



An Australian Government Initiative



YORKE AND MID NORTH

Regional Leadership Development Program

Call for expressions of interest from providers

May 2024

Background

The Department of Primary Industries and Regions (PIRSA) has funded each of the seven Regional Development Australia (RDA) organisations across South Australia to develop respective-place based leadership development programs to meet the needs for leadership within their local communities.

RDA Yorke and Mid North is working with a local steering committee to develop a leadership development program to address the leadership priorities of communities in the Yorke and Mid North region by delivering a tailored program to address the gaps in leadership development activities locally.

This call for expressions of interest sets out the background to the program in the Yorke and Mid North, and invites respondents to put forward an expression of interest for delivering the program across three streams.

Program objectives

The objective of the Regional Leadership Development Program 2024 – 2026 is to grow the leadership capabilities of priority cohorts of leaders within the Yorke and Mid North to support positive change and progress in our communities over time.

After reviewing the outcomes and learnings from the previous Regional Leadership Development Program delivered throughout 2022 – 2024 and consulting with local stakeholders, the Steering Committee has resolved that the program should target three cohorts of leaders to provide tailored leadership development activities relevant to each cohort:

- **Emerging leaders** – people with leadership potential and the willingness to have a positive impact on their community wanting to establish themselves as leaders able to take on new challenges and more significant leadership roles.
- **Established leaders** – people with previous experience, and current roles in, leadership who want to enhance their skills to successfully bring about and nurture change within organisations for future success.
- **Next generation** – people who provide leadership within their communities across organisations who have the potential to bring about positive change within their communities by leading people, organisations and change.

Program structure

The program will involve leadership development activities being delivered to participants (aged 18 and over) residing in the Yorke and Mid North region of South Australia. These participants will be recruited by RDA Yorke and Mid North and selected based on their ability to make positive contributions to their local communities as leaders within peer groups, community groups (e.g. sporting clubs, community organisations, service clubs etc), businesses and communities.

The structure of the program will comprise two parts:

- An intensive program of a series of leadership development or training modules, facilitated by the provider(s) and delivered across three streams via seven intakes:
 - Emerging leaders
 - Mid North (15 - 20 participants)
 - Southern Flinders (15 - 20 participants)
 - Yorke Peninsula (15 - 20 participants)
 - Established leaders
 - Mid North (15 - 20 participants)
 - Southern Flinders (15 - 20 participants)
 - Yorke Peninsula (15 - 20 participants)
 - Next generation
 - Yorke and Mid North (approximately 10 participants), and;
- A series of standalone modules targeting specific aspects of leadership relevant to a wide range of leaders (or potential leaders) involved in local community organisations.

Program content

The Steering Committee have identified a series of key leadership development areas relevant to each of the three priority cohorts, as well as particular types of content or outcomes that should be achieved through these leadership areas.

These summaries reflect the types of leadership development areas identified as being of particular importance for each of the cohorts; the particulars of content covered under individual modules can be flexible depending on providers' experience and the ability of existing materials to meet the general leadership development need identified whilst providing value-for-money in not necessitating the creation of new content where existing content is -for-purpose, or can be adapted appropriately.

Emerging leaders

- **EMER#1: Basic tenements and principles of leadership**
 - Role(s) of and functions of a leader
 - Understanding the different types of leaders
- **EMER#2: Foundations of governance**
 - Role of boards and management committees
 - Board roles and functions
 - Corporations and incorporated associations acts
 - Responsibilities in setting strategy and managing risk
 - How to make effective decisions and conduct effective meetings

- **EMER#3 Understanding yourself and people**
 - Different personality types and leadership styles
 - Different communication styles and approaches
 - Emotional intelligence
- **EMER#4: Building confidence as a leader**
 - Developing public speaking and presentation skills
 - Understanding and presenting your value proposition
 - Understanding your own strengths and areas for improvement

Established leaders

- **EST#1: The need for change in organisations, and how to manage change effectively**
 - (Refreshing) leadership and governance 101
 - Factors driving change within organisations
 - Importance and approach to change management
- **EST#2: Changing mechanics of organisations**
 - Changing dynamics with volunteers and people's engagement with organisations
 - Changes in corporations and incorporated associations acts
 - Embracing new technologies and approaches to engaging with volunteers, committees and members
- **EST#3: Planning for the future**
 - The importance of strategic planning
 - How to develop business and operational plans
 - How to go about succession planning
- **EST#4: Working and communicating with people**
 - Different communication styles and approaches
 - The role of, and strategies for developing, emotional intelligence
 - How to be a coach and mentor

Next generation

- **CL#1: Leading during times of change**
 - Role and purpose of leadership
 - Characteristics of leadership
 - Importance of confidence in leadership
- **CL#2: Management functions**
 - Core management roles and functions needed by leaders
 - How to work with executive and operational staff as a board member or leader
- **CL#3: Critical and creative thinking**
 - Perspective setting and problem solving

- **CL#4: Self-care**
 - Importance of managing energy levels and yourself
 - Strategies for self-care
 - Understanding when the time for change has come

Program delivery

The provider(s) will be responsible for preparing the materials for, and facilitation of, the training delivered through each module. Each module (with targeted content described in the previous section) is to be delivered in-person in the sub-region(s) denoted under the *Program structure* section above, with an option for on-line delivery in the event RDA Yorke and Mid North resolves that in-person delivery is not feasible.

