

Terms of reference

Delivery services for MLA's BredWell FedWell Program

Schuster Consulting Group, the National Coordinator for MLA's BredWell FedWell Program, has an open call for individuals wishing to deliver BredWell FedWell workshops to apply based on these terms of reference.

Background

BredWell FedWell is a practical, one-day workshop focusing on how productivity and profitability can be improved through good breeding and feeding in the livestock production cycle with a specific focus on profit drivers.

Producers can use the outcomes of the workshop to develop genetics and nutrition objectives suited to their environment and markets to boost profitability.

The objectives of the Program are to:

- increase awareness of the impact both genetics and nutrition have on a producer's flock or herd productivity and profitability;
- assist producers to develop their own breeding objective and a plan for selecting animals with consideration of the profit drivers for their business;
- improve producers' knowledge of feed availability and livestock requirements during the animal life cycle to achieve greater productivity; and
- showcase additional adoption activities in genetics and nutrition designed to improve productivity and profitability.

Workshops are hosted on-farm and aimed to improve the knowledge and skills of producers so they can:

- develop a customised breeding plan for their livestock enterprise aligned to their profit drivers; identify sires and select animals that help them meet their objectives; and
- feed animals well to achieve their objectives and maximise their genetic investment.

The workshop structure is provided in Annex 1. Workshops are facilitated by professional deliverers and include presentations and in-class activities along with practical sessions focused on ram or bull selection.

The workshops are hosted on-farm and require access to livestock with ASBVs or BREEDPLAN EBVs. Each individual workshop is typically organised by the host and deliverer while centralised coordination services, including assistance with promotion, registration and payment, are provided by Schuster Consulting under contract to MLA.

Workshops are designed for a maximum of 25 producers and a minimum of 15 registered producers are required two weeks in advance in order for a workshop to proceed.

Application

Applications are invited from suitably qualified individuals to deliver BredWell FedWell workshops.

Criteria

Individuals will need to demonstrate the following competencies:

- Minimum five-years' experience in sheep and/or cattle production systems.
- Experience in setting breeding objectives and using objective and subjective assessment and selection tools to achieve breeding objectives.
- Understanding of nutritional requirements of different classes of animals throughout the production cycle, and the dynamics of pasture growth and quality for the region of delivery.
- Understanding of the specific breeding and nutrition aspects impacting producers in the region of delivery (or where they can find out that information).
- Experience facilitating adult learning and coaching of livestock producers.
- Appreciation of different learning styles and ability to adapt delivery to suit the audience
- Strong organisational, administrative and time management skills.
- Proficient computer skills, particularly presentation delivery using PowerPoint and inputting data using Excel.
- Ability to deliver the content as provided, avoiding personal and commercial bias and ensuring the key messages of the workshop and MLA are conveyed professionally and consistently.

Deliverers will also be required to hold the following insurances and provide evidence of currency upon request by Schuster Consulting:

- Adequate workers' compensation insurance as required by law.
- Professional indemnity insurance for an amount of at least \$2 million in the annual aggregate.
- Public and product liability insurance for any one occurrence in an amount of at least \$5 million in the aggregate.

Deliverers may be required to obtain and maintain such additional insurance as reasonably requested by Schuster Consulting.

Time commitment

The workshop typically runs from 8.30am for a 9.00am start and concludes at 4.00pm.

Schuster Consulting will manage host and participant recruitment and matching deliverers with hosts for workshops. Deliverers may engage their local networks to recruit hosts and participants in consultation with Schuster Consulting.

Deliverers will be required to communicate with the host prior to the one-day workshop regarding the venue, logistics and selection and penning of appropriate livestock with ASBVs/BREEDPLAN EBVs.

Deliverers will also be required to arrive early to meet the host, set up presentation equipment, ensure livestock are penned correctly and greet participants.

A standardised PowerPoint slide deck and speaking points along with a range of resources will be supplied.

There will be some opportunity to customise the presentation to suit a specific audience; however, any such changes are to be supplied to Schuster Consulting two weeks prior to the workshop and may only be delivered upon approval of Schuster Consulting.

Within 10 days of the completion of the workshop, the deliverer will be required to submit a post-workshop report using the template provided and a copy of the presentation used during the workshop including any customised changes. Some data entry may be required should hard copy evaluation forms be required due to issues with internet connectivity.

The revised program will be available for implementation from April 2023.

All individuals seeking to deliver BredWell FedWell workshops will be required to attend a full day train the trainer session.

