



TETRA TECH
International Development

**INVITATION
FOR
EXPRESSIONS OF INTEREST (EOI)
to Supply**

Research Expertise in Classroom Observation

AM-13669

Structure of Invitation

Part A – EOI Process Guidelines

Part B – Specification

Part C – Response

Contents

1	REFERENCE SCHEDULE.....	2
2	INVITATION	3
2.1	Tetra Tech International Development Requirements.....	3
2.2	Accuracy of Invitation.....	3
2.3	Your Use of Invitation	3
2.4	EOI Process does not create a contract.....	3
3	STRUCTURE OF INVITATION	3
4	COMMUNICATION	3
4.1	Contact Person/s	3
4.2	Requests for Clarification.....	4
4.3	Briefing and Site Visits.....	4
5	YOUR RESPONSE	4
5.1	Format of Response	4
5.2	Cost of Preparing Your Response	4
6	LODGING A RESPONSE	4
6.1	Email	4
6.2	Late Responses	4
6.3	Tetra Tech International Development’s Use of Your Response Materials.....	5
6.4	Sub-contracting.....	5
7	EOI PROCESS CONDUCT	5
7.1	Your Conduct.....	5
7.2	Tetra Tech International Development Conduct.....	5
7.3	Confidentiality	5
7.4	Disclosure of Information Provided by Bidders.....	6
7.5	Commonwealth Procurement Rules and PGPA Act.....	6
8	EVALUATION PROCESS.....	6
8.1	Evaluation	6
8.2	Discontinue Process	7
8.3	Shortlisting	7
8.4	Negotiation.....	7
8.5	Secondary Procurement Process	7
8.6	Further Approach to Market.....	7
9	GLOSSARY	7
9.1	Definitions	7

Part A – EOI Process Guidelines

Invitation

Interested parties are invited to submit an **Expression of Interest** to Tetra Tech International Development Pty Ltd in accordance with these instructions for the **Research Expertise in Classroom Observation Consultancy**. The consultant will provide technical expertise across three interconnected workstreams for the Basic Education Quality and Access in Lao PDR Phase 2 (BEQUAL) program.

Principal

Tetra Tech International Development Pty Ltd, (ABN 63 007 889 081), a duly registered Australian company located at 422 King William Road, Adelaide SA 5000, Australia, referred to as “Tetra Tech International Development” as the managing contractor of the Basic Education Quality and Access in Lao PDR Phase 2 program on behalf of the Australian Government’s Department of Foreign Affairs and Trade (DFAT).

Requirements

The BEQUAL program is led by the Government of Lao PDR with support from the Australian Government to advance the education priorities of the Ministry of Education and Sports (MoES) as described in the Education and Sports Sector Development Plan (ESSDP). BEQUAL Phase 2 continues the substantial progress and builds upon the achievements of the first phase (2015-2022). It provides support to the development of an enabling and inclusive teaching and learning environment for teachers and learners with a focus on those who may be disadvantaged because of gender, disability, ethnicity or language.

BEQUAL has implemented a research and learning framework to guide exploration and learning across the priority area of literacy and language development to explore which strategies and approaches are most effective for literacy and language development in Lao classrooms. The research will investigate how the Lao language curriculum and lessons are being implemented in early grades, and what strategies teachers use to support all language learners including students who don’t speak Lao.

The Inclusive Teaching and Learning Evaluative Study designed to examine changes in teaching practices and student engagement and learning across seven school years commenced in 2024 with Part 1:

Research and case study evaluation on school-based continuing professional development and teaching practices that positively impact on inclusive education (school year 2023/24 to school year 2025/26). Part 2: **Evaluation on the effectiveness of the BEQUAL program to improve inclusive teaching practices and student engagement and learning** (school year 2026/27 to school year 2027/28) is now in progress and requires **research expertise in classroom observation**.

Tetra Tech International Development International needs to procure consultancy services to support its activities both within Australia and internationally. In addition to the acquisition of goods and services by Tetra Tech International Development International for its own use, procurement includes the acquisition of goods and services on behalf of another relevant entity or a third party. Quite often a purchase made by Tetra Tech International Development International is on behalf of a Commonwealth Government Department. Because of this circumstance Tetra Tech International Development International is governed by the requirements of the Australian Government’s Commonwealth Procurement Rules as a non-corporate Commonwealth entity. The core principle of the Commonwealth Procurement Rules being achieving value for money.

