

Request for Proposal – Professional Services

You ('the Supplier') are invited to submit a Proposal to supply the Professional Services ('Services') in accordance with the following:

Customer	Great Barrier Reef Foundation (ABN 82 090 616 443) (GBRF) Level 6, 88 Tribune Street, South Brisbane 4101
Date of Issue	27 September 2024
Closing date/time	Wednesday, 23 October 2024 11:59PM
Applicants notified of assessment outcome	8 November 2024
Project timeframe	Project completed and reported on by 15 November 2025
Contact officer	All enquiries are to be directed to: grants@barrierreef.org
Important information to the Supplier about submitting a Proposal	<p>By submitting a Proposal, you offer to supply the nominated Services in accordance with this RFP. The Proposal provided must remain valid and open for acceptance for a minimum period of 30 days from the closing time and date of this RFP.</p> <p>For the avoidance of doubt:</p> <ul style="list-style-type: none"> • This RFP does not give rise to any legal or equitable relationship between us and you. • You are not required to submit a Proposal. • We are not required to accept any Proposal and we may choose to accept only part of your Proposal. • You will not receive payment for submitting a Proposal. • Acceptance of your Proposal by us will not form a legally binding agreement.
Submitting a Proposal	All Proposals must be submitted to the GBRF Grants Office by email: applications@barrierreef.org
Incomplete or Late Submissions	<p>Late applications will not be accepted, except in exceptional circumstances which will be assessed on a case-by-case basis.</p> <p>Applications that are incomplete; do not include the requested documentation, or do not address the assessment criteria may be deemed ineligible. GBRF will decide whether to accept an amendment or additional information on a case-by-case basis.</p>
Who can apply?	<p>To be eligible to submit a Proposal, applicants must meet the following requirements:</p> <ul style="list-style-type: none"> • be operating in Australia and have an Australian Business Number (ABN) • accept the terms and conditions of the Request for Proposal, Supplier Details, Declarations and Authorisation Form, and the agreement templates • have comprehensive WHS policies and procedures for the project, or are willing to undergo a WHS risk assessment, take all reasonable steps to manage identified risks

Proposal Requirements	
Specification	The Services required are set out in Attachment 1 .
Proposal Inclusions	<p>A template for your proposal is provided as a Word document.</p> <p>Please submit your proposal using the proposal template to provide responses using the structure outlined below.</p> <ol style="list-style-type: none"> 1. Methodology/ approach: Detail the approach and methodology you would take in delivering the scope of services, including a timeline, deliverables, and estimate of time for completion. 2. Capability and key personnel: Detail the capabilities of your organisation and project lead for the coordination role. Demonstrate your experience and capability in delivering programs/of a similar size scope. Include CV documents (maximum 2 pages) for key project lead and any subcontractors with your proposal. 3. Commitment to sustainability and social and economic benefits for Reef communities: In your proposal, consider detailing what your organisation does in the way of sustainable operations and if you have any initiatives that demonstrate a commitment to economic and social benefits for Reef communities. 4. Fee estimate and value for money: Provide an itemised budget for the delivery of the Project detailing the proposed project fee, including specification on how the fee is calculated, any co-contributions or pro bono support provided, and how the consultancy will deliver value for money.
Assessment	<p>This is a merit-based process. Applications will be rated by an Assessment Panel against the criteria.</p> <p>The following weighted criteria will be assessed:</p> <ol style="list-style-type: none"> 1. Methodology/approach 35% 2. Capability and key personnel 35% 3. The suppliers' commitment to sustainability and contribution to economic and social benefits for reef communities 10% 4. Value for Money 20% <p>Applicants will be informed in writing whether their Application was successful or not.</p>
Supplier Details, Declarations and Authorisation Form	The Supplier Details Declaration and Authorisation Form (provided as part of the Proposal template) be completed and provided on submission.

Attachment 1 – Project Scope: Queensland Marine Turtle Network Coordinator

1. Introduction

This document describes the project scope for a consultancy to deliver the Queensland Marine Turtle Network (QMTN) Coordinator role. This scope statement will be used to inform sourcing and evaluation of proposals.

