

# Terms of reference

## Delivery services for MLA's BredWell FedWell Program

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 the National Coordinator 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 the National Coordinator:

- 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 the National Coordinator.

## Time commitment

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

the National Coordinator 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 the National Coordinator.

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 the National Coordinator two weeks prior to the workshop and may only be delivered upon approval of the National Coordinator.

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 the National Coordinator who will attain approval (or otherwise) from MLA.

## **Approval to deliver**

Only deliverers that have been approved and that are under contract to the National Coordinator 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 the National Coordinator.

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 the National Coordinator before obtaining full approval.

The awarding of either level of approval is at the sole discretion of the National Coordinator. 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 the National Coordinator. 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.

the National Coordinator 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://customervoice.microsoft.com/Pages/ResponsePage.aspx?id=HJuCo77s1EmI6U8o95r6EZmh8sWkZpZMrqMR\\_gaeuY1UOVIDNFFPQzITWkIFUllWEhXVIIKTIZVS4u](https://customervoice.microsoft.com/Pages/ResponsePage.aspx?id=HJuCo77s1EmI6U8o95r6EZmh8sWkZpZMrqMR_gaeuY1UOVIDNFFPQzITWkIFUllWEhXVIIKTIZVS4u))
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).

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:

- Jake Philips – BredWell FedWell National Coordinator  
E: [jake@phillipslivestocksolutions.com](mailto:jake@phillipslivestocksolutions.com) M: 0401 261 217

## 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

### Section 1: Introduction

#### Intro

Introduce the purpose of the workshop and the session plan.

### Section 2: Driving profitability in your business

#### Profit drivers

– Understand why animals need to be fit for purpose to drive profit.

#### G+E

– Understand what a breeding objective is and how it can drive profit.  
– Explore the links between nutrition, genetics and profit.

#### Fit for...

### Section 3: Breeding and feeding tools

#### Breeding

– Understand the breeding tools and why they can improve selection decisions.

#### Feeding

– Explore the balance between matching feed supply with feed demand and tools that can help.

### Section 4: Pre-joining and joining

#### Breeding

– Explore how genetics contributes to improved conception rates.

#### Feeding

– Learn how nutrition can increase conception rates.

### Section 5: Pregnancy

#### Breeding

– Understand pregnancy traits and the importance of monitoring reproductive performance.

#### Feeding

– Learn how nutrition can improve pregnancy outcomes, the productivity of progeny and re-conception of females.

### Section 6: Lambing/Calving

#### Breeding

– Understand traits that improve survival of females and progeny.

#### Feeding

– Learn how nutrition can improve survival of females and progeny, the productivity of progeny and re-conception of females.

### Section 7: Weaning and beyond

#### Breeding

– Explore traits that ensure sale animals are fit for market and future dams are fit for farm.

#### Feeding

– Understand the impact nutrition during weaning has on the lifetime productivity of females and weaners.

### Section 8: Selection

#### Breeding

– Understand the importance sire and female selection has on breeding objective achievement and the rate of genetic progress.

#### Feeding

– Learn how nutrition and environment impacts sire performance.

### Section 9: Bringing it all together

#### Breeding

– Bring it together in a breeding objective and feed supply and demand chart.

#### Summary

– Wrap up and further learning pathways.

## **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.

*Enter more rows as needed.*

### **Signature of Authorised Representative**

Date