1 REFERENCE SCHEDULE

Important Dates

Invitation Issue Date	Monday 8 June 2026
Last Queries Date	Thursday 25 June 2026
Closing Date and Time	Monday 29 June 2026, 10:00 AM Vientiane Time (ICT)

Responses and Lodgement

Email Address	info@bequal-laos.org
Form of lodgement	Electronic only. Hard copy will not be accepted.
Response validity	90 days

Contact Person/s

Name	Anne Stasinowsky	Natalie Flanagan
Position	Finance and Operations Manager	MEL Manager
Email	anne.stasinowsky@bequal-laos.org	natalie.flanagan@bequal-laos.org

Briefing Session / Site Visit

No briefing or site visit is required.

Evaluation Criteria

Mandatory criteria	<p>The mandatory criteria are:</p> <ul style="list-style-type: none"> • A policy statement/s on safeguarding that cover/s responding to sexual exploitation, abuse and harassment (SEAH), child protection, and modern slavery. • A current criminal records / background check.
Weighted criteria	<p>The evaluation criteria include, but are not limited to, the following (in no particular order of priority):</p> <ul style="list-style-type: none"> • Safeguarding <ul style="list-style-type: none"> – Evidence of completion of relevant safeguarding training. – Disclosure of any past safeguarding violations or investigations. – Proposed incident response procedures. • Expertise <ul style="list-style-type: none"> – Classroom observation and teacher effectiveness research. – Development and application of time-event classroom observation tools. – Evaluation design and tool validation, ensuring methodological rigour and practical applicability. – Deep understanding of education systems, teacher development, curriculum and assessment. – Analysis and use of classroom observation data to inform early grade curriculum and teacher professional development.

- **Experience**
 - Large-scale international classroom observation research.
 - Designing teacher professional learning models grounded in theory and practice.
 - Experience in South-East Asia and Pacific regions.
- **Price**

2 INVITATION

2.1 Tetra Tech International Development Requirements

Tetra Tech International Development invites you to submit an Expression of Interest (“EOI”) for the provision of the Tetra Tech International Development’s Requirements.

Tetra Tech International Development is seeking a detailed understanding of the market and the range of solutions that may be available. This EOI process may be the first stage of a multi-stage procurement process (see clause 8.5 of this Invitation).

2.2 Accuracy of Invitation

Tetra Tech International Development makes no promise or representation that any factual information supplied in or in connection with this EOI Process or Invitation is accurate.

Information is provided in good faith and Tetra Tech International Development will not be liable for any omission from this Invitation.

2.3 Your Use of Invitation

Without the express prior written consent of Tetra Tech International Development, you must not re-produce, re-advertise and/or in any way use the contents of this Invitation either in whole or in part, other than for the purpose of preparing and lodging a Response.

2.4 EOI Process does not create a contract

Your participation in this EOI Process (including the preparation and lodgement of Your Response) is at your sole risk.

Nothing in this Invitation, the EOI Process, or your Response must be construed as creating any binding contract or other legal relationship (express or implied) between you and Tetra Tech International Development.

3 STRUCTURE OF INVITATION

This Invitation consists of three parts:

Part A EOI Process Guidelines

Part A contains general information about the EOI Process and how You can make a Response.

Part B Specification

Part B sets out Tetra Tech International Development’s Requirements in detail.

Part C Response

Part C sets out the format and information that You are required to provide in Your Response.

You must complete the Part C Response Schedule.

4 COMMUNICATION

4.1 Contact Person/s

You may only communicate with the Contact Person/s about this Invitation.

4.2 Requests for Clarification

Up to and including the Last Queries Date, you may submit a query or request for further information in writing to the Contact Person/s.

Tetra Tech International Development does not guarantee that it will respond to any query, particularly queries received after the Last Queries Date.

Tetra Tech International Development reserves the right in its' discretion to inform all other Suppliers of any question or matter you raise and the response given (but may choose not to do so).