2. About Great Barrier Reef Foundation

GBRF's mission is to create a better future for coral reefs. We collaborate to achieve breakthroughs in marine science, bring species and habitats back from the brink, pioneer new tools and catalyse new solutions. We collaboratively design and deliver conservation programs with Traditional Owners and local communities in Australia and Pacific Small Island Developing States. Right now, we are working with over 600 partners in Australia and the Pacific. We imagine a future where people thrive, economies develop, culture is strong and the environment prospers – together.

This project is funded through the partnership between the Australian Government and the Great Barrier Reef Foundation (GBRF) as part of the Community Reef Protection Component, which aims to improve the engagement of the broader community in the protection of the Great Barrier Reef World Heritage Area (GBRWHA).

GBRF is managing the procurement process and contract for the QMTN Coordinator to help launch implementation for this new network.

3. Project background

Established in 2023, the QMTN is an unincorporated network of member organisations. The QMTN supports community groups, researchers, and organisations undertaking Queensland turtle monitoring and applied research projects to enhance conservation of marine turtles by:

- Sharing knowledge, experience, and learnings to enhance delivery on the ground.
- Providing expertise and advice for groups and volunteers (in addition to the information currently provided by DESI and Local Government).
- Providing opportunities for partnership and collaboration, with the ability to coordinate efforts to grow, expand or prioritise activities.
- Providing linkages/connections to the research community and be a conduit for knowledge.
- Advocating actions to improve outcomes for marine turtles and support member organisations by providing collective advice.
- Working collaboratively with similar networks including the Northern Territory and Western Australia.

The QMTN contributes towards actions in the Reef 2050 Plan and Queensland Marine Turtle Conservation Strategy 2021-31. Activities contribute to improving the engagement of the broader community in the protection of the GBRWHA through community turtle monitoring and protection.

The QMTN was catalysed through the Burnett-Baffle Community Action Plan, and responds to interest across Community Action Plans for strengthening community-led turtle monitoring and conservation, and offers a direct opportunity to strengthen community leadership for Reef protection.

The inaugural QMTN Forum was held on 27 May, 2023 in Bundaberg (Taribelang Bunda Country). Forty-six participants (including eleven online) attended the event from around Queensland from the Cape (Lama Lama Country) to the Gold Coast and there was strong support for the network moving forward. An [event summary](#) was produced to outline key take-aways that have informed the development of the QMTN.

The following priorities were identified at the Forum for QMTN:

1. The establishment of QMTN, independent of government bodies, with reliable funding established for coordination.
2. Ongoing communication between members e.g., by establishing a Closed Social Media Platform.
3. Coordination of marine turtle citizen science programs in Queensland (including training, resources, data sharing, annual debrief).
4. Supporting two-way information exchange between Department of Environment and Science and turtle groups (strengthening data and communications loops).
5. Formal training opportunities that facilitate accreditation under *Nature Conservation Act 1992* with equitable access available across Queensland.
6. Equitable access to contemporary research and management techniques for threats.

After the Forum, a two-phase process was proposed to continue enabling the QMTN and priorities identified in the Forum, including:

- Stage 1 - Establish a governance and operating approach for the QMTN (Delivered)
- Stage 2 - Support early implementation of the QMTN through a coordinator role (This role)

A steering committee for QMTN provided leadership for the QMTN Forum and has overseen steps to develop the networks governance structure and further scope project plans for priorities identified in the Forum. This steering committee has endeavoured to build a strong framework for the QMTN coordinator to take forward with the network.

4. Project description

The QMTN is seeking a coordinator to support the network's vision and purpose.

With over fifty organisations currently undertaking marine turtle monitoring and conservation activities in Queensland, this is an exciting opportunity for a candidate who is interested in actively shaping and developing this role and network.

The coordinator will be the network's first point of contact for all members (and potential members) and liaison with key management partners including the Department of Environment and Science and Innovation (DESI). The role will improve the engagement of the broader community in the protection of the GBRWHA through enhancing learning, collaboration and support for on-ground community turtle monitoring and protection efforts for the GBRWHA, Queensland and beyond.

The coordinator is expected to be a part-time role, with flexible working arrangements. The role can be delivered by an organisation or an independent consultant.

The coordinator is responsible for the following activities:

1. Fundraising and project management

- Finalise a detailed work plan endorsed by the QMTN steering committee.
- Develop a minimum of 3 funding and grant applications to support the QMTN's priority activities delivering outcomes in support of the network's goals, and to help maintain the network into the future.

