EXPRESSION OF INTEREST

Title: Quantitative Research: Community Perceptions and Worker Experiences’ Project

Date of Issue: 13 January 2022
Date closes: 31 January 2022
Introduction

AgriFutures Australia is a new beginning for the Rural Industries Research and Development Corporation (RIRDC). We are an organisation that proudly focuses on the future of Australian agriculture.

Our vision is to grow the long-term prosperity of Australian rural industries. In practical terms, this means:

- Initiatives that attract capable people into careers in agriculture, build the capability of future rural leaders, and support change makers and thought leaders
- Research and analysis to understand and address important issues on the horizon for Australian agriculture
- Research and development for established industries that do not have their own Research & Development Corporation (RDC), including the rice, chicken meat, honeybee and pollination, thoroughbred horse, pasture seeds, export fodder, ginger and tea tree oil industries
- Research and development to accelerate the establishment and expansion of new rural industries, such as deer, buffalo, kangaroo and camel milk.

Our approach

More than just a name change, AgriFutures Australia is a new way forward. As a future-thinking organisation, AgriFutures Australia not only tackles the rural challenges and opportunities we face today but unearths the challenges and opportunities of tomorrow.

We place people at the centre of everything we do. We listen, connect and collaborate with emerging leaders in agriculture, industry bodies, other RDCs and government. Building on the strong foundations laid by RIRDC, we confidently set our focus on the future.

Our funding

AgriFutures Australia is primarily funded by an annual Australian Government appropriation.

Our values
Quantitative Research: Community Perceptions and Worker Experiences’ Project

AgriFutures Australia is seeking the services of a suitably qualified researcher to support the delivery of a collaborative research Project to better understand and respond to community perceptions and worker experiences within the agriculture, fisheries and forestry sector.

The Community Perceptions and Worker Experiences’ Project (Project) is a component of the Australian Government’s AgATTRACT initiative and contributes to the achievement of the Human Capital tranche of measures responding to the National Agricultural Workforce Strategy in the Agriculture 2030 package.

This project is being administered by AgriFutures Australia under a grant from the Australian Government Department of Agriculture, Water and the Environment (DAWE). The Project is being delivered under AgriFutures Australia’s Rural Futures program. Seftons & Associates (Seftons) is the appointed project manager.

AgriFutures Australia is seeking a research agency to undertake and deliver key quantitative research components of the Project.

Individuals or organisations making a submission are required to have an understanding of Australia’s agriculture, fisheries and forestry industries, an interest in workforce issues, and a strong capacity to identify opportunities for collaborative, cross-industry outcomes.

Structure of the Expression of Interest

This Invitation comprises the following sections:

- Introduction
- Part A – The Tender
  - details about the procurement opportunity; and
  - an overview of requirements including description of the services in respect of which AgriFutures invites Expressions of Interest from interested parties.
- Part B – Conditions of participation sets out the rules applying to the Expression of Interest process for the supply of services.
- Part C – Respondent’s response details the information to be provided by Respondent’s.
- Part D – Terms of Reference.
**Part A – The Tender**

<table>
<thead>
<tr>
<th></th>
<th>EOI Title</th>
<th>Community Perceptions and Worker Experiences’ Project - Quantitative Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>AgriFutures Contact</td>
<td>Name: Jennifer Medway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Position Title: Senior Manager, Rural Futures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact Details: <a href="mailto:programs@agrifutures.com.au">programs@agrifutures.com.au</a></td>
</tr>
<tr>
<td>3</td>
<td>Closing Time</td>
<td>12 noon (AEDT), Monday 31 January 2022</td>
</tr>
<tr>
<td>4</td>
<td>Lodgement Details</td>
<td>Applications to be submitted through the K2 system, via agrifutures.com.au</td>
</tr>
</tbody>
</table>

