

Commercial in Confidence

Request for Quote

Details: CHARLES DARWIN UNIVERSITY
ABN: 54 093 513 649

Quote Closing Time: 5.00pm Australian Central Standard Time
Friday **5 April 2024**

Lodgement Details: Nadia Rimmer
Northern Hub Manager
nadia@northernhub. au
0483 134 547 / 08 8946 6977

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Section A – Quote Details

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

Project Title	Northern Hub Pillar Steering Committees
Contact Officer	Nadia Rimmer Tel: 0483 134 547 / 08 8946 6977 Email: nadia@northernhub.org.au
Clarification Method	Requests for information or clarification must be sought via Nadia Rimmer prior to the Clarification Closing Time.
Clarification Closing Time	5:00pm ACST on Wed 3 April 2024
Lodgement	Electronic lodgement via email to Nadia Rimmer
Closing Time	5:00pm ACST on Fri 5 April 2024
Work commencing	22 Apr 2024

Section B – Brief

1. About Charles Darwin University and the Northern Hub

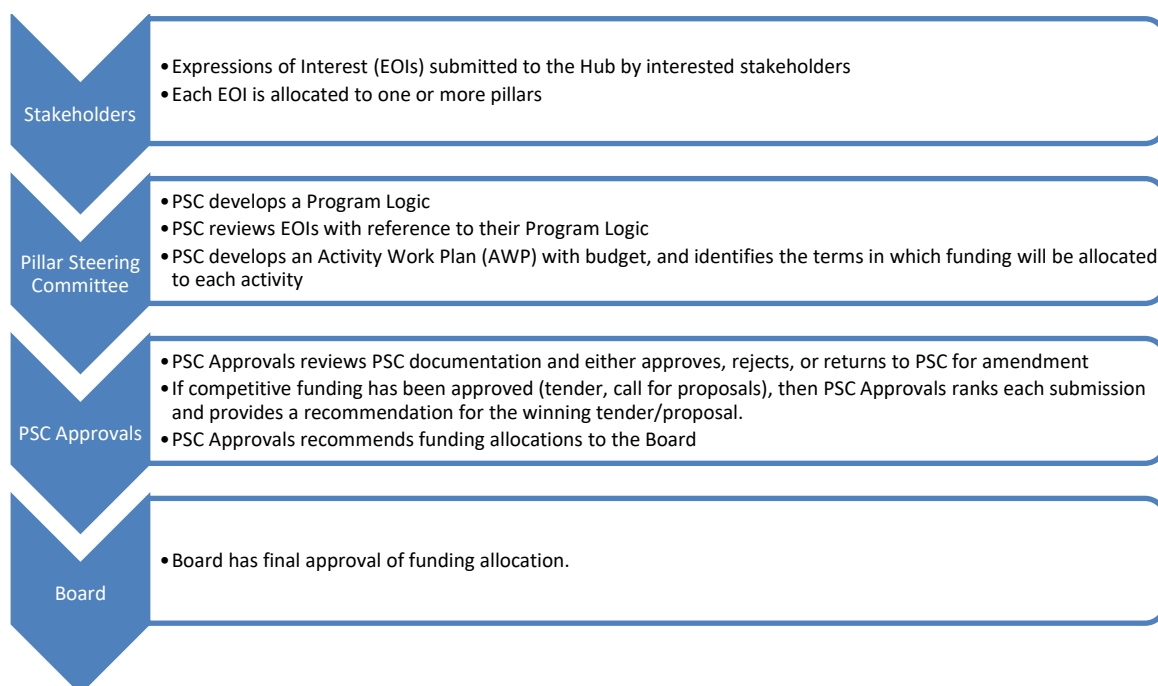
- (a) Charles Darwin University is an Australian University with a primary interest in Southeast Asia and Northern Australia. Located in Australia’s most northerly capital city of Darwin, on the southern rim of Southeast Asia, The University is recognised for its research expertise and leadership in 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. 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.

Illustration of ideas flowing from interested stakeholders to Northern Hub funded activities



2. Acronyms

AWP	Activity Work Plan
EOI	Expressions of interest, for stakeholders to propose ideas to the Hub
FDF	Future Drought Fund
PSC	Pillar Steering Committee. The Northern Hub has five PSCs
PSC Approvals	Independent committee to make funding decisions

3. Background

The Northern Hub is currently funded by the Future Drought Fund (FDF) to 30 Jun 2024. Funding for the four years to 30 Jun 2028 will be announced in the May 2024 federal budget, but in the meantime the Hub has been allocated bridging funding to 30 Jun 2025.

To guide funding activities from 1 Jul 2024, the Hub ran public consultation workshops in Oct/Nov 2023, and then called for Expressions of Interest (EOIs) from stakeholders wishing to work with the Hub. Over 80 EOIs have now been received and have been categorized into one of five pillars. People submitting EOIs have also indicated whether they are willing to volunteer their time to a Pillar Steering Committee (PSC). The pillars are:

1. First Nations
2. Human Capacity
3. Resilient Landscapes
4. Natural Capital
5. Preparation and planning

The purpose of the PSCs will be to propose how pillar funding is allocated, to develop documentation for the effective and equitable dissemination of funds, and review progress of ongoing activities. Documentation produced by PSCs will be reviewed by a sixth committee of independent members, PSC Approvals, who will review the effectiveness, equity, and accountability of funding allocations.

