate alumni data sets and related data requirements;
- Alumni Profile Sheet (word template) with file photo created;
- Provide weekly progress report on the status of the assignment; and
- Provide completion report and turn over to AAP all outputs, data and files (PBIX) after the completion of the assignment.

All deliverables must be completed by 18 October 2026.

Qualifications of the Provider

This assignment is open to Filipino nationals only. The provider should have the following combined qualifications/skills:

- Tertiary qualifications in any 4-year course, with preference in Information Technology and with experience in data cleaning, processing and reporting.
- Effective in computer and keyboarding skills and competent in word processing particularly in Excel/spreadsheets, Power BI and other office applications. Access to your own laptop computer would be an advantage.
- Excellent communication skills, particularly in the preparation of reports. Excellent written and spoken English.
- Experience in handling sensitive information.
- Experience in managing databases including data cleaning and updating and integration of user-friendly filter and search functions based on data requirements.
- An ability to communicate with people clearly.

Duration

The assignment will commence on **17 September 2026** and conclude no later than **18 October 2026**. The appointment is short term, hybrid set-up, and the maximum number of days is estimated to be 30 person-days.

Record Management and Data Privacy

Tetra Tech International Development is committed to protect and secure the program and alumni data. The contractors are required to sign the Non-Disclosure Agreement.

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.