Tetra Tech International Development is not obliged to consider any clarification from you that it considers to be unsolicited or otherwise impermissible.

4.3 Briefing and Site Visits

If specified in the Reference Schedule Tetra Tech International Development will hold a briefing session/site visit related to Tetra Tech International Development's Requirements.

Your attendance is required where the briefing session/site visit is specified as mandatory in the Reference Schedule.

If You fail to attend a mandatory briefing session/site visit, Tetra Tech International Development may exclude You from further consideration.

5 YOUR RESPONSE

5.1 Format of Response

Your Response must be completed using the Part C Response Schedule unless you are otherwise directed.

Your Response must:

- a) be in English
- b) be concise and only provide what is sufficient to present a complete and effective response.

Tetra Tech International Development may disregard any content in a Response that is illegible.

5.2 Cost of Preparing Your Response

You are responsible for the cost of preparing and submitting Your Response and all other costs arising from Your participation in this EOI Process.

6 LODGING A RESPONSE

The Closing Time for lodging Your Response is nominated in the Reference Schedule. Tetra Tech International Development may extend the Closing Date and Time in its absolute discretion.

6.1 Email

The Response must satisfy the requirements for email lodgement specified in the Reference Schedule.

Responses are encouraged to be submitted at least two hours before the Closing Date and Time.

Each lodgement will be regarded as full and complete. If any part of the Response needs is modified and resubmitted, the entire Response will need to be submitted again.

6.2 Late Responses

If a Response is lodged after the Closing Date and Time, it may be ineligible for consideration unless:

- a) Tetra Tech International Development determines in its sole discretion that Tetra Tech International Development has caused or contributed to the failure to lodge by the Closing Date and Time or
- b) Tetra Tech International Development decides that exceptional circumstances exist which warrant consideration of the late Response and that acceptance of the late Response does not compromise the integrity of the EOI Process.

6.3 Tetra Tech International Development's Use of Your Response Materials

Upon lodgement, all of your Response Materials will become the property of Tetra Tech International Development Pty Ltd.

Intellectual Property owned by you or any third parties forming part of the Response Materials will not pass to Tetra Tech International Development with the property comprising the Response Materials. However, you acknowledge and agree that you have the authority to grant to Tetra Tech International Development an irrevocable, royalty free licence to use, reproduce and circulate any copyright material contained in the Response to the extent necessary to conduct the Evaluation and where applicable, in the preparation of any resultant contract.

6.4 Sub-contracting

If your Response relies on a sub-contracting arrangement, then you must stipulate in your Response the tasks that the proposed sub-contractor(s) would undertake. You remain legally responsible for meeting Tetra Tech International Development's Requirements.

7 EOI PROCESS CONDUCT

7.1 Your Conduct

You must:

- a) ensure all communications are undertaken via the Contact Person/s
- b) declare any actual or potential conflict of interest
- c) not offer any incentive to, or otherwise attempt to influence, any employee of Tetra Tech International Development or any member of an evaluation team at any time
- d) not engage in any collusive or anti-competitive conduct with any Supplier
- e) comply with all laws in force in Australia and in Laos applicable to this EOI Process
- f) disclose whether you are acting as agent, nominee or jointly with another person(s) and disclose the identity of the other person(s)
- g) not issue any news releases or responses to media enquiries and questions regarding this EOI Process or this Invitation without Tetra Tech International Development's written approval.

If you act contrary to the expectations outlined above, Tetra Tech International Development reserves the right (regardless of any subsequent dealings) to exclude your Response from further consideration.

7.2 Tetra Tech International Development Conduct

Tetra Tech International Development will:

- a) preserve the confidentiality of any information marked as confidential (subject to conditions concerning confidentiality)
- b) give Suppliers the opportunity to compete fairly.

7.3 Confidentiality

You must identify any aspect of the Response that the you consider should be kept confidential including reasons. Tetra Tech International Development is not obliged to treat information as confidential and in the absence of any agreement to do so, you acknowledge that Tetra Tech International Development has the right to publicly disclose the information.