**Indicative Timetable**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Request for Tender Issue</td>
<td>13 January 2022</td>
</tr>
<tr>
<td>3 End of period for questions or requests for information</td>
<td>26 January 2022</td>
</tr>
<tr>
<td>4 Closing time for respondents’ response</td>
<td>12 noon (AEDT), 31 January 2022</td>
</tr>
<tr>
<td>5 Intended completion date of evaluation</td>
<td>7 February 2022</td>
</tr>
<tr>
<td>6 Contract Execution</td>
<td>9 February 2022</td>
</tr>
<tr>
<td>7 Date of commencement of Project</td>
<td>9 February 2022</td>
</tr>
<tr>
<td>8 Expected date of project completion (Report due to Department of Agriculture, Water and the Environment (DAWE)</td>
<td>30 June 2022</td>
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</tbody>
</table>
Overview of requirements

BACKGROUND

The aim of the Project is to deliver key insights into community perceptions around working in agriculture, fisheries and forestry sectors as well as explore worker experiences and the impact they have on workforce attraction and retention. This Project will challenge gender based and outdated perceptions of modern agricultural work. Ultimately it will inform actions to improve the sector’s capacity to attract and retain workers and establish a baseline against which industry can measure the effectiveness of further interventions.

The Project is a key component of the foundational work to build a strong understanding of modern agriculture and its workforce. It aims to create an accurate and useful evidence base for understanding community perceptions, experiences in, and demand for, agriculture occupations.

Specifically, this Project will:

1. Establish a baseline of community perceptions around the agricultural workforce including fisheries and forestry
2. Identify key drivers of perceptions and explore areas of uncertainty, particularly attitudinal and structural barriers to working in agriculture, fisheries and forestry
3. Understand demand factors that would make the agriculture, fisheries and forestry sectors a more attractive employment option
4. Research the experiences of existing agriculture, fisheries and forestry workers, including understanding why they work in the sector, entry options (and disincentives) and progression pathways, and
5. Develop case studies that promote positive aspects and experiences of working in the sectors that reflects modern agriculture practices.

State and Commonwealth Government agencies, industry organisations, Rural Research and Development Corporations (RDCs), educational institutions are better informed to implement actions that support attracting and retaining workers in the sector, including:

- deep understanding of the baseline of community perceptions around agricultural, fisheries and forestry careers to inform the effective delivery of interventions that support the agriculture workforce
- are clear on the areas of uncertainty around workforce participation and can proactively invest in activities to address these
- leverage the ‘pull factors’ to attract people into the workforce understand what is working and build approaches and engagement around those factors, and
- use the Project information and case studies to engage broadly on changes needed in agriculture, education, extension and communication areas.

The intended outcomes or change for workers resulting from the Project include:

- Australian community and jobseekers are better informed, and understand, workforce opportunities in a modern agriculture, fisheries and forestry sector, and
- are more informed about choices and pathways to enter into the agricultural, fisheries and forestry workforce.

Proposed activities under the Community Perceptions and Worker Experiences’ Project:

1. Deliver a quantitative community perceptions Project on workforce issues. The quantitative design and analysis will build a baseline for workforce perceptions and inform the community on the drivers for workforce attraction and retention opportunities.
2. Separately engage services to undertake qualitative analysis to build a knowledge base around the experiences of prospective and existing workers in agriculture, fisheries and forestry sectors, including case studies delivered in various formats (report, media articles and factsheets, videos etc.) – NB this is separate to this brief and should not be included in the tender response.

3. A combination of quantitative and qualitative insights will support the development of:
   a. A national, cross-sectoral narrative around the modern agriculture, fisheries and forestry workforce.
   b. A practical, in-depth look at the perceptions around the agriculture, fisheries and forestry workforce, as well as guidance on the factors (positive and negative) influencing workforce attraction and retention.
   c. Possible interventions and greater knowledge of where and how to create impact.
   d. Consistent language and capacity across the sectors to address workforce challenges, as well as bring industry and government to consider a coordinated, cross-industry approach to delivering impact in workforce attraction and attention.

4. Facilitate a roundtable at the initiation of the Project to communicate the intention and expected outcomes of the Project and commence the design in scope of issues included in the survey instrument, as well as the qualitative interviews.

