

# VOLUNTEER MANAGEMENT ACTIVITY PROCUREMENT BRIEF

## OVERVIEW

<b>Project Title</b>	Barriers to Volunteering for Newly Arrived Migrants		
<b>Lead Agency for funding administration</b>	Volunteering Western Australia		
<b>Contact for Lead Agency</b>	Melanie Baker	<b>Contact no.</b>	08 9482 4333
<b>Date</b>	01/11/2022	<b>File Reference</b>	

## PROJECT BACKGROUND

The Volunteer Management Activity (VMA), funded by the Department of Social Services, seeks to build capacity of volunteer involving organisations (VIOs), through online volunteer management services, and breaking down barriers to volunteering for identified groups.

An Environmental Scan highlighting contemporary practices in volunteering and barriers to volunteering for First Nations People, People with Disability and Newly Arrived Migrants (first five years in Australia), was completed in September 2022. The scan challenged how our Western-centric world view impacts our view of volunteering and identified the need to explore volunteering through other cultural lenses and inform a rebuild of current structures to support genuine inclusivity.

This project will seek to commission a comprehensive literature review further exploring barriers to volunteering for Newly Arrived Migrants and addressing systemic issues, discrimination and exclusion which contribute towards this. The literature review will address these barriers in depth and provide recommendations on best practice in addressing and redesigning systems to overcome the exclusion from volunteering for Newly Arrived Migrants.

## DESCRIPTION OF PROCUREMENT

The project will explore in depth the systemic issues surrounding barriers to volunteering for Newly Arrived Migrants, inform how we 'define' volunteering and challenge our current structures to support genuine inclusivity. Further literature reviews will explore barriers to volunteering for People with Disability and Newly Arrived Migrants (procured separately).

The Literature review will:

- Explore how volunteering is defined within the context of Newly Arrived Migrants and how this contrasts and compares with the current 'western' view of volunteering in Australia
- How the differences in this understandings/definition of volunteering impact on barriers and willingness to volunteer
- Other systemic and structural barriers to volunteering identified by/for Newly Arrived Migrants
- Provide recommendations on best practice in addressing and redesigning systems to overcome exclusionary factors
- Identify gaps and explore opportunities for further research

Consultations with representatives of stakeholders from the identified group may be required as relevant.

Following completion of the literature review, a final report will need to be submitted, together with a presentation on findings and recommendations to Volunteering Peak Body staff working in the VMA space

<b>Budgetary parameters</b>	The anticipated budget for this project is between \$30,000 - \$50,000. Project submissions with proposed budgets outside these parameters should justify these costs in detail	
<b>Term</b>	The expected contract start date is 16 December 2022. The expected term of the contract is 31 May 2023. The expected extension options are to 30 June 2023.	
<b>EVALUATION PROCESS</b>		
The following evaluation criteria and weightings (if relevant) have been determined:		
Experience and track record of conducting reviews of academic literature.	40%	
Understanding inclusion and accessibility of Newly Arrived Migrants	40%	
Price and value for money	20%	
There are no conflicts of interest in the evaluation team.		
<b>SUPPLIER CRITERIA</b>		
Suppliers <b>are required to demonstrate</b> at least a minimum standard of the following criteria in order to be considered for selection:		
Capacity	Demonstrated capacity to deliver the goods or services to an acceptable standard including experience, available personnel, and other resources (including financial).	
Cost	Quoted price that reflects quality, service and market rates.	
Compliance	Evidence of compliance with relevant regulatory requirements (such as protection of vulnerable people, OH&S, professional licensing etc.).	
Culture	Culture of understanding and commitment to the values of the volunteering community.	
Coverage	Evidence of appropriate insurances including relevant Professional Indemnity and Public Liability coverage.	
<b>PROCUREMENT PRINCIPLES</b>		
All purchase decisions are to comply with the following procurement principles that provide a code of conduct for the procurement process:		
Value	Value for money does not mean the cheapest but the best product or service attainable that doesn't compromise on quality. Where possible to minimize waste and benefit from economies of scale.	
Open Competition	Supplier selection has to be bias-free and transparent. This creates a level playing field giving clarity and certainty to everyone involved. It also provides equal opportunity to all suppliers in meeting the requirements through fair competition and clear and transparent procedures.	

Ethics and Transparency	The selection process for a supplier needs to be ethical and transparent to avoid compromising the quality and value of the items being purchased. This means that all the provisions and information regarding the implementation of procurement shall be provided to suppliers.
Accountability and Record Keeping	Every person at each stage of procurement should be accountable for the decision making and process. Transparency of procedure assists in accountability and risk mitigation. Excellent record-keeping practices make it easier to trace the steps of procurement.
Equity	Ensuring a fair and uniform procurement process across all purchases provides equal and fair opportunities to work with the best suppliers.

## MARKET APPROACH

Expressions of interest must be received by the due date. No late applications will be accepted. All expressions of interest to be addressed to **VMAC Convenor, Jan Lucas – [jan@volunteeringvictoria.org.au](mailto:jan@volunteeringvictoria.org.au)**

The preferred supplier will be engaged by a formal contract

INDICATIVE KEY MILESTONES	DATE
Information briefing session/s	14 November 2022 15 November 2022
Quotes received	23 November 2022
Completion of evaluation	30 November 2022
Approvals	7 December 2022
Notification to successful supplier(s)	9 December 2022
Contract executed	16 December 2022
Notification to unsuccessful supplier(s)	16 December 2022
Contract commencement	3 January 2023

## CONTRACT MANAGEMENT/IMPLEMENTATION

A Lead Agency, Volunteering Western Australia has been appointed to manage the relationship with the supplier and ensure progress and compliance against the contract.

## POTENTIAL SUPPLIER INFORMATION SESSIONS

Supplier information sessions will be held on:

Monday 14 November, 1.30pm – 2.30pm (AEDT)

Tuesday 15 November, 12noon – 1.00pm (AEDT)

Register attendance at: <https://us02web.zoom.us/meeting/register/tZlpdu-upzkuH92LSXpe2pauSZU4ttrr1Ewh>