The first intake of prospective deliverers for the program was completed in January 2023 following a seven-week call for responses. Those deliverers who applied in this first intake will be considered for the first train the trainer session to be held in February-March 2023.

Deliverers interested in participating in the program have an ongoing opportunity to apply and attend ongoing train-the-trainer sessions that will be held based on demand throughout 2023-2025.

Deliverers may also be required to attend other training sessions as the program is updated over time.

Expectations

It is expected that deliverers will deliver the messages provided avoiding personal and commercial bias and ensure the key messages and topics of the workshop and MLA are conveyed in all instances.

Data gathered through the evaluation process is the property of MLA and may not be used by deliverers without express approval of Schuster Consulting who will attain approval (or otherwise) from MLA.

Approval to deliver

Only deliverers that have been approved and that are under contract to Schuster Consulting will be able to deliver BredWell FedWell workshops.

All individuals seeking to deliver workshops will be required to submit an application that addresses the criteria provided above, attend a train-the-trainer session in, obtain an 85% pass mark on an exam, be approved to deliver BredWell FedWell and enter a contract for delivery with Schuster Consulting.

There are two levels of approval:

- Full approval – deliverers may deliver the workshop on their own.
- Provisional approval – deliverers are required to co-deliver a number of workshops and be assessed by Schuster Consulting before obtaining full approval.

The awarding of either level of approval is at the sole discretion of Schuster Consulting. Attendance at the train-the-trainer session does not guarantee approval to deliver the workshops.

Contract and remuneration

Approved deliverers will enter into individual contracts for the delivery of BredWell FedWell workshops with Schuster Consulting Group Pty Ltd. A copy of the proposed contract is included with these terms of reference (Annex 2). This is provided as a sample only and may be subject to change based on program development and MLA's contracting requirements.

Schuster Consulting will remunerate deliverers a fixed fee per workshop for workshop delivery which includes compensation for time in relation to workshop preparation, travel, workshop delivery and reporting on specific outcomes.

A budget per workshop will be allocated for workshop related travel expenses and will be reimbursed upon presentation of appropriate receipts. No mark up on expenses is permitted. Private vehicle use may be included as a travel expense and will be reimbursed at the current ATO rate which does not attract GST.

It is anticipated that only one deliverer will be required to deliver each workshop. Should deliverers opt to co-deliver, they may only co-deliver with a fully approved deliverer and all fees and expenses will be split between the two.

Where a fully approved deliverer is required to co-deliver to assist a provisionally approved deliverer achieve full approval, both deliverers will be compensated a fixed fee.

The train-the-trainer session will be offered to attendees free of charge, including catering and all materials required for the session. Deliverers will be required to make their own arrangements for attendance.

Application process

Applications to deliver BredWell FedWell workshops should be submitted electronically using the link provided in this document. Submissions must be uploaded using the link below and include:

1. A fully completed application form including company and nominated person/s details and indicative daily rate (online: <https://www.surveymonkey.com/r/bwfw-eoi>)
2. A cover letter (not to exceed one page – uploaded online)
3. A concise response to all Selection Criteria (not to exceed three pages – uploaded online)
4. A detailed curriculum vitae (CV – uploaded online)
5. The contact details for two referees, including phone number and email details (online).
6. A signed Declaration of Compliance (Annex 3 - Word) that stipulates the applicant is either compliant with all clauses of the proposed contract or, if noncompliant or unable to comply, proposes alternative arrangements (note, many of the terms of the contract are unable to be varied due to client requirements) (uploaded online).

For an application to be considered, all information requested (1-6) must be provided when submitting the application. Complete the online application form here: <https://www.surveymonkey.com/r/bwfw-eoi>

The online application form must be completed in full and accurately and include the uploaded files that can be in a range of formats as long as they are legible. A Safe Work Method Statement must be completed by approved deliverers during the contracting stage. A sample Safe Work Method Statement is included in the proposed contract.

Limitations and exclusion

The approval of deliverers will be merit-based and no correspondence will be entered into regarding the approval of deliverers or the type of approval awarded. Attendance at the train-the-trainer does not guarantee approval.

