

## EXPRESSION OF INTEREST

<b>Contract /Position</b>	Australian Health Promotion Association (AHPA®) (WA Branch) Health Promotion Scholarship Program Consultant
<b>Closing Date</b>	Monday, 5pm, 27 <sup>th</sup> of March.
<b>Address for Delivery</b>	Carl Heslop and Lily Palmer AHPA (WA Branch) Co-Presidents <a href="mailto:wabranch@healthpromotion.org.au">wabranch@healthpromotion.org.au</a>



## 1.0 INTRODUCTION

### 1.1 BACKGROUND

#### ABOUT AHPA

The Australian Health Promotion Association (AHPA®) is the peak body for health promotion in Australia. It is the only dedicated professional association in Australia for people interested or involved in the practice, research and study of health promotion.

The Association supports members and subscribers from government departments and agencies, universities, non-government organisations, community-based organisations and groups, private companies and industries. Membership of AHPA is diverse, and includes designated health promotion practitioners, researchers and students, as well as others involved in promoting physical, mental, social, cultural and environmental health, whose primary profession or area of study may be something different, but whose responsibilities include health promotion and promoting health more broadly. The Association is governed by a Board at the national level with operational branches in most states and territories.

The WA Branch is run by a committee of volunteer health promotion professionals who meet on a bi-monthly basis to progress objectives of the Association and provide support to its members in WA. The vision of the WA Branch is to improve the health status of Western Australians by building the leadership capacity of our members and making health promotion a priority.

For further information please see AHPA's website <https://www.healthpromotion.org.au>.

**The AHPA (WA Branch) is seeking a Consultant to coordinate the Health Promotion Scholarship Program (Scholarship Program).**

#### SCHOLARSHIP PROGRAM

The Scholarship Program, funded by Healthway, has been highly valued by participants and the health promotion sector for the past 30 years. The AHPA (WA Branch) has received Healthway funding to continue the Scholarship Program until the end of 2023, with the possibility of a further extension. During this period, the AHPA (WA Branch) will continue to coordinate the Scholarship Program by offering four health promotion scholarships per year to graduate and Aboriginal and Torres Strait Islander recipients.

The Scholarship Program aims to provide recipients with the opportunity to conduct a health promotion project in a supportive environment, while also developing and improving their health promotion competencies. The objectives of the Scholarship Program are:

- To provide a viable health promotion career pathway for graduates and Aboriginal and Torres Strait Islander people seeking a career in health promotion.
- To increase the scholarship recipients' and Aboriginal health promotion short course participants' skills and knowledge in the International Union of Health Promotion and Education's (IUHPE) Core Competencies and Professional Standards for Health Promotion.



- To develop and maintain partnerships with peak health promotion, community, and Aboriginal and Torres Strait Islander agencies to effectively promote the Scholarship Program to graduates and Aboriginal and Torres Strait Islander people across WA.
- To contribute to improving the health outcomes of people living in WA.

## 1.2 SUBMISSION OF OFFER

You are invited to submit an Expression of Interest (EOI) to [wabranh@healthpromotion.org.au](mailto:wabranh@healthpromotion.org.au) by **5pm Monday, 27<sup>th</sup> of March**.

The submission should include (refer to Section 3 of this document):

1. A completed and signed Expression of Interest Offer form
2. Selection criteria addressing:
  - Conflicts of interest
  - Insurance coverage
  - Subcontracting
3. Schedule of pricing

## 1.3 CONTACT PEOPLE

Enquiries can be directed to the contacts shown below:

Name: Carl Heslop and Lily Palmer  
Position: Co-Presidents  
E-mail: [wabranh@healthpromotion.org.au](mailto:wabranh@healthpromotion.org.au)

## 2.0 STATEMENT OF REQUIREMENTS

### 2.1 OVERVIEW

The AHPA (WA Branch) is seeking a Consultant to coordinate the Scholarship Program.

The Consultant will be responsible for promoting the program, coordinating recruitment of scholarship recipients, supporting recipients (including assisting with sourcing mentors and supporting recipients to access appropriate professional development activities), developing and implementing a knowledge translation strategy, coordinating program evaluation, monitoring reporting requirements of recipients and drafting Healthway funding related reports.

The AHPA (WA Branch) is looking for a Consultant who has strong communication and interpersonal skills, and experience in stakeholder engagement. They will have excellent organisational skills, including contract management and demonstrated experience in people management and mentoring.

The workload of the contract is estimated at approximately 7.5 hours per week, recognising there will be high and low intensity periods of work.



It is expected that the consultancy will be completed within ten months, with work to commence from February 2023. There will also be a period of handover with the current Consultant in mid-late February 2023. There is the possibility to extend the consultancy contract once further funding has been confirmed. This extension will be assessed three months into the initial contract and will be awarded at the discretion of the AHPA (WA Branch).

## **2.2 KEY TASKS**

The following tasks will be undertaken during the contract period as part of coordinating the Scholarship Program:

- Develop a work plan with key milestones in line with the proposed timeline;
- Promote the Scholarship Program including:
  - Manage the Scholarship Program website;
  - Identify and utilise existing networks across WA and work with them to promote the Scholarship Program as part of the AHPA (WA Branch) Regional and Remote Engagement Strategy;
- Develop and maintain relationships with health promotion, community, and Aboriginal and Torres Strait Islander health agencies from a variety of sectors;
- Coordinate recruitment of scholarship recipients;
- Contract development for scholarship recipients;
- Support successful recipients;
- Find suitable mentors for recipients;
- Support recipients to access appropriate professional development activities;
- Organise the Aboriginal health promotion short course;
- Continue development and implementation of a knowledge translation strategy to contribute to bridging the gap between evidence and practice;
- Coordinate program evaluation;
- Monitor reporting requirements of successful recipients;
- Draft all Healthway funding related reports; and
- Work with the AHPA (WA Branch) Leadership Group to manage additional and relevant project requirements as negotiated.

