



ADDENDUM 1

Date: 13 February 2026
Pages: 2
Subject: Addendum 1 to the AAI AM13227 Promoting Leadership for Transparency and Accountability in the Public Sector Short Course Request for Tender of 23 January 2026

Tenderers are advised of the following:

This addendum is openly available to all potential tenderers.

QUESTION 1: I note that a draft contract is provided in the tender documentation. Should we have any departure requests on the draft contract, can this be provided as an additional annex in the Technical Proposal?

ANSWER 1: Tenderers are allowed to annex the list of departure requests in the technical proposal; however, it will not be considered in the assessment of the tender submission. Any departure requests (whether submitted as part of the technical proposal or after the preferred tenderer is announced) will be negotiated during the contract negotiations with the preferred tenderer.

QUESTION 2: Should (name of the organisation be removed) be awarded the tender, can this organisation be the contracting party, instead of (name of the organisation be removed)?

ANSWER 2: The lead contractor must be an Australian RTO (i.e. contract can only be signed between Tetra Tech International Development and the Australian RTO).

QUESTION 3: Minimum Canberra component: The RFT requires a portion of the in-Australia program to be delivered in Canberra. Is there an expected minimum number of days/sessions or mandatory institution types (e.g., Parliament, ANAO, AGD) you prefer providers to target in the draft?

ANSWER 3: The tenderer determines the number of days in Canberra and proposes the agencies that will be visited or will engage with the participants. As per the advice in the RFT, tenderers must not contact Australian Government agencies during the tender process.

QUESTION 4: Award Projects assessment: The RFT references Award Projects; do you have a preferred assessment rubric?

ANSWER 4: The course provider determines their preferred assessment criteria. The completion report's annex on Award Projects scores each

project on a scale 1-3 and provides a brief written assessment of the project and proposed next steps.

QUESTION 5: 6.6 Monitoring and Evaluation: We would ideally run any pre-course training needs analysis at least 6 weeks before program start date. Would this be possible?

ANSWER 5: Yes, this is possible.

QUESTION 6: 6.6 Monitoring and Evaluation: How many mentoring sessions are expected?

ANSWER 6: As per SoS 1.4: 3-4 online mentoring sessions. Ideally one session is between the pre-course workshop and the in-Australia course and the rest between the in-Australia course and the post-course workshop. The course provider determines the structure and duration of each mentoring session.

QUESTION 7: 6.6 Monitoring and Evaluation: How is scale 1-3 defined?

ANSWER 7: The scale is used only for internal AAI and DFAT use to indicate which projects were good and which ones were not successful. The scores will not be shared with the participants. Therefore, there is no definition of the scale; however, the details can be agreed with the preferred tenderer, if requested.

QUESTION 8: 6.7 Reporting: Is there a template for the Completion Report and Financial Report?

ANSWER 8: AAI provides the course provider the Completion Report template during contract negotiations.

QUESTION 9: 6.8 Other Requirements: Do we need approval for LinkedIn postings?

ANSWER 9: Yes, AAI reviews and approves all social media posts.

QUESTION 10: We have several queries on the contract terms. Do we bring these questions up at this juncture? Or only if we were awarded the tender?

ANSWER 10: Please see Question 1 of this Addendum.

All other information in the RFT dated 23 January 2026 remains unchanged.