



REQUEST FOR PROPOSALS

Project Manager to manage and deliver Trials Review, Information and Genetics (TRIG) Project for Farm Forestry in Victoria

Forestry Australia is seeking Proposals from interested and experienced parties to Project Manager the TRIG Project.

Closing time & date: 5pm, Monday 31 January 2022
Submission method: Email
Submission address: ceo@forestry.org.au

For **information or queries** on this RFP, potential Project Managers are advised to contact:

Jacquie Martin
Chief Executive Officer, Forestry Australia
E: ceo@forestry.org.au
P: 0418 111 626

1. BACKGROUND

1.1 About Forestry Australia

Forestry Australia is a professional association with approximately 1,000 members. Our members are forest scientists, professionals, managers and growers operating in all aspects of forest and natural resource management throughout Australia

We advocate for and provide professional development to ensure balanced, integrated forested land use, as well as sustainable management that meets community and environmental needs.

As a volunteer-led organisation, and as part of our 2000–2022 Strategic Plan, Forestry Australia aims to:

- Support best practice tree growing and forest management by providing high quality member services, education, professional development opportunities and resources
- Promote the value and knowledge of forest science and forestry professionals
- Increase awareness and community recognition of tree and forest growth and management
- Create a large and broad membership and community
- Ensure Forestry Australia is well governed, sustainable, and financially secure



1.2 About the TRIG Project

The **Trials Review, Information and Genetics** (TRIG) Project is funded by a Federation Funding Agreement with funds from the Australian Government provided to the State of Victoria as represented by the Department of Jobs, Precincts And Regions (DJPR).

The Scope of Work outlined below resulted from discussions between DJPR and the Farm Forest Growers Victoria (FFGV). Forestry Australia has agreed to provide supporting administration services on behalf of FFGV to acquit the grant funds and account for them through its auditable project accounting capacity.

Purpose

The purpose of the project is to improve information pathways to assist furthering farm forestry expansion in Victoria through four key activities listed in the Scope of Work.

Budget

The budget available for work is \$410,000 (ex GST) and indicatively the allocation of funds will approximate 10%, 55%, 25% and 10% for outputs 1, 2, 3 and 4 respectively subject to detailed planning and costing of activities by the project manager. This budget will need to cover all salary, travel and office costs for the Project Manager and any other paid staff or contractors engaged to deliver the project.

Governance

The Project Manager will be responsible for scheduling and budgeting for all project activities within the specified timeframe and budget limits.

The Project Manager will report to a Project Steering Committee (PSC) consisting of members of DJPR, Forestry Australia and FFGV. The Steering Committee Chair is Dr Kevin Harding.

Formal project reports will be required quarterly or to coincide with contractual milestone reporting and payment dates. Progress reports will be brief and provide summary information on progress against milestones and budget expenditure as well as any issues arising that may require adjustment of milestone delivery dates or reallocation of budget expenditure and/or resources – these will be discussed with and agreed to by the PSC.

Stakeholder consultation

The Project Manager will be required to conduct stakeholder engagement. In drafting the Work Plan the Project Manager will be expected to consult widely with various interested parties including but not limited to farm forestry networks throughout Victoria, CSIRO, VicForests, The University of Melbourne and Forestry Australia's Forest Growers Committee.

Prospective consultants are encouraged to propose both their own process for this consultation, and a framework for the Plan.



Required project reporting and deliverables

The consultant will be responsible for preparing and maintaining the Project Plan documentation including budget, Gantt Chart scheduling and capturing all data in a standardised measurement database, along with:

- Quarterly Progress Reports to the Project Steering Committee
- Quarterly update and reports for various communication channels
- Three hardcopies of the final report (one each for FFGV, Forestry Australia, and DJPR))
- An electronic copy of the Final Report to the Project Steering Committee
- A final cleaned and up to date database of farm forestry research trials.

2. SCOPE OF WORK

2.1 OUTPUTS

Output 1

Provide a comprehensive update to the existing farm forestry trial database and identify priority sites to target for a strategically planned program of treatment and data collection.

Output 2

Identify and map the regional location of high-quality existing plantings of priority species across Victoria including a full description of their soil types, altitudes, rainfall and other zones (Horticultural or Agricultural).

Where agreed to with current owner/s apply best practice management including thinning, and value adding to produce large scale demonstration plots that exemplify the potential for improved biodiversity, wood and non-wood products.

Output 3

Document existing seed orchards or improved seed production areas within Victoria, and adjacent regions of the Green Triangle and Southern NSW where improved seed can be sourced to produce improved planting stock – including species and provenance details.

Prepare a 5-10-year plan to establish new seed orchards of key species or seed production areas that will complement existing improved seed resources or gradually replace them where needed (due to age, limited genetic diversity or management issues such as pollarding for cost effective control crossing and seed collection), to provide a long-term source of improved seedstock for the next generation of sawlog species.

