

Project Partnerships 2024-25:

Project Scope

Overview

This Project Scope will provide you with a clear overview of the project to be completed, the criteria that must be met and/or addressed and the expected deliverables.

Prior to completing and submitting a Project Tender, please familiarise yourself with the [Project Partnership Guidelines](#), Organisation Hurdle Requirements, and Project Funding details outlined below.

In completing a Project Tender, it is expected that you address all criteria outlined (Project and Supplier) in this Project Scope, provide a Project Plan, Budget and Risk Matrix, and demonstrate how you meet the Organisation Hurdle Requirements.

Organisation Hurdle Requirements

The following hurdle requirements are mandatory requirements that must be met by an organisation for the Project Tender to be considered.

- Will not be in receipt of funding for the same activity from NSW State or Local Governments or Federal Government.
- Is financially viable (and can be demonstrated by audited financial statements).
- Is not included in the list of organisations that did not join the [National Redress Scheme](#).
- Adopts child safe practices and will complete a Child Safe Framework Statement of Compliance Form.
- Has cultural competency skills (if applicable).
- Understands the volunteering sector.
- Can demonstrate working relationships with the identified group/s the project is focused on.
- Has no reason to believe that it is not a fit and proper entity to partner for the delivery of Australian Government funded services.
- Have appropriate systems in place to meet data and reporting obligations outlined in the Management Services Agreement (if applicable).
- Have an Australian Business Number (ABN) or be willing to provide a Statement by Supplier Form (reason for not quoting an ABN). Please refer to the Australian Tax Office for further information.
- Have documentation demonstrating professional indemnity and public liability insurance of at least \$20 million for any one claim and an annual aggregate of \$20 million.

Organisations should also consider the following key project outcomes before submitting a Project Tender:

- Demonstrated working relationships with one or more of the identified groups with a co-design approach.
- Understanding of barriers and enablers to volunteering for identified group(s).
- Demonstrated understanding and practices to promote inclusion.
- Knowledge of capacity building approaches for volunteer-involving organisation(s).
- Able to demonstrate governance and evaluation processes in project design.

Financial Viability

- Applicants must confirm that the organisation they are applying on behalf of is financially viable (not operating a current year deficit).
- Applicants may be subject to a financial viability assessment. The financial viability assessment forms part of the risk mitigation strategy and can include:
 - Establishing whether relevant persons have any adverse business history (e.g. current or past bankruptcy).
 - Assessment of the financial health of an entity.
 - The Centre for Volunteering will advise if your organisation is subject to a financial viability assessment.

Project Funding Expenditure

Eligible Expenditure

You can only spend project funding on eligible expenditure you have incurred completing the agreed project activities, as detailed in your Project Tender.

Eligible expenditure items are:

- Project activity costs;
- Staff salaries and on-costs which can be directly attributed to the delivery of the project; and
- Operating and administration expenses up to 20% of project funds, directly related to the project.

Ineligible Expenditure

You cannot use the project funding for the following activities:

- purchase of land;
- construction or capital expenditure;
- the covering of costs incurred prior to approval of the project;
- subsidy of general ongoing administration of an organisation e.g electricity, phone and rent
- costs to attend and travel to conferences;
- overseas travel;
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility;
- activities that duplicate other jurisdictional and national resources;
- the preparation of your Project Tender or documentation related to the Project Tender process.

PROJECT OVERVIEW			
Project Title	Volunteering as a Pathway to Employment – Facilitated Webinar and Training Pack		
Project Duration	6 Weeks Weeks 1-4: Development and review. Week 5: Final Revisions and sign off. Week 6: Handover and delivery of webinar at agreed date and time.		
Project Budget	\$2,500.00 +GST		
Target Audience	Volunteer managers and leaders		
Identified Priority Group/s	People who are unemployed Young People		
Contact	Katie Sheehan – Contracts Manager	Contact Email	vma@volunteering.com.au
Scoped By	Clint Bertenshaw – Director, Sector Development & Engagement	Scope Date	May 2024
Project Tender submissions open	Monday 27 th May, 2024		

Summary

This project aims to provide volunteer managers and leaders with the knowledge, skills and resources to promote volunteering as a pathway to employment.

Project deliverables include the design, development, and delivery of a live webinar with a supporting Slide Deck and Facilitator Guide on “Volunteering as a Pathway to Employment”. Both the Slide Deck and Facilitator Guide should facilitate online and face to face delivery – providing enough information for someone unfamiliar with the subject matter to deliver the session. Whilst the Slide Deck may contain facilitator notes, this does not replace the need for the Facilitator Guide. The Facilitator Guide should also contain timings, any preparation work required and links to additional resources if required.

The duration of the training should be no more than two hours for online delivery. For face-to-face delivery can be longer if the content offers activities requiring additional time to run in an in-person environment.

At a minimum, the topics to be addressed must include:

- Promoting the benefits of volunteering as a pathway to employment
 - Developing transferable skills
 - Gaining work experience
 - Building networks
 - Working with diverse groups of people
 - Time management and problem solving
 - Developing a professional brand

- Developing and adapting volunteer programs to support a pathway to employment.
- Understanding volunteer motivations in alignment to employment and employability.
- Understanding Mutual Obligation Volunteering and your organisation's requirements and responsibilities.
- Supporting a volunteer's professional development.