2. Engagement and network development

- Facilitate an annual online Network Briefing with DESI to ensure that seasonal turtle data is reported back to QMTN members.
- Facilitate a minimum of 3 webinar and online workshop opportunities for QMTN members to support learning and collaboration outcomes.
- Organise a QMTN forum in 2025 - delivered in an online format.
- Work with DESI to undertake a needs and gap analysis with the QMTN network and other key partners to inform the ongoing development of citizen science training activities and products

with benefits for the GBRWHA and associated communities. Produce a digital summary report with recommendations.

- Liaise with DESI and QMTN members to further scope critical research for management needs to identify gaps and opportunities that better leverage the QMTN network to deliver targeted and coordinated on-ground conservation activities for marine turtles, with outcomes for the Great Barrier Reef World Heritage Area. Produce a digital prospectus document outlining priority focus areas and next steps.

3. Communication

- Develop a basic QMTN website to meet QMTN current needs with the flexibility to grow for future needs.
- Maintain the QMTN member database and respond to enquiries about the network.
- Manage QMTN communications through a regular newsletter (minimum 4 newsletters shared), help moderate the QMTN Facebook page, and be the central contact point for media enquiries.
- Support networking by participating in relevant meetings and events on behalf of the QMTN.

4. Governance

- Auspice the QMTN network and governance group to provide policies and insurance for QMTN activities.
- Coordinate the first QMTN Management Committee election process.
- Organise QMTN Management Committee and Working Group meetings (anticipate 3-4 meetings), take minutes and respond to actions, including liaising with QMTN's appointed Chair to set meeting agendas.
- Work with the Chair to support strategic engagement activities, including Australian and Queensland Governments.

5. Administration

- Provide a brief monthly report on coordinator activities to the QMTN Management Committee.
- Develop QMTN policies and procedures (where required).
- Deliver 6 monthly project reporting to GBRF.

The coordinator will report to the current QMTN Steering Group (to be succeeded by the Management Committee following an election process). These QMTN governance groups will oversee delivery and advise GBRF on how delivery is tracking. The project contract will be managed by the GBRF.

5. Capabilities

The following lists the key capabilities for the QMTN Coordinator:

- Passionate and knowledgeable about grassroots marine turtle conservation in Queensland and the people that work or volunteer in this sector.
- A self-starter with ability to leverage existing knowledge and networks and a strong interest in growing the QMTN through building future opportunities to expand and maintain the network's ability to deliver for network members.
- A degree or a minimum of 5 years' experience in a relevant field such as natural resource management, wildlife management, education, or conservation.
- Previous experience of fundraising or grant writing to maintain the coordinator role and support the vision and future of the QMTN.
- Experience in a project management role with excellent organisation and time management skills. The position will largely be self-managed, so you will ensure that any delegated tasks are completed on time to meet the Management Committee's and members' expectations.

- Excellent communication skills, including a high level of interpersonal and written communication skills to liaise with a diverse membership and management partners, including multiple levels of governments.
- Experienced with the use of common workplace tools including Teams, Microsoft Word, Excel, PowerPoint and newsletter software.

6. Budget and key dates

This is a fixed term contract, to be completed by 15 November, 2025.

A budget of up to \$130,000 (GST exclusive) is available to support the consultancy.

To apply, the proposal should outline:

- the proposed time commitment for the part-time coordinator, outlined as a Full Time Equivalent (FTE, eg. 0.5 FTE indicates 50% of a full-time equivalent position) OR as fixed costs for project deliverables based on a capped number of days at a defined daily rate.
- relevant operational costs (including websites, communications, materials, but excluding project travel costs, which will be arranged separately with the successful applicant as required*)
- project administration budget (capped at 10% maximum of total project budget)
- co-contributions or pro bono support provided, and how the consultancy will deliver value for money.

*It is anticipated that most of the work can be done remotely. A separate travel budget will be agreed with the successful applicant to support critical project travel for meetings or events as relevant (anticipating 2-3 two-day meetings or events during this phase of the project).

7. Sustainability

As part of GBRF's pledge to reduce our environmental impact and help protect nature, proposals will be assessed against their commitment to sustainability and contribution to economic and social benefits for reef communities.

In your proposal, consider answering the following questions:

- What does your organisation do in the way of sustainable operations?
- Do you have any initiatives within your organisation that demonstrates a commitment to economic and social benefits for Reef communities?