5. A second roundtable will be held at the conclusion of the Project to unpack the research insights and, based on the information presented, facilitate a discussion on potential actions and interventions to address identified opportunities and challenges. Multiple roundtables/ briefings maybe required to cater for different audiences (to be confirmed).

6. Collate results from the qualitative and quantitative research into a series of practical reports and collateral to disseminate to a wide industry, government, public audience (final design and approach to be discussed with the Project Steering Committee).

7. A comprehensive communication and extension plan will be developed as part of the Project design phase. This will further guide the dissemination of research results as well as stakeholder engagement.

The intention is for this to be a collaborative research Project, with input and involvement from Rural Research and Development Corporations (RDCs), the National Farmers’ Federation (NFF), Australian and state governments, education providers, and other relevant groups.

SERVICE REQUIREMENTS

We are seeking a market / social research agency to deliver the quantitative community perceptions research around workforce issues. The research needs to uncover workforce perceptions around a range of factors, but also reveal the drivers for workforce attraction and retention opportunities. That is, to hone in on the most important ‘levers’ that can be used to attract and retain the agricultural, fisheries and forestry workforce. There is a particular focus on workforce factors in rural, regional and remote Australia.

Research aims:
- Completion of community research to develop baseline of workforce perceptions, insights on areas of uncertainty around workforce participation, identification of key drivers for attraction and retention of workers
- Identification of drivers in perception of working in agriculture, fisheries and forestry sectors and workforce attraction and retention.
- Isolation of specific actions to change perception or increase attraction and retention of workers.
Key deliverables:

- Stakeholder interviews (stakeholder contact details will be provided) to shape the research approach and methodology, and underpin/guide the survey instrument development
- Research plan detailing the approach and methodology that will be used for the quantitative research
- Consultation with the Steering Committee for the Project, to develop and refine the survey instrument and research plan
- Consideration of learnings and insights from other industries that are relevant to the research
- Benchmark survey of community perception regarding working in agriculture, fisheries and forestry sectors and other issues identified in the stakeholder engagement process
- Explanatory models for improving perception of working in the agriculture, fisheries and forestry sectors, including exploration of possible strategies and responses to improve the attraction and retention of workers
- Detailed report on the research findings including:
  - Key insights
  - Key drivers and their influences on retention and attraction
  - Differences between states/regions/genders/age groups/industries such as horticulture, beef, cotton and fisheries
  - Areas of uncertainty amongst respondents
  - Who and what influences their decision making when they are considering careers or a new job
  - What are the positive attributes (the drivers) and the negative issues for each segment about working in agriculture (under 25, 25-35, 35-50, over 50)
  - Concluding statements and recommendations – what does it all mean and how can industry act on the insights?
- Multiple presentations of the key research findings to various stakeholder groups/events/meetings/conferences
- Collaborate with the Project manager (Seftons) to distil key messages and narrative, provide data as required for communications materials and assets, review materials as required for accuracy and consistency
- Participate in and present at two industry roundtable events

Individuals or organisations making a submission are required to:

- Display an understanding of current and emerging methodologies relevant to the objectives of the Project and key deliverables.

It is expected that a respondent’s submission includes:

1. A summary of the proposed research approach and methodology which addresses the items listed above.
2. An outline of the research objectives.
3. A detailed Project plan (including proposed milestones) on how the research will be conducted and detailed methodology.
4. Capability and experience of the research team.
5. Research timeline – it is expected that the research would be concluded in May 2022, with completion of reports, presentations to stakeholder groups, events, meetings, conferences to follow. There is an expectation that a commitment to meeting deadlines is a priority.
6. A detailed budget.
7. Examples of similar work the respondent has completed.
8. Strategies on managing the potential impacts/risks of Covid for the Project.

SUBMITTING A RESPONSE
Applications for this Expression of Interest must be submitted online using the application in AgriFutures K2 online system. Applicants are required to review the full Expression of Interest documentation before submitting a response. AgriFutures reserves the right to reject any applications not submitted via the online K2 system and on time.

