



Invitation for Quotations

1. Introduction

Palladium ZA (Pty) Ltd, the Managing Contractor for the Australia Awards Africa (the Program) is seeking quotations for partner organisations in Africa to support in the promotion of the Australia Awards Scholarships (Masters-level scholarships) to targeted, qualified applicants.

Gender Equality, Disability and Social Inclusion is an integral part of the Australian Government's development policy. Australia Awards Africa aims to ensure increased participation and benefit, to the Program, by men, women, people with disabilities and other identified marginalised groups.

To achieve these targets, the Program would like to leverage networks of partner organisations to assist in promoting the application round for the 2026 intake masters level scholarships. Details of the required services are provided in Section 4 below.

2. Key dates and details

A timetable for the process is outlined below:

Description	Date/Details
Request for Quotations Released	Monday, 3 March 2025
Closing date for Submissions	Friday, 7 March 2025
Contact Person for queries	jenny.laughton@australiaawardsafrica.org (Team Leader, Australia Awards Africa)
Mode of Submission	Email submission to limakatso.helepi@australiaawardsafrica.org before the closing date
Anticipated quotation outcome notification date	Monday 10 March 2025
Delivery of required services	17 March 2025 – 9 May 2025 (Maximum 5 input days during this period)

3. About Australia Awards Africa

Australia Awards Africa is a flagship initiative by the Australian Government, aimed at developing leadership, skills, and knowledge among African professionals through Australia Awards Scholarship (AAS) at masters level and Australia Awards Short Courses (AASC). These are focused in areas crucial to both the continent's and Australia's strategic interests, such as agriculture and food security, climate change, gender equality, disability and social inclusion, foreign policy and international security and mining and energy. The program also seeks to promote Australia as a credible and active development partner in Africa. Palladium manages Australia Awards Africa on behalf of the Department of Foreign Affairs and Trade.

Applications for the 2026 Australia Awards Scholarships (masters level) opened on 01 February 2025 and will close on 30 April 2025. The scholarships are offered to eligible middle to senior-level professionals from the public, private and civil society who, on completion are expected to return to their home country and make a development contribution.

The degrees, completed in Australia, provide high-quality education and training to talented Africans in specified sectors, in which Australia is recognised as having world-class expertise and experience. It aims to support the leadership needs of professionals in Africa. Successful applicants will commence their studies in Australia in 2026.

4. Scope of Services

Australia Awards Africa is looking to partner with registered Disabled People's Organisations (DPO), Women's Groups or other groups supporting marginalized communities to assist in promoting the application round for the 2026 Australia Awards Scholarships (masters level) awards. The Program does not have a limit on the number of organisations that it is looking to partner with, however potential partner organisations must be registered with an active bank account in an African country.

- Australia Awards Africa will provide the partner organisation with soft-copy promotional material, including brochures/flyers, social media image cards and draft email communications. The partner organisations will receive and utilise the promotional material to promote the Program to eligible countries in Africa.
- Partner organisations may also recommend ways of making the promotional materials more accessible.
- Promotional materials will include the current eligibility criteria (including countries, sectors, and minimum eligibility to apply) and partner organisations will communicate the eligibility criteria to the targeted markets/countries.
- Partner organisations will compile a list of relevant organisations to contact and will reach out to this network of organisations via multiple channels (Social Media, email etc), sharing information about the program and requesting the organisations to forward this information to potential (eligible) applicants. This communication should occur bi-monthly in March, and April.
- Partner organisations will also reach out to this network to promote the online information session briefings that the Program intends to host.
- Different methods of communicating with prospective applicants will be discussed and promoted with organisations in the network.
- Organisations and prospective applicants will be linked to the Program for more information and clarity about the awards.
- Partner organisations will implement the promotional campaign by utilising their diverse membership organisations, organisations of persons with disabilities, women's or other marginalised group organisations, academic institutions, and governments.
- Partner organisations will inform Palladium about the accessibility requirements of organisations and potential applicants.
- At the end of April, partner organisations will provide a final report to the Program on the number and names of organisations contacted.

Australia Awards Africa understands that partner organisations' databases may be proprietary information and commits to only using the information to assess the effectiveness of the promotional campaign and to report aggregate data to its client. The Program commits to not using the information for any other purpose.

5. Selection Criteria

Quotations should include a summary (limited to two A4 pages) of the intended activities as well as a summary of potential network that partner organisations can reach. Information covering the type of organisations, the sectors in which these organisations work as well as the countries within which they operate. Partner organisations that can reach more organisations working in the eligible sectors in as many of the eligible countries as possible will be prioritized.

6. Payments and Fees

Partner organisations will receive a daily rate of 720 AUD for a maximum input of five (5) days. Representing a total value of AUD 3,600. The fees will be paid on completion of specific tasks and submission of a correct and final invoice.