



## Call for Expression of Interest

The delivery of the *Growing Emerging Leadership in Regional Australia* project

The APEN Board invite suitably qualified Respondents to submit an Expression of Interest (EOI) for the delivery of the *Growing Emerging Leadership in Regional Australia* project to our existing and future APEN Regional Coordinators using face-to-face and online platforms.

This brief outline details what the respondent will need to include in their EOI to deliver on the proposed project components and provide a quote for this delivery.

**The project** will deliver an integrated leadership and communication program for 16 to 20 agricultural extension practitioners operating within rural communities.

**The components** of the project are:

1. Preparation and distribution of project educational material
2. Development of participant selection process in collaboration with APEN Project Team
3. Delivery of one on-line introductory workshop with participants and facilitator
4. Development and delivery of an on-line one-day Leadership Foundations workshop
5. 4 x 3 hour focussed leadership sessions (on-line).
6. 4 x peer discussion sessions (on-line) enabling participant reporting on application of new knowledge and insights
7. A one-day Future Leadership workshop (face to face) and graduation
8. An evaluation report on project performance

***All aspects of the project are to be delivered by 17<sup>th</sup> March 2023***

**The outcomes** sought from the project are to provide 16-20 participants with:

- An increased understanding of leadership and skill sets to be an effective APEN regional coordinator
- Growth in participants' capacity, capabilities, and confidence to step up their leadership in extending the reach and engagement throughout the APEN Network and beyond
- Use of facilitated discussion sessions to develop relevant content, tools, and strategies to create innovation, to deliver extension programs, and maintain support for implementation in regional communities
- Increased communication/technological skills to enable change in the extension sector

**Evaluation Criteria**

The following evaluation criteria and weightings will be applied to evaluate each offer submitted:

<b>Evaluation Criteria</b>	<b>Criteria Weighting</b>
Compliance with Mandatory Requirements	Conforming or Non-conforming
Demonstrated experience in delivery of engaging and interactive online training and use of supporting tools and platforms (e.g. Zoom, Google slides, Jamboard etc)	30%
Demonstrated experience in developing and delivering leadership training and professional development activities	40%
Demonstrated evaluation in assessing participants growth in skill base and confidence levels	10%
Demonstrated ability to meet proposed project timeframe	10%
Value for Money	10%
<b>Total Weighting</b>	<b>100%</b>

Each submitted EOI, including 2 referees, will be assessed by an APEN evaluation panel led by Dr Pat Hamilton.

**You are encouraged to address the evaluation criteria in your Expression of Interest with a maximum of two pages.**

### **Mandatory Requirements**

The following mandatory requirements must be met by applicants:

- Public Liability Insurance for a minimum of \$10 million per claim
- Workers' Compensation insurance as required by Law
- Professional Indemnity Insurance for a minimum of \$1 million per claim

### **APEN Support**

- APEN will provide access to its Zoom platform for the delivery of the on-line sessions along with technical support for each session
- Promotion and ticketing will be the responsibility of APEN
- Please note the sessions will be recorded and APEN will retain the right to use the recordings for training

***Expressions of Interest due to [info@apen.org.au](mailto:info@apen.org.au) by cob 6<sup>th</sup> June 2022***

For further information, please contact Dr Pat Hamilton M: 0409 180 164

### **Anticipated Timeline**

- Selection finalised by 17<sup>th</sup> June
- Successful applicant to be notified by 27<sup>th</sup> June
- Anticipated start date 1<sup>st</sup> July

*This project has received grant funding from the Australian Government*