

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](#), and the 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;
- major 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	Understanding your Legal Obligations – Facilitated Webinar Training		
Project Duration	6 weeks development plus delivery of webinar on agreed date: <ul style="list-style-type: none"> • Weeks 1-3: Development and review. • Week 4-6: Final Revisions and sign off. • Delivery of webinar at agreed date and time. 		
Project Budget	\$5,000.00 + GST		
Target Audience	Volunteer managers and leaders		
Identified Priority Group/s	All – refer to program Guidelines		
Contact	Katie Sheehan – Contracts Manager	Contact Email	vma@volunteering.com.au
Scoped By	Clint Bertenshaw – Director, Sector Development & Engagement	Scope Date	September 2024
Project Tender submissions open	9.00am AEST September 25, 2024	Project Tender submissions close	4.00pm AEDT 9 October 2024
<p>Summary</p> <p>This project aims to provide volunteer managers and leaders of volunteer involving organisations with the knowledge, skills, and resources to understand their legal obligations when engaging with volunteers – particularly when managing psychosocial hazards and legal risks.</p> <p>Project deliverables include the design, development, and delivery of a training package in the form of two live webinars focusing on the topics “Managing psychosocial hazards in not-for-profits” and “Managing legal risk with a diverse volunteer team”.</p> <p>Each of the topics, should address at a minimum:</p> <p>Managing psychosocial hazards in not-for-profits</p> <ul style="list-style-type: none"> • Your organisation’s duty of care • What psychosocial hazards are, and how to identify them • Practical steps your organisation can take to protect your workers and meet your legal obligations • Top tips and additional resources to help in the future <p>Managing legal risk with a diverse volunteer team</p> <ul style="list-style-type: none"> • Legal issues and diversity – discrimination, safety, screening and privacy • Case studies – applying the law to manage risk for inclusion • Top tips and additional resources to help in the future <p>Due to the legal nature of this content, delivery should be conducted by a qualified legal professional. The duration of each webinar should be a minimum of 1.5 hours, allowing for participant interaction and Q&A. Training is to be delivered online and content can be tailored to a NSW or national audience.</p> <p>A date for the delivery of each webinar will be coordinated with The Centre for Volunteering and will be presented via Zoom.</p>			

PROJECT CRITERIA

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

1. The Project Partner is responsible for researching the subject matter including but not limited to consulting with Subject Matter Experts (including those with lived experience from the priority group(s) identified for the project) and legal for accuracy and currency.
2. The Project Partner must ensure the priority group(s) identified for the project are adequately reflected and represented in the content.
3. A date and time for the delivery of the webinars will be coordinated with The Centre for Volunteering and the Project Partner must deliver the webinar at this time unless prior arrangement has been agreed.
4. The Project Partner is responsible for ensuring they have adequate audio/visual capabilities and equipment to deliver the webinar.
5. The webinars will be recorded and made available on the [National Knowledge Base](#).
6. The Centre for Volunteering will manage all registrations and promotion of the webinars.

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 two live webinars at the agreed date and time.

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	
<p>The expected contract start date: To be agreed with Project Partner The expected contract end date: 8 weeks from contract start date (unless otherwise agreed) <i>There are no expected extension options.</i></p>	
ASSESSMENT PROCESS	
<p>The following assessment criteria and weightings (if relevant) have been determined:</p>	
Evidence of developing high quality and engaging webinars and supporting resources	70%
Cost/Value for Money	30%
<p>There are no conflicts of interest in the assessment team.</p>	
SUPPLIER CRITERIA	
<p>Suppliers are required to demonstrate at least a minimum standard of the following criteria to be considered for selection:</p>	
Capacity	Demonstrated capacity to deliver 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 insurance including relevant Professional Indemnity and Public Liability coverage.
PROCUREMENT PRINCIPLES	
<p>All purchase decisions are to comply with the following procurement principles that provide a code of conduct for the procurement process:</p>	
Value	Value for money does not mean the cheapest but the best product or service attainable that doesn't compromise on quality. Where possible to minimise waste and benefit from economies of scale.
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 for all suppliers to meet the requirements through fair competition and clear and transparent procedures.

PROCUREMENT PRINCIPLES (continued)

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 supplier and ensure progress and compliance against the contract.