A date for the delivery of the webinar will be coordinated with The Centre for Volunteering and will be presented via Zoom.

PROJECT CRITERIA

The following Project Criteria must be met and/or agreed to:

1. The Facilitator Guide must be developed to support both online and face to face (in person) delivery.
2. The Facilitator Guide must provide sufficient information to support someone unfamiliar with the subject matter to deliver the content.
3. All materials developed must be surrendered to The Centre for Volunteering and cannot be used, shared, or modified without prior permission.
4. The Facilitator Guide must be provided in .doc or .docx format.
5. The Slide Deck must be provided in .ppt or .pptx format.
6. If required, the Project Partner is responsible for engaging with Subject Matter Experts (including those with lived experience from the priority group(s) identified for the project) and legal for accuracy and currency.
7. The Project Partner must ensure the priority group(s) identified for the project are adequately and appropriately reflected and represented in the content.
8. Branding guidelines will be provided by The Centre for Volunteering and the Project Partner must incorporate them into the design.
9. A date and time for the delivery of the webinar will be coordinated and agreed between the Project Par and The Centre for Volunteering.
10. The Project Partner is responsible for ensuring they have adequate audio/visual capabilities and equipment to deliver the webinar on Zoom.
11. The webinar will be recorded and made available on the [National Knowledge Base](#).
12. The Centre for Volunteering will manage all registrations and promotion of the webinar.

PROJECT DELIVERABLES

1. Updated Project Plan:
 - a. This Project Plan will be an update to the one provided during the Project Tender and must include accurate milestone dates based on agreed commencement and completion times.
 - b. The Project Plan must also indicate review timelines and requirements.
 - c. The Project Plan must also include the agreed dates for check-in meetings with The Centre for Volunteering’s Contracts Manager.
2. Design, development and delivery of draft documents for approval demonstrating the incorporation of the style and branding guidelines.
3. Design, development and delivery of a webinar at the agreed date and time.
4. A Training Pack including but not limited to Facilitator Guide and Slide Deck.
5. Compiling and transferring all developed files to The Centre for Volunteering.

Unless otherwise agreed to, all resources developed as a part of this project must be provided to The Centre for Volunteering in agreed formats for publishing on the National Knowledge Base, The Centre for Volunteering’s website and/or any other online platforms at The Centre for Volunteering’s discretion.

PROJECT TERM

The project terms will be approximately six weeks from the contact start date.
There are no expected extension options unless required to accommodate webinar delivery.

ASSESSMENT PROCESS

The following assessment criteria and weightings (if relevant) have been determined:

Evidence of developing high quality and engaging webinars and supporting resources	70%
Cost/Value for Money	30%

There are no conflicts of interest in the assessment team.

SUPPLIER CRITERIA

Suppliers **are required to demonstrate** at least a minimum standard of the following criteria to be considered for selection:

Capacity	Demonstrated capacity to deliver the goods or services to an acceptable standard including experience, available personnel, and other resources (including financial).
Cost	Quoted price that reflects quality, service, and market rates.
Compliance	Evidence of compliance with relevant regulatory requirements (such as protection of vulnerable people, OH&S, professional licensing etc.).
Culture	Culture of understanding and commitment to the values of the volunteering community.
Coverage	Evidence of appropriate insurances including relevant Professional Indemnity and Public Liability coverage.

PROCUREMENT PRINCIPLES

All purchase decisions are to comply with the following procurement principles that provide a code of conduct for the procurement process:

Value	Value for money does not mean the cheapest but the best product or service attainable that doesn't compromise on quality.
Open Competition	Supplier selection must be bias free and transparent. This creates a level playing field giving clarity and certainty to everyone involved. It also provides equal opportunity to all suppliers in meeting the requirements through fair competition and clear and transparent procedures.
Ethics and Transparency	The selection process for a supplier needs to be ethical and transparent to avoid compromising the quality and value of the items being purchased. This means that all the provisions and information regarding the implementation of procurement shall be provided to suppliers.
Accountability and Record Keeping	Every person at each stage of procurement should be accountable for the decision making and process. Transparency of procedure assists in accountability and risk mitigation. Excellent record-keeping practices make it easier to trace the steps of procurement.
Equity	Ensuring a fair and uniform procurement process across all purchases provides equal and fair opportunities to work with the best suppliers.

SUBMITTING A TENDER

Prior to submitting a tender, please contact vma@volunteering.com.au to express your interest.

Project Tenders must be submitted in full to vma@volunteering.com.au.

All Project Tenders must address the Project Criteria, provide a Project Plan, Budget, and Risk Matrix, and demonstrate how you meet the Organisation Hurdle Requirements including the completion of the Child Safe Framework Statement of Compliance Form.

The preferred supplier will be engaged by a formal contract.

Note: You are responsible for ensuring your Project Tender is complete and accurate. Giving false or misleading information is a serious offence under the Criminal Code Act 1995 and we will investigate any false or misleading information and may exclude your application from further consideration.

CONTRACT MANAGEMENT/IMPLEMENTATION

The Centre for Volunteering's Contracts Manager will manage the relationship with the chosen partner and ensure progress and compliance against the contract.