Draft terms of reference for PSCs and PSC Approvals are available.

On average, the Hub will spend approximately \$100,000 per pillar in the 12 months Jul 2024 – Jun 2025. Each pillar will receive funding but the amount may vary between pillars.

On average, the Hub estimates it will spend a further \$1m per pillar by 30 Jun 2028. Again, the amount may vary between pillars

If total funding for one pillar falls below \$700,000 for Jul 2024 – Jun 2028 then its PSC will be dissolved or merged with another PSC.

Cash funding from the Northern Hub must attract a co-contribution (cash or in-kind) from delivery partners of at least 1:1

4. Scope of Work

The Hub is seeking to engage a consultant to establish four of the five PSCs. The First Nations PSC and PSC Approvals will be established through a separate process.

Most of the work can be conducted remotely, but a face-to-face meeting in Darwin with Hub staff will be required at the beginning and the end of the contract. We expect there to be around 200 hours of work involved over the course of the project.

Core Services / Deliverables

1. In collaboration with Hub staff, invite stakeholders to become PSC members. Ensure that membership of each PSC has appropriate skills and organizational representation, and also that regions, industry sectors, and demographics are sufficiently represented.
2. Organise and chair six meetings with each PSC (24 meetings total) to achieve items 3-5 below.
3. Produce a program logic for each pillar that identifies the activities to be conducted and their link to long-term outcomes.

A template will be provided. The Program Logic demonstrates how Hub funded activities will lead to Future Drought Fund desired outcomes, with a focus on transformational change.

4. Produce an Activity Work Plan (AWP) for each pillar that itemizes the activities to be funded, with milestones, timeline, budget (cash & in-kind), and delegation, under the \$100,000 bridging funding to Jun 2025 (plus at least \$100,000 co-contribution).

A template will be provided. The AWP is a working document that may be updated each year.

5. Produce a draft AWP for each pillar for funding to Jun 2028 assuming a cash budget of \$1m and co-contributions from delivery partners of equal or greater value.

Project Outcomes

For each of the four pillars (Human Capacity, Resilient Landscapes, Natural Capital, and Preparation & planning):

1. Establish the PSC (4 PSCs established)
2. Organise and chair six PSC meetings per pillar (24 meetings completed)
3. Produce a program logic (4 program logics completed)
4. Produce an AWP for 12 months (Jul 2024 – Jun 2025) allocating \$100,000 cash with matching co-contributions (4 AWP's completed)
5. Produce a draft AWP for 48 months (Jul 2024 – Jun 2028) allocating \$1m cash with matching co-contributions (4 AWP's completed)

Meeting agendas

The contractee may schedule the PSC meetings however they choose. An indicative agenda and dates is given here for initial guidance:

Suggested dates and agendas for PSC meetings

Meeting	Agenda	Milestones & external events
Meeting 1 Week of 6-10 May	Introduce the FDF expected outcomes for Drought Hubs Review EOIs, select suitable activities for funding in the 1-year and 4-year timeframes	
Meeting 2 Week of 20-24 May	Finalize Program Logic by mapping activity outputs and outcomes to FDF desired outcomes Review selected activities for funding	Milestone due 31 May: Program Logics for 4 PSCs Federal budget delivered in May (hub funding confirmed)
Meeting 3 Week of 3-7 Jun	Confirm co-contributions of activity delivery partners for the 2024-25 timeframe Introduce program logics of other PSCs Draft AWP for 2024-25 and 2024-28 timeframes	
Meeting 4 Week of 17-21 Jun	Finalize AWP for 2024-25	Milestone due 21 Jun: 1-year AWPs for 4 PSCs
Meeting 5 Week of 1-5 Jul	Confirm co-contributions of activity delivery partners for the 2024-28 timeframe Develop AWP for 2024-28 Identify cross-over with other PSCs	1-year AWP is implemented from Mon 1 Jul 2024
Meeting 6 Week of 15-19 Jul	Complete a working draft AWP for 2024-28	Milestone due 2 Aug: 4-year AWPs for 4 PSCs

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	Wed 3 Apr 2024
Quote Closing Date	Fri 5 Apr 2024
Final Evaluations, Recommendations, Approvals, & Contract Execution	Mon 15 Apr 2024
Commence Work	Mon 22 Apr 2024
Four program logics delivered by	Fri 31 May 2024
Four 1-year activity work plans delivered by	Fri 21 Jun 2024
Four draft 4-year activity work plans delivered by	Fri 2 Aug 2024

Section E – Evaluation

Item	Evaluation Criteria and Guidance
1	Experience, Capability and Customer Service - 50%
2	Timeframe - 20%
3	Fees – 30%
