# GATEWAY REVIEW TERMS OF REFERENCE

**PROJECT:** [Name in portal]

**PACKAGE:** [Package or delete if N/A]

**GATE:** Gate 4 Tender Evaluation

**DELIVERY AGENCY:** [Delivery agency responsible for project]

**CLUSTER:** [Cluster delivery agency belongs to]

**SRO:** [SRO name] **EMAIL:** [SRO email]

The Review will be conducted in line with Infrastructure NSW’s mandate to provide investor assurance for infrastructure projects valued at or over $10M and in accordance with Gate 4 Gateway Review Workbook.

The Review Report produced following this Review is primarily for the consideration of and noting by, the NSW Cabinet. This Terms of Reference forms part of the Review Report.

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| PROJECT BACKGROUND |

[Project scope]

[Objectives and intended outcomes]

[project summary and background – one-third to half page]

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| GATEWAY TIMING |

The timing of the Gateway Review is:

|  |  |
| --- | --- |
| Activity | Date |
| Documents to Reviewers | [Enter date dd/mm/yy] |
| Project Briefing (half day) | [Enter date dd/mm/yy] |
| Interview Days (all day) | [Enter date dd/mm/yy] |
| Report and Recommendations Table from Reviewers | [Enter date dd/mm/yy] |
| Final Report with delivery agency Responses | [Enter date dd/mm/yy] |

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| TERMS OF REFERENCE |

The purpose of this Review is to demonstrate that the project is being procured in-line with the Evaluation Plan, is procuring the entirety of the scope intended and that the delivery agency is ready to mobilise for delivery. It is important that the Gate 4 Review considers both procurement compliance and readiness of the delivery agency to manage the delivery of the project.

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| Scope |

In addition to applying the Gateway Review approach and assessing the response to issues raised in any previous Reviews, the Review Team is asked to comment on the following:

[Area or question for Review Team to investigate]

[Area or question for Review Team to investigate]

[Area or question for Review Team to investigate]

The cost review questions are included in the Gate 4 Workbook and must be addressed in the Review.

**Additional questions**:

* Is there evidence of the implementation of the [NSW Government Action Plan: Ten Point Commitment](https://www.infrastructure.nsw.gov.au/industry/nsw-government-action-plan/)?

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| Out of Scope |

The Review Team should avoid:

[Area or question considered outside the focus of the Review]

[Area or question considered outside the focus of the Review]

[Area or question considered outside the focus of the Review]

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| REVIEW TEAM |

The following table lists the Review Team members for the Gateway Review:

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewer Name | Position | Contact Number | Email |
| [Reviewer name] | Team Leader | [Enter mobile] | [email] |
| [Reviewer name] | Team Member | [Enter mobile] | [email] |
| [Reviewer name] | Team Member | [Enter mobile] | [email] |
| Review Manager | GCA Review Manager | [Enter mobile] | [email] |