

C.A.1 Statement of Work

Description of the Goods and Services required

The description of the Goods and Services required will include details of:

- any reports, presentations, or other deliverables to be provided to the Customer pursuant to Services under this Contract (**Deliverables**), noting that the Customer may require update reports at any time
- standards and key performance indicators that any Goods and Services must meet (noting that the Supply must generally ensure that Goods and Services comply with applicable Australian standards (or, if relevant Australian standards do not exist, relevant international standards)
- timeframes and due dates for the provision of Goods, Services (including due dates for Deliverables)
- details of any Services to be performed by Specified Personnel) noting Specified Personnel should be additionally identified in the Contract Details), and
- details of any Services to be performed by sub-contractors (noting Approved Sub-Contractors should be additionally identified in the Contract Details).

1. ACIAR Background

- 1.1 ACIAR is Australian Government's specialist agricultural research-for-development agency.
- 1.2 Established under the *Australian Centre for International Agricultural Research Act 1982* (the ACIAR Act), ACIAR is an independent agency within the Australian Government Foreign Affairs and Trade portfolio, who's purpose is to contribute to reducing poverty and improving the livelihoods of many in the Indo-Pacific region through more productive and sustainable agriculture emerging from collaborative international research.
- 1.3 ACIAR works with public and private research institutions to improve the productivity and sustainability of agricultural systems and the resilience of food systems in our partner countries. It identifies opportunities and brokers and supports partnerships to undertake international agricultural research and capacity building across eastern and southern Africa, East and South-east Asia, the Pacific and South Asia.

2. Purpose

- 2.1 The purpose of this Contact is to send two Australian citrus experts to Vietnam to gather situation awareness on the specific issues identified for Vietnamese citrus. This will assist ACIAR SRA HORT/2023/179 'Scoping Vietnam's citrus industry priorities to inform the development of a research roadmap' led by [REDACTED], Plant Protection Research Institute. [REDACTED] made the request and proposed a 9 day travel plan.

3. Services

- 3.1 The Supplier to send two Australian citrus experts to visit a variety of citrus production areas in Vietnam to gain context to issues raised:
 - (a) citrus varieties and breeding
 - (b) production issues
 - (c) industry/market issues
 - (d) Understand the RDE capacity and current scope of work in citrus of the collaborating institutions (FAVRI, SFR, PPRI and VACVINA)
- 3.2 The Supplier must develop and deliver to ACIAR for review and acceptance, the following:
 - (a) Vietnam Citrus situation report to share with the other Australian citrus experts and
 - (b) Plan for what expertise and who might deliver it in a subsequent trip to Vietnam by Australian citrus experts at an agreed time in the first half of 2025.

4. Reports

- 4.1 The Supplier must provide ACAR with the reports set out in table below by the due date, in the format and number of copies indicated:

Report Type	Indicative Content	Format	Due Date	Quantity
Report	Vietnam Citrus situation report	Written report emailed	20 January 2025	1

4.2 All reports must:

- (a) be accurate and not misleading in any respect;
- (b) be prepared in accordance with directions provided by ACIAR;
- (c) incorporate sufficient information to allow ACIAR to monitor and assess the success of the Services in achieving ACIAR's objectives;
- (d) be provided in Microsoft Word format (or Microsoft Excel format for spread sheets), unless otherwise approved or requested by ACIAR;
- (e) not incorporate either ACIAR's or the Supplier's logo; and

4.3 All publications (if any) must be drafted to comply with the current version of the Commonwealth's Style Manual and ACIAR Branding Guidelines as published at <https://www.aciar.gov.au/branding-guidelines>.

5. Meetings

5.1 The Supplier must attend the following meetings with ACIAR during the Term of the Contract:
N/A

Supplementary documents relevant to provision of Goods and Services required

The below lists documents relevant to provision of the Goods and Services, each forming annexures to this Statement of Work.

N/A

Fees

*The below sets out the fees payable to the Supplier under the Contract. Unless specified in **Reimbursable Expenses** below, Fees are inclusive of travel and related expenses incurred by the Supplier in performance of the Services.*

☒ **Option 1 – Deliverables based**

Fee Item Description	Price ex. GST	GST	Price incl. GST
Professional Fees [REDACTED]/day x 17 days	[REDACTED]	[REDACTED]	[REDACTED]
Professional Fees [REDACTED]/day x 17 days	[REDACTED]	[REDACTED]	[REDACTED]
Meals and incidentals	[REDACTED]	[REDACTED]	[REDACTED]
Total	\$27,780.00	\$2,778.00	\$30,558.00

Expenses

*The Customer will reimburse for expenses incurred only as described below (**Reimbursable Expenses**) and where the Customer has provided written approval for the specific expense prior to it being incurred, and provided that*

- unless otherwise agreed, all air travel expenses are for economy class;
- accommodation and other expenses do not exceed the amount specified in Table 2 of TD 2023/3 (or any replacement determination); and
- a claim for reimbursement must be supported by a copy of the relevant tax invoice paid by the Supplier.

Maximum Reimbursable Expense Item Description	Price ex. GST	GST	Est. amount incl. GST
Airfares	[REDACTED]	[REDACTED]	[REDACTED]

Accommodation				
Payment Schedule				
<i>Progress payments of the fees will be made as set out below, subject to clause 11.7 of the CCTs.</i>				
Estimated Date	Milestone	Price ex. GST	GST	Amount incl. GST
30 November 2024	Airfare			
20 January 2025	Accommodation			
20 January 2025	Report approved by contract manager	\$27,780.00	\$2,778.00	\$30,558.00

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