

VMA Procurement Information Session

Q & A - Barriers to Volunteering Research Projects

14 & 15 November 2022 via Zoom

Q. Why have you listed two potential completion dates?

A. Ideally all projects will be completed for 31 May 2023 to enable reporting to be acquitted within this financial year. If additional time is required to complete or refine a project, we have allowed for a potential extension to 30 June.

Q. How extensive should the consultation with stakeholders be?

A. These projects are mainly a literature review. It is anticipated that consultations would only be used to confirm or test the results of the research. Extensive consultations are beyond the scope of this Project.

The details of consultative conversations are not required to be submitted as part of the final review but should be utilised to reflect upon and validate findings.

Q. What if the literature review does not provide the depth of information being sought, and it is deemed essential to include more extensive consultations?

A. The team recognises that there may be instances in which the existing literature for any one of the identified groups, may not deliver enough information to adequately fulfil the aims of this research. In this instance we would consider a more extensive consultative process to fill those gaps. This would need to be clearly addressed and budgeted in the proposal as an additional cost to the project.

Q. What is the line of accountability?

A. As the Volunteer Management Activity Council (VMAC) is an alliance of all State and Territory Volunteer Peak Bodies and not a legal entity, contract management will be handled through a Lead Agent - Volunteering Western Australia. The contact for that organisation is Melanie Baker. The VMAC Convenor, Jan Lucas will be the principal contact for Project Management. Milestone deliverables will be approved through her, by the relevant Sub-Committee and VMAC.

Q. Is there a preference for the three projects to be conducted by different or the same research team? Is there a concern that if the three projects are awarded to three separate agencies, that this may lead to three different approaches to these projects.

A. The team has no preference for receiving singular or combined proposals. As we are working with three distinct cohorts, and working through discrimination and unconscious bias, these three individual projects reports will inform our collective understanding. Even if there is some discrepancy in the knowledge and how the information is provided, it will still contribute to shaping initiatives that build on this.

Agencies are welcome to apply for one or all three projects but should clearly indicate any interdependencies within their proposals. Should one supplier be selected to undertake one of the three projects, an exclusive proposal to *only* do all three, will be automatically discounted from consideration to deliver the remaining two research projects.

Q. Best practice and recommendations could look different across the various States and Territories. To what extent should recommendations take into account any State/Territory nuances?

A. The team is seeking reports which will provide us with a 'macro level' of understanding and knowledge base, to inform the implementation of projects at a State/Territory 'micro level'.

Q. What are the budget parameters for these Projects?

A. Each project is estimated at a budget of \$30K-\$50K. Projects outside of this parameter will still be considered, however detailed justification would be required.

Q. How many projects are being considered at this stage?

A. A total of three (3) projects are on offer - People living with Disability; Newly Arrived Migrants (determined by government definitions as 'within first five years of arrival in Australia'), and First Nations People. These three groups have been identified by the Federal Government.

Q. How do we apply – is there a standard process for submitting a proposal?

A. The application form and briefing documents are available for download on <https://www.volunteeringwa.org.au/news/is-volunteering-inclusive-eois-open-to-conduct-research>. There is an option available to attach documents rather than insert all information within the application form. Please indicate this within the appropriate form fields.

Q. We note that Option A and Option B is referred to on the application form, does that mean we have to submit a proposal for more than one option?

A. No. Suppliers are not required to submit two or more options, however, we acknowledge that there may be instances in which it is considered appropriate to submit Option A at \$x to include specific activities, AND Option B at \$y, which may include any additional activities or extension of time.

Q. What are you seeking to gain from your question in the application form about Culture?

A. The work of the Volunteer Management Activity seeks to collaborate with those who understand, value and support the culture of volunteering. We seek to understand how you acknowledge that in your work.

Q. If applying for only one Project, do applicants need to complete the social impact statements for the other areas?

A. Not necessarily. These questions are designed to showcase a supplier's contribution to social impact in a wider context. They are not directly related to any one particular project but provide an opportunity to highlight a commitment to participating in social change.

Q. Are applications from consortiums welcome?

A. Yes, the team would welcome contributions from groups of people or organisations who may wish to collaborate on these projects.

Any direct requests from suppliers seeking connections to other potential suppliers can be passed on through the Convenor prior to the closing date. This will constitute the limit of engagement by the VMA team to provide potential connections.

Q. Are the Projects considering volunteering more broadly, rather than within a specific industry? ie context without limits.

A. Yes, specifically addressing barriers to volunteering for the three identified cohorts.

Q. Is there potential for the completed Literature Review be published in a broader context in the future?

A. The primary goal of this work is to help the volunteering sector to improve. Should a broader publication of the Literature Review further this goal, VMA may consider this request.

Q. The concept of systemic racism and discrimination within the volunteering sector has been suggested in this briefing. What forms the basis of this statement?

A. Initial research in the form of an Environmental Scan, and jurisdictional data scan was conducted this year. Anecdotal responses informed this view and highlighted our need to fully explore this in a more rigorous, research driven process.

Q. Will the foundational report leading to this Project work be available for the awarded supplier?

A. Yes. The Environmental Scan is currently an internal document however, restricted access will be made available to the successful Supplier/s.

The foundational Environmental Scan has reviewed research and data available from a desk top review of best practice of volunteering, and barriers to volunteering. This has included global and national perspectives, and data from each State and Territory regarding barriers to volunteering for people within the identified cohorts.