## **2.3 EXISTING RESOURCES**

A range of documents and templates exist for the Scholarship Program, which the Consultant will have access to. These will be provided to the Consultant on commencement of the contract via the Scholarship Program Dropbox account. The successful Consultant will be required to sign a confidentiality agreement.

## **2.4 SUPPORT FROM THE AHPA WA BRANCH**

The AHPA WA Branch Leadership Group is responsible for providing support and advice to the Consultant. They are available to provide support, contact and human resources where required. The Consultant is



expected to demonstrate a high level of autonomy. The Consultant will report to the AHPA WA Branch Co Presidents and will work closely with the AHPA WA Branch Leadership Group.

## **2.5 BUDGET**

The budget allocated for the Consultant is based on approximately \$50/hour at one day/week.

## **2.6 PRICE BASIS**

Price offered shall be fixed for the schedule of rates supplied for the period of the Contract.

**Quoted price must include the Goods and Services Tax (GST) component.**

You will be bound by the price offered in the EOI. No additional charges will be accepted after the submission of the EOI.

## **2.7 TIMELINES AND PROGRESS PAYMENTS**

The Contract will commence 1 March 2023 unless otherwise negotiated and will conclude ten months from the starting date. The contract will be reviewed three months from the starting date with the possibility of extension beyond the ten months. There will be period of handover with the current Consultant.

Payments will be made on the satisfactory completion of the following milestones<sup>1</sup>:

- Signing of contract and work plan approval by the AHPA (WA Branch)
- Support of 2023 scholarship recipients
- Satisfactory program promotion for the 2024 program<sup>2</sup>
- Commencement of 2023 graduate and Aboriginal and Torres Strait Islander recipients<sup>†</sup>
- Satisfactory completion of 2023 final report.

Payments will only be approved by the Co-Presidents on sufficient evidence of work completed to a high standard.

## **2.8 INSURANCE REQUIREMENTS**

The Consultant is responsible for their relevant insurance needs including but not limited to public liability insurance and workers compensation. The AHPA (WA Branch) is in no way responsible for insurance requirements of the Consultant.

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<sup>1</sup> Dependent on the length of the contract.

<sup>2</sup> To be advised following confirmation of funding in 2020.



### **3.0 EXPRESSION OF INTEREST OFFER**

#### **PART A: OFFER FORM**

The Co-Presidents

Australian Health Promotion Association (WA Branch)

I/We:

ADDRESS:

IUHPE Registration number:

ABN:           ACN:

Telephone No:           Facsimile No (if any):

Email:

#### **In response to AHPA (WA Branch)'s EOI17/HW04**

I/We agree that I/we are bound by and will comply with this invitation and its associated schedules and attachments.

The price is valid up to ninety (90) calendar days from the date of the EOI closing or forty-five (45) days from the AHPA (WA Branch) Committee resolution for determining the successful quotation whichever is the latter unless extended on mutual agreement between the AHPA (WA Branch) and the Respondent in writing.

I/We agree that there shall be no cost payable by the AHPA (WA Branch) towards the preparation or submission of this EOI irrespective of its outcome.

The Offer is as provided under the schedule of rate of prices in the prescribed format and submitted with this request for Expression of Interest.

Dated this:           day of           2023

Signature of authorised signatory of Respondent:

Name of authorised signatory:

Position:

Address:

Witness signature:

Name of witness:

Position:

Address:



## PART B: SELECTION CRITERIA

### IUHPE REGISTRATION STATUS

I hold or am in the process of attaining IUHPE Registration	Yes No
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### CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or, is any such conflict of interest likely to arise during the Contract?	Yes No
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Attachment 1".	<b>Attachment 1</b> Tick ✓ if attached

### INSURANCE COVERAGE

I understand that I am responsible for covering all my relevant insurance needs including but not limited to public liability insurance and workers compensation, and that the AHPA (WA Branch) is in no way responsible for my insurance requirements.	Yes No
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### SUBCONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes No
If yes, attach details of the Subcontractor(s) including the name, address, location of premise and the number of people employed and label it "Attachment 2".	<b>Attachment 2</b> Tick ✓ if attached

**PART C: SCHEDULE OF PRICING**

- (i) The Respondent must state the basis of the quoted price in Australian Dollars. The price will be deemed to include the cost of complying with this Quotation (including the AHPA (WA Branch) Contract Details) and the General Conditions and the cost of complying with all matters and things necessary or relevant for the due and proper performance of the AHPA (WA Branch) Contract. **Any additional charge not stated in the quoted price will not be payable by the AHPA (WA Branch).**
- (ii) If the quoted price is consideration for a taxable supply under the GST Act, the quoted price will be deemed to be inclusive of all GST applicable to the taxable supply at the rate in force for the time being.

**RESPONDENT TO COMPLETE**

The Respondent must provide a fixed lump sum price for the services detailed in Section 2 of this document 'Statement of Requirements'.

**\$ (GST Inclusive)**

The AHPA (WA Branch) will not be responsible for costs incurred by the Respondent in excess of the fixed lump sum price.

**ACCEPTANCE OF QUOTE**

In submitting the quote the Respondent agrees that the quote remains open for a minimum period of ninety (90) days after the closing date.

Once the AHPA (WA Branch) accepts a quote a contract will be provided to the Respondent. This will include a requirement for a minimum notice of four weeks if the Respondent is to terminate the contract, one week if the AHPA (WA Branch) is to terminate the contract.