Questions

Any questions should be submitted to:

- Peter Schuster – BredWell FedWell National Coordinator
E: peters@schusterconsulting.com.au M: 0418 604 412

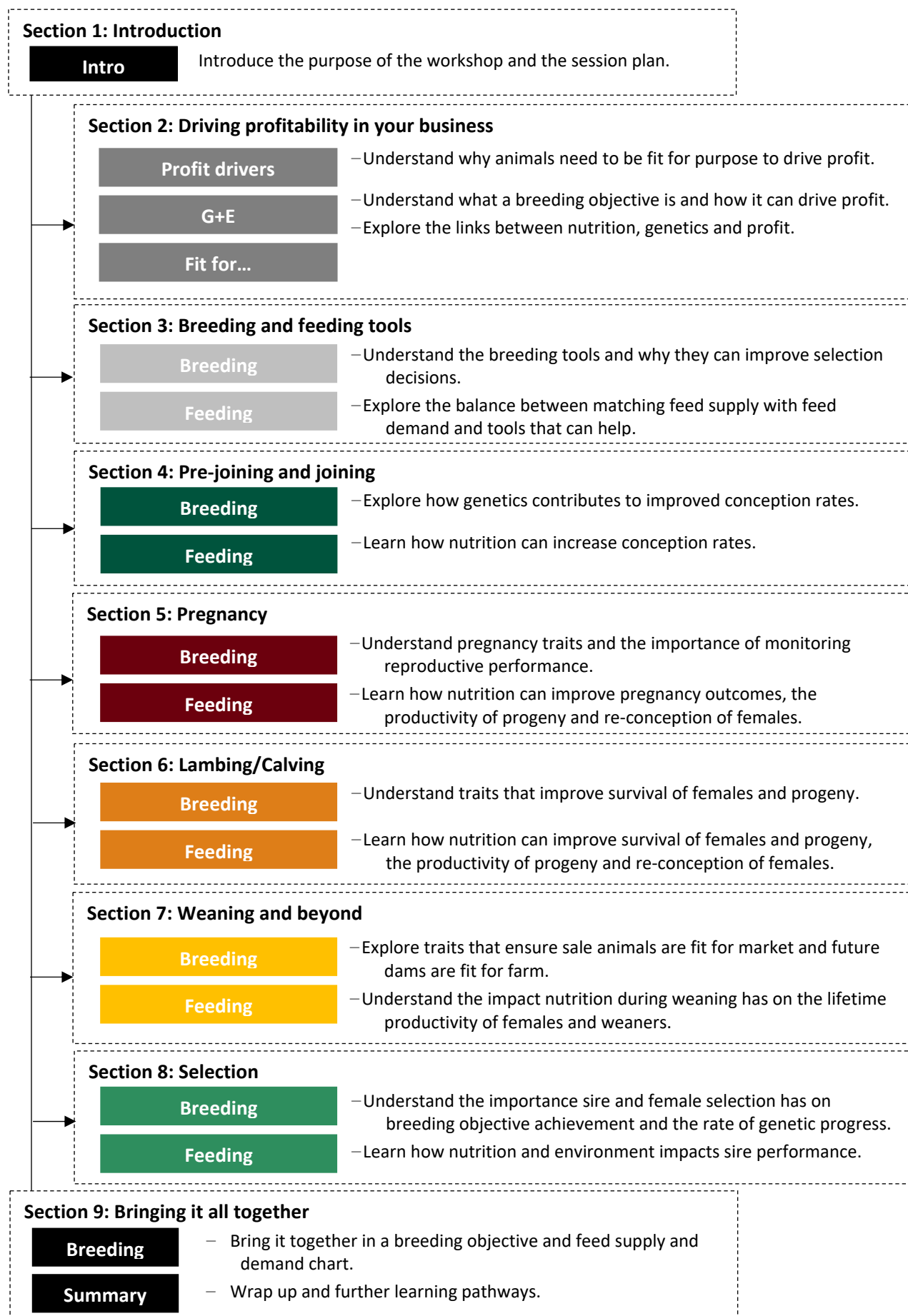
Annex 1: Workshop structure

High level agenda outline

- 01 INTRODUCTION
- 02 DRIVING PROFITABILITY IN YOUR BUSINESS
- 03 BREEDING AND FEEDING TOOLS
- 04 PRE-JOINING AND JOINING
- 05 PREGNANCY
- 06 LAMBING
- 07 WEANING AND BEYOND
- 08 SELECTION
- 09 BRINGING IT ALL TOGETHER



Section sequence and learning outcomes



Annex 2: Proposed contract

Annex 3: Declaration of compliance with contract conditions

In submitting an application I _____, holding the position of _____ with _____ declare the following compliance with the contract conditions / noncompliance with contract conditions and proposed alternatives based on the sample contract provided with the terms of reference.

| Paragraph number | Clause number | Compliant Yes/No | Proposed alternative |
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Enter more rows as needed.

Signature of Authorised Representative

Date