**Regional Council of Goyder**

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**Expression of Interest (REOI) to deliver the Goyder Virtual Community Hub project funded through the Age Friendly SA Grant (SA Health)**

**Closing Time: 5pm 4th of December 2020**



**Introduction:**

1.1 The Regional Council is seeking expressions of interest from local contractors to deliver the “Burra Virtual Community Hub” project to be completed by September 30 2021.

This project has been funded by the Office of Ageing Well through the Age Friendly SA Grant program 2020.

1.2 The Expression of Interest process is in two parts.

Part 1. This invitation to submit a general Expression of Interest

Part 2. The invitation to the ‘short listed’ respondents to participate in an interview process to lead to the selection of the successful respondent.

**SELECTION**

## Selection of the most suitable respondent will be based upon;

### 2.1.1 the suitability for purpose that each respondent has demonstrated when comparing the responses given, and

### 2.1.2 the respondents, qualifications and experience including References and/or Referees.

**LODGEMENT OF EXPRESSION OF INTEREST**

## Email Lodgement of Expression of Interest

### If lodged electronically, the EoI must be lodged via the Council’s Email Address on council@goyder.sa.gov.au

### Emails are to be received before the Closing Time 5:00pm 4th December 2020.

### Email subject title must read – Goyder Virtual Community Hub

## Hard Copy Lodgement of Expression of Interest

### If lodged by hard copy, the EoI must be delivered to the Burra office of the Council prior to 5:00pm 4th December 2020.

### Applications must be enclosed in an envelope and marked “CONFIDENTIAL” and be addressed as follows:

**Goyder Virtual Community Hub**

**Expression of Interest**

**Regional Council of Goyder**

**1 Market Square**

**Burra SA 5417**

## Expressions of Interest received after the Closing Date WILL NOT be considered or accepted.

## Compliant Expressions of Interest must include the completed Schedules 2 – 5 inclusive

**SCHEDULE 1: PROJECT SCOPE:**

**CONSULTANT: To deliver the Goyder Virtual Community Hub project funded through the Age Friendly SA Grant (SA Health**

**Background**

In 2020, the Regional Council of Goyder applied for, and was successful in receiving an Age Friendly SA Grant through SA Health. This grant was in response to Council in 2019 bringing community groups and services in Burra together for initial meetings and these groups expressing their commitment to creating a network that builds best practice in the way that we collaborate, share and promote active and positive aging in our region.

From this meeting the group developed a “Burra Age Friendly survey” which has been distributed and has identified that older people in Burra are looking for opportunities to be involved in volunteering opportunities and activities that support their fitness/health that develops their skills with technology and creates ongoing social activities and are looking for better ways to find out about what is available to them.

This project aims to bring together all of these opportunities within Burra to showcase the contribution that older people make within the Goyder community as well as provide a locally lead digital resource that supports the capacity of older people.

This project will create a network and tool that will ensure the sustainability of volunteering and community groups that provide opportunities for older people within the Goyder region to participate, be active and contribute to their community

The Regional Council of Goyder aims to-

* Facilitate and promote a community that is age friendly and values the contribution older people make to create a vibrant and healthy region.
* Facilitate and promote a community of older people who are healthy, active and connected to their local community through participation and volunteering opportunities.

**Scope of works**

We wish to engage a local project officer to assist the Regional Council of Goyder to deliver the Goyder Virtual Community Hub project.

The project officer will work with community groups, services and organisations as well as Council to-

* Develop a sustainable community network Burra Age Friendly Team (BAFT) that will bring together services, groups and activities that are currently working in isolation within the community
* Create a “Virtual Community Hub” website for community information exchange. The website will be end user friendly and accessible to all the community. This Hub will be managed at a local community level.
* Develop a series of 6 vignettes that celebrate the contribution that older people make within the community and the promotion of volunteering opportunities
* To explore opportunities through other external funding bodies and resources to further sustain age friendly projects.