**Evaluation Criteria**

A respondent’s response will be evaluated against:

(a) the evaluation criteria identified in the table below, and
(b) the overall proposition presented in the respondent’s response.

<table>
<thead>
<tr>
<th>Mandatory Requirements</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Technical skills</td>
<td>20%</td>
</tr>
<tr>
<td>Capability and relevant experience</td>
<td>20%</td>
</tr>
<tr>
<td>Project plan &amp; ability to meet milestones and deadlines</td>
<td>30%</td>
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<tr>
<td>Cost and value for money</td>
<td>30%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Desirable Requirements</th>
<th>Complies</th>
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</thead>
<tbody>
<tr>
<td>Provide examples of your organisation’s ability to provide a similar service.</td>
<td>Yes/No</td>
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</table>

**Other Evaluation Criteria**

(a) Professional Expression of Interest Proposal

(b) Organisation’s resources and networks

(c) History of providing similar service
Part B – Conditions of Participation

Part B.1 – AgriFutures specific requirements

1. Invitation

1.1. Invitation

This invitation is not an offer. It is a formal request for respondents to submit a respondent's response for the supply of services in response to AgriFutures requirements in Part A.

Nothing in this Invitation is to be construed as creating any binding contract for the supply of services (express or implied) between AgriFutures and any respondent.

1.2. Accuracy of invitation

AgriFutures does not warrant the accuracy of the content of this invitation and will not be liable for any omission from the Invitation documents.

1.3. Additions and amendments

AgriFutures reserves the right to change any information or to issue an addendum to this Invitation.

1.4. Availability of additional materials

Additional materials (if any) may be accessed in the manner set out in Part A. Respondents should familiarise themselves with the additional materials.

1.5. Representation

No representation made by or on behalf of AgriFutures in relation to this invitation (or its subject matter) will be binding on AgriFutures unless the representation is expressly incorporated into any contract(s) ultimately entered into between AgriFutures and a respondent.

1.6. Licence to use Intellectual Property Rights

Persons obtaining or receiving this Invitation and any other documents issued in relation to this Invitation may use the documents only for the purpose of preparing a respondent’s response. Such Intellectual Property Rights as may exist in this Invitation and any other documents provided to the respondents by or on behalf of AgriFutures in connection with the EOI process are owned by (and will remain the property of) AgriFutures except to the extent expressly provided otherwise.

2. Communication

2.1. Communication protocol

All communications relating to this Invitation and the EOI process must be directed to the Organisational Contact.
2.2. Requests for clarification

(a) Any questions or requests for clarification or further information regarding this Invitation or the EOI process must be submitted to AgriFutures contact in writing prior to the EOI closing time.

(b) AgriFutures is not obliged to respond to any question or request for clarification or further information.

(c) AgriFutures may make available to other prospective respondents details of such a request together with any response, in which event those details shall form Part of this Invitation.

2.3. Briefing session

Not applicable.

2.4. Unauthorised communication

(a) Communications (including promotional or lobbying activities) with staff of AgriFutures or consultants assisting the organisation with the EOI process are not permitted during the EOI process except as provided in clause 2.1 above, or otherwise with the prior written consent of the AgriFutures contact.

(b) Nothing in this clause 2.4 is intended to prevent communications with staff of, or consultants to, AgriFutures to the extent that such communications do not relate to this Invitation or the EOI process.

(c) Respondents must not engage in any activities or obtain or provide improper assistance that may be perceived as, or that may have the effect of, influencing the outcome of the EOI process in any way. Such activities or assistance may, in the absolute discretion of the organisation, lead to disqualification of a respondent.

2.5. Anti-competitive conduct

Respondents and their representatives must not engage in any collusion, anti-competitive or similar conduct with any other respondent or person in relation to the preparation, content or lodgement of their respondent’s response. In addition to any other remedies available to it under law, AgriFutures may, in its absolute discretion, disqualify a respondent that it believes has engaged in such collusive or anti-competitive conduct.