Any condition in the Response that seeks to prohibit or restrict Tetra Tech International Development's right to disclose will not be accepted.

Information supplied by or on behalf of Tetra Tech International Development is confidential to Tetra Tech International Development and you are obliged to maintain its confidentiality.

You may disclose confidential information to any person that has a need to know the information for the purposes of submitting the Response.

7.4 Disclosure of Information Provided by Bidders

Tetra Tech International Development's selection process for EOIs is conducted in accordance with Australia's Commonwealth Procurement Rules. For the purpose of evaluation, Tetra Tech International Development is required to pass EOIs to Commonwealth Government Departments and Agencies as Tetra Tech International Development sees fit and to relevant Ministers and Parliamentary Secretaries.

It is Tetra Tech International Development policy not to divulge to another party information that has been provided in-confidence by another.

You should note that the *Freedom of Information Act 1982* (The Act) gives members of the public rights of access to official documents of the Commonwealth Government and its Agencies. The Act extends, as far as possible, rights to access information in the possession of the Commonwealth Government and its Agencies, limited only by considerations for the protection of essential public interest and of the private and business affairs of persons in respect of whom information is collected and held by departments and public authorities.

7.5 Commonwealth Procurement Rules and PGPA Act

You 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 EOI.

The CPRs are available at: <https://www.finance.gov.au/government/procurement/commonwealth-procurement-rules>

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

8 EVALUATION PROCESS

8.1 Evaluation

In evaluating Responses Tetra Tech International Development will consider:

- a) the Evaluation Criteria
- b) References from referees
- c) any presentations, interviews or site visits
- d) any other information that Tetra Tech International Development considers relevant.

Where mandatory criteria are specified in the Reference Schedule and your Response does not comply with these criteria Tetra Tech International Development may choose not to further evaluate your Response.

Tetra Tech International Development may seek the advice of external consultants to assist Tetra Tech International Development in evaluating the Responses.

Tetra Tech International Development may in its absolute discretion:

- a) take into account any relevant consideration when evaluating Responses
- b) invite any person or entity to lodge a Response
- c) allow a respondent to change its Response
- d) consider, decline to consider, or accept (at Tetra Tech International Development's sole discretion) a Response lodged other than in accordance with this Invitation
- e) seek further information from you regarding your Response including but not limited to requests for additional information or presentations by, or interviews with you or your key personnel
- f) seek and evaluate relevant financial viability data concerning any Respondent's business and related entities including seeking any assistance from third party providers
- g) make enquiries of any person or entity to obtain information about any Respondent and its Response (including but not limited to any referees)
- h) visit facilities operated by any Respondent, proposed subcontractors of any Respondent and/or by their customers in order to assess their capabilities and performance (at a mutually convenient time).

8.2 Discontinue Process

Tetra Tech International Development may decide not to proceed any further with the EOI Process or any other procurement process for Tetra Tech International Development's Requirement.

8.3 Shortlisting

Tetra Tech International Development may choose to short-list some Respondents and continue evaluating Responses from those short-listed or conduct a secondary procurement process by invitation to shortlisted Respondents. Tetra Tech International Development is not at any time required to notify you, any Respondent or any other person or organisation interested in making a Response of its intentions or decision to short-list.

8.4 Negotiation

Tetra Tech International Development may choose to:

- a) enter into negotiations with you or any Respondent (including parallel negotiations with more than one Respondent) in order to vary its Response on grounds of capability / capacity, technical issues, effectiveness, to finalise agreement on the terms of the contract, or any other matters
- b) re-evaluate Responses generally after any negotiation
- c) suspend, discontinue or terminate at any time negotiations with you or any Respondent or any other person or organisation
- d) negotiate with you or any Respondent for the provision of any part of Tetra Tech International Development's Requirement and negotiate with any other Respondent with respect to the same or other parts of Tetra Tech International Development's Requirement and to enter into one or more contracts for part or parts of Tetra Tech International Development's Requirement
- e) negotiate at any time with any organisation that is not a Respondent and enter into a contract in relation to Tetra Tech International Development's Requirement or any part of Tetra Tech International Development's Requirement with that organisation on such terms as Tetra Tech International Development, at its absolute discretion, considers appropriate.