**Deliverable Outcomes**

|  |  |  |
| --- | --- | --- |
| **OUTPUTS** | **ACTIVITIES** | **TARGET DATES** |
| Engagement of Burra Age Friendly Team (BAFT) | Bringing together interested community members to create BAFT.Meeting with members of BAFT to gain feedback and discuss timelines and engagement in projectDeveloping terms of reference and setting up regular meeting dates to bring together servicesLook at planning- strategic & communications, possible membership and financial requirement | Beginning December 2020- ongoing during project |
| Community engagement and promotion of project with stakeholders and broader community | Call out to groups, services and activities to make contact regarding their functionsContacting and visiting local services, activities and volunteering groups to gather information- audit of applicable region assets.Community engagement to introduce HUB project to TownCreating database of these services, activities, spaces and groups and creating sub groups. Look at access and low tech options for community | December 2020December 2020December 2020March 2021 |
| 1. Development of Goyder Virtual Community Hub website
 | Explore and determine the technological needs of community and how broader community upskilling around internet access and website navigation and consider what further training can be provided as a second stage to the project.Ongoing meetings with BAFT to review website development and to continue to provide leadership related to the well-being of older people in the community. Review of planning.Development of an easy to use website and creating and gathering content for this site. Upskilling members of BAFT to be able to upload, edit and manage the website | January 2021OngoingApril 2021 |
| 1. Development of 6 vignettes around volunteering in the region
 |  Identifying subject matter and volunteering groups that are to be included within the 6 vignettes about volunteering & the HUBScripts developed for 6 vignettesVideographer engaged for filming and vignettes edited and created. Vignettes sent to SA Health Communications and Engagement team for approval and appropriate branding | February 2021April 2021 September 2021 |
| 11 Final evaluation  | Event Launch of website and vignettes within Community in conjunction with Office for Ageing Well.Evaluation of project- Final surveys, development of case studies and recommendations developed for Council in relation to findings such as gaps in services etc. | August 2021September 2021 |

Throughout this project, the consultant will be guided and supported by Barb Button (Community Engagement Officer) and Samantha Freeman (Sport & Recreation Development Officer).

Council has available office space and meeting rooms at the Burra Office to enable the successful applicant to engage with the community, as well as a small administration budget which will include photocopying and calls made from the Council office phone only.

The project officer will need to supply their own computer or laptop for the project, mobile phone and vehicle.

**Breakdown of financial contract-**

Project Officer Role- $20,000

Website Development budget- $5,000

**Total project costs- $25,000**

**Payment Plan: The successful supplicant will be paid in 8 equal monthly instalments of $2,500 (plus GST if applicable) upon the submission of a monthly progress plan and invoice.**

**Please complete schedule 2-4 and return with a covering letter and a copy of your current resume.**

**SCHEDULE 2 - RESPONDENT DETAILS-**

|  |  |
| --- | --- |
| 1. **Name of Respondent**State in full the name(s) of the person(s) or the registered name(s) of the company(s) and trading names.Australian Business Number  |  |
| 2. **Contact Person**Nominate a contact person for this Expression of Interest to deal with any questions or queries that may arise |  |
| 3. **Registered Address** |  |
| 4. **Postal Address** |  |
| 5. **Telephone** |  |
| 6. **Email** |  |

**SCHEDULE 3 – REFEREES**

Details of at least two work references

**Referee 1:**

Name:

Address:

Telephone:

**Referee 2:**

Name:

Address:

Telephone:

**SCHEDULE 4 – CONTRACTOR SUITABILITY**

1. **Past Performance**

What experience do you have in delivering a short term project?

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1. What skills and knowledge will you bring to the project officer role that will assist you to successfully fulfil the outcomes of the project?

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1. What experience do you have in working in community settings and with older people?

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1. **Capacity to Undertake**

Provide details of your capacity (time and resources) to undertake the project role and to meet the outcome timelines?

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**SCHEDULE 5: Contractor requirements**

* 1. Do you have an Australian Business Number-

YES / NO

If no, are you prepared to get an Australian Business Number-

YES / NO

5.2 Do you have access to a computer and internet?

YES / NO

5.3 Do you have a current driver’s license?

YES / NO

5.4 Do you have a current Working with Vulnerable People Check through the Department of Human Services?

YES / NO

If yes- please attach to application

If no, are you prepared to undertake a screening prior to commencement of the contract?

YES /NO

5.5 Do you have current public liability insurance?

YES / NO

If yes, please provide a certificate of insurance with this application

If no, are you prepared to take out public liability insurance for the entirety of this project?

YES / NO