2.6. Privacy Laws

The Respondent must ensure that any collection, use, disclosure or transfer by the Respondent or the Respondent’s personnel, of personal information in connection with the participation in this Expression of Interest complies with all applicable laws and AgriFutures Privacy Policy, which is available at http://www.AgriFutures.com.au/privacy/.

2.7. Complaints about this Invitation

A respondent with a complaint about this Invitation or the EOI process which has not been resolved in the first instance with the Organisational Contact must follow the complaints process of AgriFutures.
3. Submission of a respondent’s response

3.1. Lodgement

(a) The respondent’s response must be lodged by the EOI closing time. The closing time may be extended by AgriFutures in its absolute discretion by providing notice to respondents.

(b) All respondents’ responses lodged after the EOI closing time will be recorded by AgriFutures. The determination of AgriFutures as to the actual time that the respondent’s response is lodged is final.

3.2. Late respondent’s response

If a respondent’s response is lodged after the EOI closing time, it will be disqualified from the EOI process and will be ineligible for consideration unless:

(a) the respondent can clearly document to the satisfaction of AgriFutures that an event of exceptional circumstances caused the respondent’s response to be lodged after the EOI closing time; and

(b) AgriFutures is satisfied that accepting a late submission would not compromise the integrity of the EOI process.

AgriFutures will inform a respondent whose response was lodged after the EOI closing time as to whether the respondent’s response is ineligible for consideration.

3.3. Providing a respondent’s response

It is the respondent’s responsibility to:

(a) understand the requirements of this Invitation, the EOI process and any reference documentation;

(b) ensure that their respondent’s response complies with all requirements of this invitation and is accurate and complete;

(c) make their own enquiries and assess all risks regarding this invitation and the EOI process;

(d) ensure that it did not rely on any express or implied statement, warranty or representation, whether oral, written or otherwise made by or on behalf of the organisation or its representatives other than any statement, warranty or representation expressly contained in this Invitation;

(e) ensure that they comply with all applicable laws regarding the EOI process;

(f) be responsible for all costs and expenses related to the preparation and lodgement of its respondent’s response, any subsequent negotiation, and any future process connected with or relating to the EOI process.

3.4. Obligation to notify errors

If a respondent identifies an error in their respondent’s response (excluding clerical errors which would have no bearing on the evaluation), they must promptly notify the organisation.

AgriFutures may permit a respondent to correct an unintentional error in its respondent’s response where that error becomes known or apparent after the EOI closing time, but in no event will any correction be permitted if AgriFutures reasonably considers that the correction would materially alter the substance of the response.
3.5. **Use of a respondent’s response**

Upon submission, all respondent’s responses become the property of the organisation. The respondent will retain all ownership rights in any Intellectual Property Rights contained in the respondent’s response. However, each respondent, by submission of their respondent’s response, is deemed to have granted a licence to AgriFutures to reproduce the whole, or any portion of their respondent’s response for the purposes of enabling AgriFutures to evaluate their respondent’s response.

3.6. **Withdrawal of a respondent’s response**

A respondent who wishes to withdraw a previously submitted response must immediately notify AgriFutures of the fact. Upon receipt of such notification, AgriFutures will cease to consider the respondent’s response.

3.7. **Status of respondent’s response**

Each respondent’s response constitutes a non-binding proposal by the respondent to AgriFutures to provide the services required under and otherwise to satisfy the requirements in accordance with Part B of this Invitation.

3.8. **Disclosure of EOI contents and EOI information**

Respondent’s responses will be treated as confidential by AgriFutures. AgriFutures will not disclose the information contained in a respondent’s response, except:

(a) as required by law (including, for the avoidance of doubt, as required under the Freedom of Information Act 1982 (Vic))

(b) for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction;

(c) to external consultants and advisers of AgriFutures engaged to assist with the EOI process;

(d) to other government departments or organisations in connection with the subject matter of the EOI process; or

(e) general information from respondents required to be disclosed by government policy.