Output 4

Collate, clean and disseminate relevant updated datasets, reports and advisory information via an accessible web platform and other promotion activities.



2.2 OUTPUT ACTIVITIES

Activities 1

Activity 1.1: Extract and assess the quality/relevance of all datasets from State Government archives (currently collated into a MS Access database) and prepare the data into a structure or format suitable for undertaking statistical analysis (single trial and/or cross trial, cross site, time series if any of these is appropriate).

Activity 1.2: Undertake a desktop study to determine which trial plantings are likely to remain; clean data and develop list of target trial sites for ongoing research and data collection. Study will be advised by DJPR and Farm Forest Growers Victoria (FFGV) members. Several FFGV members who will be part of the membership of the Project Advisory Committee previously had leadership roles in the Farm Forestry Networks that were active in the mid-1990's through to about 2007/08 so have good knowledge of larger scale quality plantings within VIC.

Activity 1.3: Develop a spatial dataset of current plantings and integrate new spatial information to understand distribution and geophysical features of the estate, i.e. soil type, rainfall zone, etc, and where key species are under-represented.

Activity 1.4: Prepare a farm forestry engagement plan and outline a forward strategy for the management of large-scale demonstration plots and/or new trial sites.

Activities 2

Activity 2.1: Identify, assess and measure a priority list of established trial sites across Victoria (informed by Output 1 activities), providing up to date data on species and provenances in a standardised database to facilitate statistical analysis.

Activity 2.2 Update database with new measure information and integrate with the existing trial database to aid statistical analysis and support broader communication of the utility of the data.

Activity 2.3: Develop a statistical analysis plan to analyse existing trial data to the extent that this is valid. Where possible undertake analysis of variance, correlation analysis or other analysis in plantings, management and geophysical site conditions to look for key site indicator performance variables for each species.

Activity 2.4: Undertake priority remediation work on trial sites where required to make them fit-for-purpose as demonstration areas and to aid their utility for cross-site statistical analysis.



Activities 3

Activity 3.1: Determine potential for conversion of existing available farm forestry trial plantings to seed production areas (SPAs) and document a plan for this. Measure, mark and thin where necessary to bring management and stand density and provenance selection to final SPA requirement.

Activity 3.2: Prepare a plan to establish new seed orchards for key selected species. Identify species for which new seed orchards are required. Identify plantings of these species for conversion to seed production areas or to aid the future establishment of new seed orchards utilising elite material captured from existing genetically diverse plantings.

Activity 3.3: Work with industry partners to define contractual system for seed collection, storage and sales process standards for important farm forestry species.

Activities 4

Activity 4.1: Develop a suite of case studies to be disseminated amongst industry and agricultural advisors.

Activity 4.2: Consolidate data and integrate into a publicly accessible database hosted by the VIC government and/or Forestry Australia for free use by industry and research partners.

Activity 4.3: Investigate and document the potential of Victoria's farm forestry sector to participate in carbon and biodiversity markets, with a focus on Victorian-centric barriers to participation and propose options for accreditation under existing or theoretical pathways and markets.

3. KEY DATES

Date	Milestone
5pm, Monday 31 January 2022	Expressions of Interest due
4 February 2022	Project Manager appointed
22 February 2022	Detailed project plan & budget submitted
8 April 2022	Progress Report
29 July 2022	Progress Report
31 October 2022	Progress Report
20 January 2023	Progress Report
15 March 2023	Presentation of Final Report to Steering Committee
31 March 2023	Project fully delivered; reported & all funds acquitted



4. SELECTION CRITERIA

Proposals will be evaluated by the Forestry Australia Board on the basis of the following selection criteria:

1. Demonstrated understanding of the TRIG Project requirements and project brief
2. Demonstrated experience and expertise in subject matter including Victorian Farm Forestry
3. Experience in Project Management, Database management, farm forestry management or audit, and forestry
4. Methodology including an indicative Work Plan, critical path and project budget
5. Capacity to deliver
6. Quality of references

5. PROPOSAL

Please provide a proposal of no more than 8 pages that includes the following elements:

- A project strategy and overview demonstrating an understanding of the scope of work and the approach to delivering the review.
- A high-level Project Work Plan including critical path and project budget
- Confirmation of your ability to meet the project timelines and indication of access to the resources required to resource the Project
- Approach to stakeholder consultation
- A CV that lists relevant skills and experience of all key personnel
- RFP number of key personnel
- Declarations of interest
- Proof of professional indemnity and liability insurance
- Nominated fee (ex GST) and the proposed payment schedule
- A statement that endorses your commitment to Forestry Australia's Code of Conduct
- At least two relevant referees

Company details	
Legal Name	
Trading Name	
Address	
ABN	
Contact Name	
Contact Number	



Proposed personnel available to provide services		
Name	Qualification	Relevant Professional Experience

Insurances	
Workers' Compensation	
Public Liability (with an indemnity limit of at least \$20,000,000)	
Professional Indemnity	