



Call for Quotes – Leadership development and training modules

Regional Leadership Program

Program background:

Department of Primary Industries and Regions (PIRSA) has announced it will fund the seven South Australian Regional Development Australia (RDA) boards to deliver a series of regional leadership programs around the state. These programs will involve place-based programs to develop leadership capacity in regional areas through targeted programs aimed at address gaps that exist in leadership programs in these local communities.

Regional Development Australia Yorke and Mid North (RDAYMN) is the organisation responsible for the area approximately between Wilmington in the north and Hamley Bridge in the south, and Eudunda through to the bottom of the Yorke Peninsula in the east and west respectively.

An initial gap analysis of leadership programs servicing communities in this area has identified a gap in early-stage leadership development programs for people in organisations (whether private or community-based).

Program objective:

Build participants' capacity and confidence such that they are able to become effective leaders of community organisations and private enterprises.

Program structure:

The proposed program of the place-based program in the Yorke and Mid North region comprises the following:

- 3 rounds targeting intakes of 20 participants, targeting the Yorke Peninsula, Mid North and Southern Flinders regions (totalling 60 participants in 3 groups);
- Rounds commencing in June 2022, January 2023 and July 2023 (each round delivered in one of the three locations);
- Each round comprising a 24-week program delivered via seven intensive modules, including:
 - o Program induction, orientation and goal setting
 - o Foundations of governance
 - o Managing finances and funding applications
 - o Introduction to project management in organisations
 - o Media, communications and PR
 - o Using adaptive leadership to manage challenges
 - o Capstone and planning for the future

The program will be delivered by RDAYMN and facilitated by a program coordinator; individual modules are to be delivered by service providers under service agreements with RDAYMN.

Call for quotes to deliver modules

The following table outlines the desired scope, delivery method, duration and approximate timing for delivery of several modules that will be delivered as part of the place-based program.

Respondents are invited to submit a quote outlining the course material to be covered in response to this brief (under relevant modules), as well as confirming proposed delivery methods, availability to deliver the modules in accordance with the approximate timing, and cost for delivering the module(s).

Respondents are invited to submit a quote for one, several or all of the modules outlined. In responding to the brief, respondents are welcome to propose the use of existing training modules or product which meet this brief if appropriate.

Quotes are to be provided on a per module basis across the three intakes (assuming 20 participants per module), with any on-costs or pricing assumptions stated separately. Innovation in pricing (around discounts for multiple modules, or delivery between programs) is welcome and can be negotiated where the brief is met across modules and overall value to Regional Development Australia Yorke and Mid North is enhanced.

Details to be provided in quote

As a minimum, quotes must contain the following information:

- Respondent's contact details, status as a legal entity and trading information (including ABN/ACN);
- Confirmation on which module(s) the quote relates to;
- Scope of material to be covered under each module, and alignment with relevant section of the brief;
- Price per module (noting each module is to be delivered for each of the three intakes separately), with on-costs or variables provided separately, and;
- Any assumptions made in providing the quote.

Quotes are to be received by 5:00pm Friday 20th May 2022.

Submissions, questions and contact details

All quotes are to be submitted via email to dwillson@yorkeandmidnorth.com.au by 5:00pm Friday 20th May 2022.

Respondents are welcome to contact RDAYMN with any questions relating to the program, call for quotations, or information to be provided.

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Brief – modules to be delivered under place-based program

Foundations of governance

- Desired scope:**
- Roles of boards collectively, and different roles on boards and committees
 - Responsibilities/obligations under legislation
 - Best practice standards around agendas, minutes and reporting

Delivery method: In-person, with a contingency plan for online delivery should COVID affect delivery

Expected duration: 1 - 2 days

Timing (approximate): Yorke Peninsula Aug 2022 Southern Flinders Feb 2023 Mid North Aug 2023

Managing finances and funding applications

- Desired scope:**
- Roles of boards and committees with respect to organisations' finances
 - Budgeting and planning
 - Preparing funding and grant applications

Delivery method: In-person, with a contingency plan for online delivery should COVID affect delivery

Expected duration: 1 day

Timing (approximate): Yorke Peninsula Sep 2022 Southern Flinders March 2023 Mid North Sep 2023

Introduction to project management

- Desired scope:**
- Understanding and maximising project values
 - Key project management concepts and tools to support project planning, implementation, controls and review

Delivery method: In-person, with a contingency plan for online delivery should COVID affect delivery

Expected duration: 2 days

Timing (approximate): Yorke Peninsula Oct 2022 Southern Flinders April 2023 Mid North Oct 2023