4. **Capacity to comply with the overview of requirements**

Part A details AgriFutures requirements for the services the subject of this Invitation. The assumption is that each respondent will be capable of providing all of the services in full. Where a respondent believes it will not be capable of providing all the services in full or will only comply with Part B subject to conditions, it should either not apply or set out potential limitations in their respondent’s response.

Respondents who are invited to participate in subsequent EOI processes (should such eventuate) will be provided with a full specification for the relevant services at that time.
5. **Evaluation**

5.1. **Evaluation process**

Respondent’s responses will be evaluated in accordance with the evaluation criteria stipulated in Part A.

A respondent’s response will not be deemed to be unsuccessful until such time as the respondent is formally notified of that fact by AgriFutures.

AgriFutures may in its absolute discretion:

(a) reject any respondent’s response that does not include all the information requested or is not in the format specified in Part A;
(b) after concluding a preliminary evaluation, reject any respondent’s response that in its opinion is unacceptable;
(c) disregard any content in a respondent’s response that is illegible and will be under no obligation whatsoever to seek clarification from the respondent;
(d) disqualify an incomplete respondent’s response or evaluate it solely on the information contained within it;
(e) alter the structure and/or the timing of the EOI process; and
(f) vary or extend any time or date specified in this Invitation for all respondents.

6. **Next stage of the EOI process**

6.1. **Options available to the organisation**

After evaluating all respondent’s responses, AgriFutures may without limiting other options available to it, do any of the following:

(a) prepare a short list of respondents and invite further offers from those respondents;
(b) conduct a subsequent procurement process calling for the services or any similar related services;
(c) enter into pre contractual negotiations with one or more respondents;
(d) decide not to proceed further with the EOI process or any other procurement process for the services; or
(e) commence a new process for calling for respondent’s responses on a similar or different basis to that outlined in the original invitation.

7. **No legally binding contract**

Being short listed does not give rise to a contract (express or implied) between the preferred respondent and the organisation. No legal relationship will exist between the organisation and a preferred respondent relating to the supply of goods and/or services unless and until such time as a binding contract is executed by both parties.

8. **Respondent warranties**

By submitting a respondent’s response, a respondent warrants that:

(a) in lodging its respondent’s response it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise...
made by or on behalf of AgriFutures or its representatives other than any statement, warranty or representation expressly contained in the invitation documents;

(b) it has examined this Invitation, and any other documents referenced or referred to herein, and any other information made available in writing by AgriFutures to respondents for the purposes of submitting a respondent’s response;

(c) it has sought and examined all necessary information which is obtainable by making reasonable enquiries relevant to the risks and other circumstances affecting its respondent’s response;

(d) it otherwise accepts and will comply with the rules set out in this Invitation; and

(e) it will provide additional information in a timely manner as requested by AgriFutures to clarify any matters contained in the respondent’s response.

9. **AgriFutures rights**

Notwithstanding anything else in this Invitation, and without limiting its rights at law or otherwise, the organisation reserves the right, in its absolute discretion at any time, to:

(a) vary or extend any time or date specified in this Invitation for all or any respondents; or

(b) terminate the participation of any respondent or any other person in the EOI process.

10. **Governing Law**

This Invitation and EOI process is governed by the laws applying in the State of New South Wales. Each respondent must comply with all relevant laws in preparing and lodging its respondent’s response and in taking Part in the EOI process.

