

Terms of reference

Delivery services for MLA's BredWell FedWell Program

Schuster Consulting Group, the National Coordinator for MLA's BredWell FedWell Program, is calling for individuals wishing to deliver BredWell FedWell workshops to register their interest 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.

Expressions of interest

Expressions of interest are now being sought from suitably qualified individuals to deliver BredWell FedWell workshops. Applications close 31 December 2022.

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 application and 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

It is expected that the program will be available for implementation from April 2023.

A standardised PowerPoint slide deck and speaking points will be supplied. The delivery of these will be the focus of a train the trainer session to be held in February 2023.

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.

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.

The deliverer 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.

The workshops typically run from 8.30am for a 9.00am start and conclude at 4pm. Deliverers are required to arrive early to meet the host, set up presentation equipment, ensure livestock are penned correctly and greet participants.

Within 10 days of the completion of the workshop, the deliverer will be required to submit a post-workshop report, a copy of the presentation used during the workshop including any customised changes, complied evaluation forms.

Data gathered through the evaluation forms 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.

All individuals seeking to deliver BredWell FedWell workshops will be required to attend a full day train-the-trainer session to be held in February 2023 along with other sessions that may be held as the program is updated over time.

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 attend a train-the-trainer session in February 2023, 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).

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.

Process

Expressions of interest to deliver BredWell FedWell workshops should be submitted electronically using the link provided in this document. Submissions must be uploaded by 31 December 2022 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) by the applicant with the clauses of the proposed contract or if noncompliant, proposed alternative arrangements (Note, many of the terms of the contract are unable to be varied due to client requirements) (uploaded online).

For an expression of interest to be considered, all information requested must be provided.

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.

Complete the online application form here: <https://www.surveymonkey.com/r/bwfw-eoi>

Limitations and exclusion

The approval of deliverers will be merit-based and no correspondence will be entered into regarding the approval of deliverers. 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

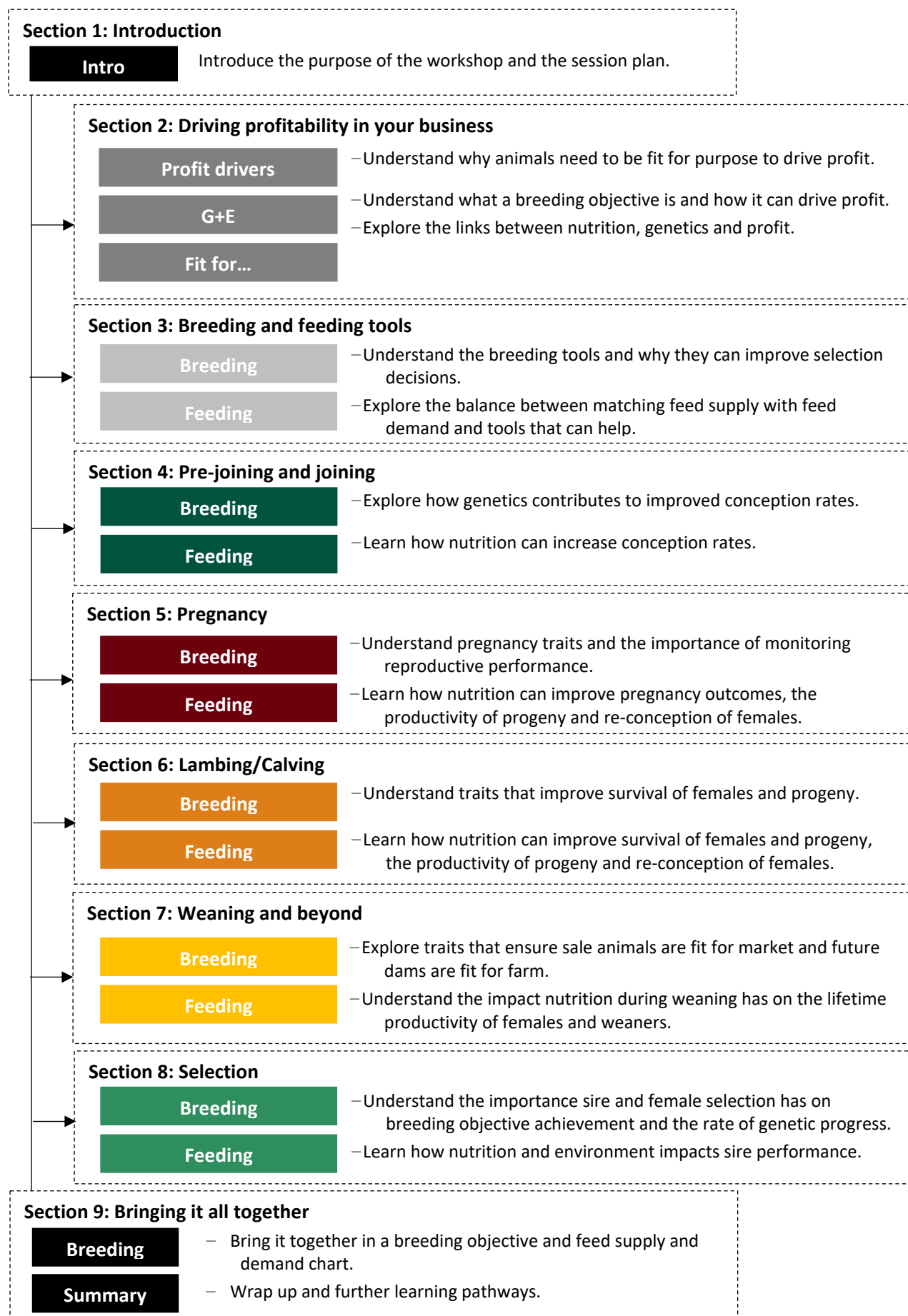
Annex 1: Workshop structure

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