Each module will be accompanied by preparatory content (relevant pre-reading or online content) to be shared with participants prior to the relevant module to allow participants to engage with key concepts before undertaking the more intensive in-person learning activities. The nature and volume of preparatory content will be targeted at enabling participants to engage with the in-person activities more fulsomely, and limited to 1 – 2 hours of activity outside the in-person session for each module.

RDA Yorke and Mid North will be responsible for securing venues and catering, and reasonable expenses incurred in printing materials, for the delivery of each module. RDA Yorke and Mid North will also be responsible for the recruitment of participants into the program stream(s).

Respondents are reminded that participants will come from a broad range of backgrounds, so appropriate cultural approaches and engagement (including with Aboriginal and Torres Strait Islander people) will be paramount.

A schedule of delivery will be agreed with the preferred supplier as part of the subsequent procurement negotiations, with an indicative schedule provided at Attachment #1 to assist in planning.

Expressions of interest process

Respondents are invited to submit an expression of interest to provide leadership development services under the program in accordance with this paper, using the response schedules provided. All responses (including scope, delivering approaches and timelines, and pricing) will be considered final and binding unless otherwise negotiated by RDA Yorke and Mid North during the procurement process.

Respondents are invited to submit a response to any, or all, of the streams outlined under the *Program content* section above; respondents are required to commit to delivering the same stream(s) across each of sub-regions (where applicable) for continuity and administration purposes.

RDA Yorke and Mid North will consider engaging multiple provider(s) to deliver any of the streams. RDA Yorke and Mid North reserves the right not to proceed any with any responses, and to vary the terms of the program throughout the procurement process. Draft contract(s) will be issued to and negotiated with the preferred provider(s) during the procurement process once assessments of responses have been completed.

All queries and correspondence relating to this expression of interest process (including submission of responses) should be directed to Daniel Willson via email to ceo@yorkeandmidnorth.com.au.

Respondents should note the schedule of activities outlined below, and that respondents are responsible for meeting all costs associated with their submissions.

Date of interest	Due date (COB ACST)
Call for expressions of interest released:	Wednesday 15 th May 2024
Final queries to be lodged:	Monday 20 th May 2024
Closing date for submissions of expressions of interest:	Wednesday 22nd May 2024
(Expected) notification of outcome(s):	Wednesday 29 th May 2024
(Expected) commencement:	Early July 2024

Response schedules

Provider details

Respondents are to provide the following information about their organisation.

Provider name:	
ABN:	
Contact person	
Name:	
Title:	
Ph:	
Email:	
Brief description of organisation:	
Insurance coverage	<i>(Provider, policy no., dates and limits of coverage)</i>
Public liability:	
Professional indemnity:	
Workers' protection:	
Previous experience delivering similar programs:	
Capacity to deliver stream(s):	
References	<i>(Name, organisation, experience, date of services, phone number)</i>
Reference #1:	
Reference #2:	

Methodology and approach

Respondents are to provide a summary overview of their approach to delivering each of the modules under the relevant stream(s), including the key aspects of leadership to be developed through the module and an overview of the content to be covered. Respondents are also invited to briefly explain their experience in providing leadership development activities in other areas or programs.

Respondents are encouraged to leverage existing materials and content where appropriate and consistent with the type of content sought under each of the modules as described under the *Program content* section.

Modules covered (use checkboxes)	Description (approach, content and experience)	
<input type="checkbox"/>	Emerging leaders	
	EMER#1	
	EMER#2	
	EMER#3	
	EMER#4	
<input type="checkbox"/>	Established leaders	
	EST#1	
	EST#2	
	EST#3	
	EST#4	
<input type="checkbox"/>	Next generation	
	CL#1	
	CL#2	
	CL#3	
	CL#4	
<input type="checkbox"/>	Standalone modules	
	EMER#2	
	EMER#3	
	EST#3	
	EST#4	

Fees

Respondents are invited to submit a proposed fee in accordance with the template provided below, with all fees and pricing are to be stated exclusive of GST; any additional costs proposed to be charged by respondents associated with the services (as well as any proposed discounting arrangements) must be specified in the second table below.

Alternate fee arrangements may be considered provided they provide appropriate clarity and value for money for RDA Yorke and Mid North.

Module	Sessions delivered	Delivery fee (per session)	Assumptions
EMER#1	3		
EMER#2	4		
EMER#3	4		
EMER#4	3		
EST#1	3		
EST#2	3		
EST#3	4		
EST#4	4		
CL#1	1		
CL#2	1		
CL#3	1		
CL#4	1		

Other costs, discounts or value adds		
Description	Value	Assumptions
List item(s)		
List item(s)		
List item(s)		

Attachment #1 – Indicative schedule of delivery

	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-26	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Emerging Leaders																			
Module: Basic tenements and principles of leadership		SF	YP							MN									
Module: Foundations of governance			SF	YP							MN								
Module: Understanding yourself and people				SF	YP							MN							
Module: Building confidence as a leader					SF	YP							MN						
Established Leaders																			
Module: The need for change in organisations								SF	YP						MN				
Module: Changing mechanics of organisations									SF	YP						MN			
Module: Planning for the future										SF	YP						MN		
Module: Working and communicating with people											SF	YP						MN	
Community Leaders																			
Module: Leading organisations during times of change																			
Module: Management function																			
Module: Critical and creative thinking																			
Module: Self-care																			
Topic-specific modules																			
<i>Module: Foundations of governance</i>													YMN						
<i>Module: Understanding yourself and people</i>														YMN					
<i>Module: Planning for the future</i>															YMN				
<i>Module: Working and communicating with people</i>																YMN			