11. **Interpretation**

11.1. **Definitions**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AgriFutures</td>
<td>Rural Industries Research and Development Corporation Trading as AgriFutures Australia and The Organisation Issuing This Invitation.</td>
</tr>
<tr>
<td>EOI closing time</td>
<td>means the time specified at Item 4 of Part A.1 by which respondent’s responses must be received by the organisation.</td>
</tr>
<tr>
<td>EOI process</td>
<td>means the process commenced by issuing an Invitation for respondent’s responses and concluding upon either early termination of the process or a subsequent procurement process.</td>
</tr>
<tr>
<td>Intellectual Property Rights</td>
<td>includes all present and future copyright and neighbouring rights, all proprietary rights in relation to inventions (including patents), registered and unregistered trademarks, confidential information (including trade secrets and know how), registered designs, circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>----------------------------------------------</td>
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<tr>
<td>Invitation</td>
<td>means the opportunity set out in each of the documents identified in the Introduction to this Invitation including this Part B.2, the EOI process and any other documents so designated by the organisation.</td>
</tr>
<tr>
<td>Item</td>
<td>means an item of this Invitation.</td>
</tr>
<tr>
<td>Overview of requirements</td>
<td>means the overview of requirements set out at Part A.2.</td>
</tr>
<tr>
<td>Part</td>
<td>means a Part of this Invitation.</td>
</tr>
<tr>
<td>Project manager</td>
<td>means the person so designated at Item 3 of Part A.1.</td>
</tr>
<tr>
<td>Representative</td>
<td>means a party and its agents, servants, employees, contractors, associates, respondents and anyone else for whom that party is responsible.</td>
</tr>
<tr>
<td>Respondent</td>
<td>means a person who submits a respondent's response.</td>
</tr>
<tr>
<td>Respondent's response</td>
<td>means a document lodged by a respondent in response to this Invitation containing a proposal to provide goods and/or services.</td>
</tr>
<tr>
<td>Services</td>
<td>means the services required by the organisation as stipulated in Part A.2.</td>
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</tbody>
</table>

### 11.2. Interpretation

In this Invitation, unless expressly provided otherwise:

(a) the singular includes the plural and vice versa;
(b) a reference to:
   (i) ‘includes’ or ‘including’ means includes or including without limitation; and
   (ii) ‘$’ or dollars is a reference to the lawful currency of the Commonwealth of Australia; and
(c) if a word or phrase is defined, its other grammatical forms have corresponding meanings.
Part C – Respondents Response

Essential Requirements in the tender response

Applications for this Expression of Interest must be submitted online using the application in K2. Applicants are required to review the full Expression of Interest documentation before submitting a response. Please refer to further instructions on submitting a response here.

Individuals or organisations making a submission are required to:

Display an understanding of agriculture, fisheries and forestry industries, an interest in workforce issues, and a strong capacity to identify opportunities for collaborative, cross-industry outcomes.

It is expected that a respondent’s submission includes:

- A summary of the proposed research approach and methodology.
- An outline of the research objectives.
- A detailed Project plan (including proposed milestones) on how the research will be conducted and detailed methodology.
- Capability and experience of the research team.
- Research timeline – it is expected that the research would be concluded in May 2022, with completion of reports, presentations to stakeholder groups, events, meetings, conferences to follow. There is an expectation that a commitment to meeting deadlines is a priority.
- A detailed budget.
- Examples of similar work the respondent has conducted.

Strategies on managing the potential impacts/risks of Covid for the Project. The resultant Contract is expected to commence in February 2022.

It is expected that a contract will be awarded based on how well a respondent addresses the objectives of the open tender. Selection will be based on the evaluation criteria. A detailed response will be beneficial. There is the opportunity to include additional attachments if necessary with your application in K2.
Part D – Terms of Reference

By submitting an application, respondents acknowledge that they are willing to accept the terms and conditions set out in the Provider Agreement. Applicants must be familiar with the Provider Agreement before lodging a response, and are advised to seek legal advice on it beforehand.

These contracts and agreements have been developed to reflect AgriFutures Australia’s statutory and other procurement responsibilities. If you require any amendments to the standard agreement please complete the statement of non-compliance for each of the relevant clause. AgriFutures will then assess those requests.

Applicants will be taken to have agreed to all clauses in the Provider Agreement that are not referred to in a statement of non-compliance. The extent of any non-compliance will be a factor in AgriFutures Australia’s evaluation of the application.

If you require further information regarding the Provider Agreement, contact Erin Hulm, Manager, Legal Services: erin.hulm@agrifutures.com.au