8.5 Secondary Procurement Process

After evaluating all Responses Tetra Tech International Development may choose to conduct a subsequent procurement process.

8.6 Further Approach to Market

Tetra Tech International Development may choose to make a further approach to market on a similar or different basis than that specified in this Invitation.

9 GLOSSARY

9.1 Definitions

In this Invitation, unless the contrary intention is apparent:

- a) 'Closing Date and Time' means the date and time nominated in the Reference Schedule by which Responses are required to be lodged.
- b) 'Tetra Tech International Development' means Tetra Tech International Development Pty Ltd.
- c) 'Tetra Tech International Development's Requirement' means the requirements specified in the Invitation, the Statement of Requirements and the Contract.
- d) 'Contact Person' means the person nominated in the Reference Schedule authorised by Tetra Tech International Development to communicate with Suppliers about the EOI Process.
- e) 'CPR' means Australian Government's Commonwealth Procurement Rules.
- f) 'EOI Process' means the process commenced by the issuing of this Invitation and concluding upon the award of a contract (or other outcome as determined by Tetra Tech International Development) or upon the earlier termination of the process.
- g) 'Evaluation' means the process for considering and evaluating Responses in accordance with clause 8.1.

- h) 'Intellectual Property' means any patent, copyright, trademark, trade name, design, trade secret, knowhow, semi-conductor, circuit layout, or other form of intellectual property and the right to registration and renewal of the intellectual property.
- i) 'Invitation' means this document inviting persons to lodge a Response.
- j) 'Last Queries Date' means the date nominated in the Reference Schedule as the last date for Suppliers to seek clarification of any matters relating to this Invitation Document.
- k) 'Mandatory Criteria' means the criteria considered by Tetra Tech International Development to be critical and identified in the Evaluation Criteria.
- l) 'Respondent' or 'you' or 'your' means a person or organisation responding to this Invitation.
- m) 'Response' means the documents constituting a Response lodged by a Supplier to meet Tetra Tech International Development's Requirement in accordance with this Invitation.
- n) 'Response Material' means all documents, data, computer programs, computer discs and other materials and things provided by You or a Supplier in relation to a Response arising out of this Invitation.
- o) 'Part' means a part of this Invitation.
- p) 'Vientiane Time' means the time applicable to Vientiane, Laos, as defined at [The World Clock — Worldwide](#).
- q) 'Specification' means the information about Tetra Tech International Development's Requirement described in Part B.

Part B – Specification

BEQUAL is seeking an independent consultant to provide technical expertise across three interconnected workstreams.

Scope of work

1. Adaptation and refinement of tools
 - Provide technical inputs into the review and adaptation of three tools designed and piloted in Cambodia to investigate teaching practices and supporting teaching and learning materials for Grade 1 and Grade 3 Lao language: (1) time-event classroom observation tool; (2) teacher survey; and (3) materials evaluation tool.
 - Strengthen the tools to capture key dimensions relevant to Lao language instruction and the spoken Lao initiative.
 - Ensure conceptual and operational alignment across all three tools so that:
 - Observation, survey, and materials data are mutually reinforcing
 - Findings can be triangulated for robust system insights.
2. Development of training approaches
 - Provide technical inputs into the development of training approaches to support tool implementation
 - Incorporate the use of classroom videos to achieve high observer reliability.
3. Analysis and reporting support
 - Provide technical guidance on analytical approaches
 - Support interpretation and reporting of findings to inform curriculum, pedagogy, and professional learning.

Expertise and Qualifications

The consultant will demonstrate:

- Extensive expertise (minimum 15 years) in classroom observation and teacher effectiveness research, including development and application of time-event classroom observation tools in diverse contexts, including Southeast Asia and the Pacific regions.
- Proven experience in large-scale international classroom observation research
- Strong track record in designing teacher professional learning models grounded in theory and practice
- Deep understanding of education systems, with expertise across teacher development, curriculum, and assessment
- Expertise in evaluation design and tool validation, ensuring methodological rigour and practical applicability
- Expertise in the analysis and use of classroom observation data to inform early grade curriculum and teacher professional development.