



**NORTHERN WESTERN AUSTRALIA
AND NORTHERN TERRITORY**

**Drought Resilience Adoption
and Innovation Hub**

Commercial in Confidence

Request for Quote

Details: CHARLES DARWIN UNIVERSITY
ABN: 54 093 513 649

Quote Closing Time: 5.00 pm Central Standard Time
14 July 2023

Lodgement Details: Jed Matz
CEO – Northern Hub
jed@northernhub.org.au
0407 124 479



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Section A – Quote Details

- (a) Charles Darwin University Invites quotes “to support the Hub Manager with Strategy and Hub oversight and be a conduit between the Board and Hub Stuff” in accordance with this Request for Quote.
- (b) Parties must submit a quote in accordance with the details specified below.

Project Title	Hub Strategy and Oversight
Contact Officer	Jed Matz Tel: 0407 124 479 Email: director@nwantdroughthub.org.au
Clarification Method	Requests for information or clarification must be sought via Jed Matz prior to the Clarification Closing Time.
Clarification Closing Time	5:00pm CST on Friday 7 July 2023
Lodgement	Electronic lodgement via email to Jed Matz
Closing Time	5:00pm CST on Friday 14 July 2023
Offer Period	10 Working days from Closing Time



Section B – Brief

1. About Charles Darwin University and the Northern Hub

- (a) Charles Darwin University is an Australian University with a primary interest in Southeast Asia and Northern Australia. Located in Australia's most northerly capital city of Darwin, on the southern rim of Southeast Asia, The University is recognised for its research expertise and leadership in health and medicine, environment and public policy and is the only university based in the Northern Territory, one of Australia's eight States and Territories.
- (b) Charles Darwin University hosts the Northern Hub, one of eight national Drought Resilience Adoption and Innovation Hubs created as an initiative of the Future Drought Fund (FDF). The consortium of regional partners is committed to building the resilience and sustainable prosperity of rural industries and communities across the region.

Our Vision is to connect our region with innovative technologies, applicable research, and data-driven decision making to lighten their load, simplifying their work and boost the odds in their favour. That means more production, greater yields and better value for food growers with less strain on resources, energy and the environment.

The core consortium partners include industry bodies (Kimberly Pilbara Cattlemen's Association, Northern Territory Cattlemen's Association, Northern Territory Farmers Association) as well as NRM organisations (Territory NRM, WA Rangelands NRM), Regional Development Australia and government agencies (WA Department of Primary Industries and Regional Development and the NT Department of Industry Tourism and Trade).

The Hub will be structured as not-for-profit Company Limited by Guarantee, with Charles Darwin University (CDU) holding the head agreement with the Australian Government.

2. Background

The current Hub CEO has established the Northern Hub (and the staff) to a point where the Hub is on a positive pathway forward to create an effective and valuable organisation to Northern WA & NT stakeholders. The current CEO will be leaving the organisation in early August 2023

The Northern Hub is currently funded by the Future Drought Fund to 30 Jun 2024. Further funding to 30 Jun 2028 has been recommended by the Productivity Commission interim report, but budget details might not be released until May 2024.

Until the Hub can offer a full contract the Hub intends to put in place interim management arrangements to secure funding. The Hub Board has decided to increase the duties of the Hub Manager and is seeking a suitably qualified consultant to support the Hub Manager with Strategy and Hub oversight and be a conduit between the Board, stakeholders including the Commonwealth government and Hub Staff.

The ultimate deliverable is to ensure the Northern Hub secures the appropriate funding for July 2024 to June 2028 from the Future Drought Fund and delivers all current funded projects in a timely manner.

The expects that the Consultant be available in Darwin at the Hub head office from time to time and that the role will require approximately two days per week and is likely to run until at least February 2024.

3. Scope of Works

Core Services / Deliverables

1. Attend face-to-face board meetings (1 per quarter) – with Hub Manager;
2. Attend ad hoc Board meetings and Board Committee meetings (online) - with Hub Manager;
3. Attend Hub Director Catch ups (every fortnight for 1 hour online) - with Hub Manager;
4. Attend FDF Hub Directors meetings (1 per month online) - with Hub Manager;
5. Be available at all times (within reason) to the Hub Manager to provide advice and mentorship;
6. In collaboration with Hub staff, liaise with internal and external contacts, proactively communicating and developing the Hub Activity Plan (bid) for 2023-2228;
7. In collaboration with Hub staff, ensure stakeholders are well-informed about the work being undertaken by the Hub with a focus on the Commonwealth Department of Agriculture, Forestry and Fisheries.
8. Lead the development of bids and proposals required to secure future hub resourcing, with input from the board.

Experience and Capability Requirements

1. An excellent understanding of Northern WA and the Northern Territory Agriculture and a demonstrated ability to develop and maintain collaborative relationships with diverse range of stakeholders including industries, government, universities, research and extension organisations and Indigenous groups.
2. Proven experience in developing and implementing strategy, including prioritising projects and activities.
3. Proven experience in securing major project funding particularly from the Commonwealth Government in prior roles.
4. The ability to implement an effective engagement strategy and build and maintain strong partner relationships, operational capabilities and funding streams.
5. Excellent personal communication skills and a proven capacity to engage stakeholders and to translate complex information into simple and culturally appropriate messaging
6. Understanding and sensitivity to work effectively in a complex cross-cultural environment
7. To ensure current Hub staff are directed and managed in a positive cultural environment to position them for growth and development in the next phase of the Hub's funding era.

Section C – Contract

- (a) The contract will be based on CDU's standard services contract. A copy can be provided on request. In submitting a quote, parties will have acknowledged acceptance of the terms and conditions of this

contract unless otherwise advised in their response. Acceptance or otherwise of any proposed amendments will be at the entire discretion of the University.

- (b) Any request for increase in prices during the term of the contract shall be in writing and shall not exceed the published Consumer Price Index (CPI) for the City of Darwin. Any such request/s shall be subject to the approval or otherwise of the University.

Section D – Time Frame

- (a) Quotes should note the dates shown below against each of the key milestones throughout the quote period.
- (b) These dates are subject to change at the University’s discretion and may not be relied upon by Tenderers.

Activity / Milestone	Date
Quote Release Date	26 th June 2023
Cut off time for clarification questions	7th July 2023
Quote Closing Date	14th July 2023
Final Evaluations, Recommendations, Approvals, & Contract Execution	21st July 2023
Commence Work	31st July 2023

Section E – Evaluation

Item	Evaluation Criteria and Guidance
1	Experience, Capability and Customer Service - 60%
2	Implementation Strategies and Timeframes - 10%
3	Fees – 30%
