



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: 2.00pm Central Standard Time
Wed 26 July 2023

Lodgement Details: Nadia Rimmer
Hub Manager – *Northern Hub*
nadia@northernhub.au
0483 134 547



Table of Contents

Section A – Quote Details	3
Section B – Brief	4
1. About Charles Darwin University and the Drought Hub	4
2. Background	4
3. Scope of Works	5
Section C – Contract	6
Section D – Time Frame	6
Section E – Evaluation	6

Section A – Quote Details

- (a) Charles Darwin University Invites quotes for the Northern Hub’s “Stakeholder consultation for Hub 2.0” project in accordance with this Request for Quote.
- (b) Parties must submit a quote in accordance with the details specified below.

Project Title	Stakeholder consultation for Hub 2.0
Contact Officer	Nadia Rimmer Tel: 0483 134 547 Email: nadia@northernhub.au
Clarification Method	Requests for information or clarification must be sought via Jed Matz or Nadia Rimmer prior to the Clarification Closing Time.
Clarification Closing Time	2:00pm CST on Mon 19 July 2023
Lodgement	Electronic lodgement via email to Jed Matz
Closing Time	2:00pm CST on Wed 26 July 2023
Offer Period	10 Working days from Closing Time



Section B – Brief

1. About Charles Darwin University and the Drought 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. 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 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. The Hub therefore intends to conduct a stakeholder consultation process to identify and prioritise activities for the Hub to undertake from 2024 to 2028. Implications for the Hub's organisational structures will also be reviewed.

The Future Drought Fund aims to improve the resilience of primary producers to periodic droughts. The Productivity Commission has recommended this scope be widened to include resilience to climate change. To achieve this aim, the FDF funds projects nationally, and also funds the Hubs to deliver regionally relevant programs and projects. The Hubs have focused on issues affecting production and natural resource preservation, and to a lesser extent on business management skills.

Timeline

a. Consultant

An independent consultant will be engaged to interview Northern Hub stakeholders and produce a report listing possible activities for the Hub to undertake in 2024-2028, and a review of current and possible organizational structures. Expected completion early Oct 2023

b. Hub staff

Hub staff will conduct regional stakeholder half-day workshops to prioritise activities and identify participants. Anticipate 4-6 workshops in late Oct 2023.

- c. Board approval
Hub staff will develop a Board paper identifying shortlisted activities, participants, and organizational structure. Presented to the Northern Hub Board Meeting #20, November 2023.
- d. Stakeholder subgroups
A subgroup of stakeholders will be developed for each proposed activity. Each subgroup will develop a detailed work plan and budget
- e. Stakeholder review & Board approval
Activity work plans and budgets will be combined to a single document and re-circulated for comment / feedback. The document will then be presented to the Northern Hub Board Meeting #21, February 2024.

CDU, on behalf of the Hub, is seeking a suitably qualified person to complete part (a). This will involve conducting a broad range of interviews and collating the findings. Prospective respondents wishing to tender for these services should have:

- I. capacity, knowledge and experience in agricultural industries and land management
- II. demonstrated ability to engage with a range of stakeholders through one-on-one interviews.
- III. demonstrated skills in communication and report writing.

3. Scope of Works

Core Services / Deliverables

1. In collaboration with Hub staff, develop a set of guiding questions for interviewing stakeholders. Questions will be sent to interviewees prior to their interview.
2. Conduct at least 40 interviews of up to 1-hour length. A list of potential interviewees will be provided. The consultant should ensure that the following subgroups are represented
 - Each of the Northern Hub Core Partner organizations.
 - Each of the following operational groups of the Northern Hub: Node managers (current or past), adoption officers (current or past), RDE&A committee (current or past)
 - Project managers for Northern Hub funded projects
3. Attend at least two Hub-funded events in NT and two in WA
4. Collate responses into an anonymized report, identifying
 - what activities have worked well / poorly to date?
 - what new or existing activities should the Hub focus on in the future?
 - is the arrangement of node managers and adoption officers needing revision?

Project Outcomes

At the delivery of this project the Northern Hub will have captured the prevailing views of its stakeholders in how it can deliver resilience outcomes to climate variation and climate change. The

report will form the first step of co-designing activities to be undertaken in the 2024-2028 funding period.

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	ASAP
Cut off time for clarification questions	Mon 19 July 2023
Quote Closing Date	Wed 26 July 2023
Final Evaluations, Recommendations, Approvals, & Contract Execution	Wed 2 August 2023
Commence Work	Mon 14 August 2023

Section E – Evaluation

Item	Evaluation Criteria and Guidance
1	Experience, Capability and Customer Service - 35%

2 Implementation Strategies and Timeframes - 35%

3 Fees – 30%
