



SERVICE PLANNING AND DEVELOPMENT INITIATIVE

INFORMATION AND APPLICATION FORM

Expressions of interest close 5pm 13 March 2015

Hard copy to:
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Director Planning and Strategy
NADA
PO Box 2345
STRAWBERRY HILLS NSW 2012

Electronic copy to:
robert@nada.org.au

This initiative is supported by funding from the NSW Ministry of Health and the Commonwealth Department of Health.

INFORMATION FOR APPLICANTS

1. BACKGROUND

1.1 About NADA

The Network of Alcohol and other Drug Agencies (NADA) is the peak organisation for the non government drug and alcohol sector in NSW.

NADA represents over 100 organisational members that provide a broad range of services including drug and alcohol health promotion, early intervention, treatment, and after-care programs. These community based organisations operate throughout NSW. They comprise both large and small services that are diverse in their structure, philosophy and approach to drug and alcohol service delivery.

NADA's goal is *'to advance and support non government drug and alcohol organisations in NSW to reduce drug and alcohol related harm to individuals, families and the community'*.

NADA provides a range of program and services that focus on sector representation and advocacy, workforce development, information management and data collection, governance and management support plus a range of capacity development initiatives.

NADA is governed by a Board of Directors elected from the NADA membership.

Further information about NADA, its programs and services is available on the NADA website at www.nada.org.au.

1.2 Service Planning and Development Initiative

The Service Planning and Development Initiative is designed for organisations who are seeking assistance to strengthen their ability to respond to the changing funding environment. The activities will vary dependant on the needs of each organisation. This program will target organisations who have limited capacity to undertake service planning and development activities within their own available resources.

1.3 Program Background

The non government alcohol and other drugs sector in NSW is currently in a process of review at the Commonwealth and State Government levels, with no contracts/agreements past 30 June 2015.

In NSW, the Partnerships for Health initiative is undertaking major NGO program reform that may require the sector to bid for services in an open tender process. Nationally, organisations funded under the Non-Government Treatment Grants Program (NGOTGP) and Substance Misuse Service Delivery Grant Fund (SMSDGF) are awaiting the outcomes of the National Review of Alcohol and other Drug Treatment Services.

Whilst we anticipate 12 month extension for both of these funding areas, organisations will still be required to undertake some sort of application process after this time.

Some of the issues impacting on the sector that have informed the need for the Service Planning and Development include:

- The desire of Government to manage fewer contracts.
- Outcomes of reform of non-government services in other sectors and states
- The establishment of funding models that require consortia approaches (e.g. Partners in Recovery).
- The capacity of smaller NGOs and Aboriginal Community Controlled Organisations to compete with larger NGOs in competitive tender processes.
- The ability of members to adequately describe community need, the evidence-base for interventions provided, program and infrastructure costs.
- NADA members requested support in looking at different partnership models, and working with Board and Management Committees to respond to a changing funding environment.

2. PROGRAM DETAIL

The overall aim of the Service Planning and Development Initiative is to further develop NADA member organisations to compete in the current and future funding environment.

Donna Bevan of Connect Consulting has been engaged by NADA to provide assistance and support to successful applicants across NSW. Donna has a long history in the NGO sector working with organisations to support and strengthen their development. Donna can provide a range of services tailored to each agencies particular needs.

Donna is available to work directly with each organisation for between one to five days. This may be spread out over a number of sessions, dependant on location of your service and the availability of the consultant.

Successful projects may commence from 1 April 2015, and must be completed by 30 June 2015. At the completion of each project Donna will provide NADA with a case study and/or report of activities undertaken with each member, or group of members. This will be developed in consultation with each organisation involved in activities.

2.1 Types of activities

The consultant will be provide a range of activities can be tailored to each organisations particular needs, however as a guide could include:

1. Organisational planning and development activities (including strategic and business planning)
 - Assisting Boards and/or senior staff to identify and plan for any changes needed to their operations to align their organisations with reform.
 - Big picture planning: Helping organisations work out where to position themselves for the future and assist in developing strategies to ensure the organisation *“gets to where it wants to be”*.
 - Developing focused short term Business Plans to support organisational change.
 - Working with Boards and staff to identify opportunities and barriers in their region.
2. Engagement and consultation strategies
 - Support to plan and implement strategies to engage stakeholders in possible changes to the organisation.
 - Plan and support internal staff engagement in the changes.
3. Management coaching and support for Boards and/or senior staff
 - Assisting and supporting Boards and/or senior staff in managing the change process both internally and externally.

- Strategy development and support.
4. Facilitation of partnership arrangements
 - Strategy development.
 - Relationship management.
 - Facilitate meetings and processes.
 - Assistance with MOUs or joint working agreements.
 5. Information sessions
 - Providing up to date information on the reform process to organisations.

Note: Organisations may also propose other types of activities to assist them in their planning and development.

2.1.1 About the consultant

Donna Bevan is the Director of Connect Consulting. Donna is a trainer and consultant with 30 years experience working with the community and public sectors in Australia. She has a Masters in Management (Community), a Bachelor of Arts (Social Science), a Certificate IV in Assessment and Workplace Training, Executive Certificate in Positive Psychology Coaching and a Certificate in Engagement from IAP2 Australasia.

Donna works with community organisations and government agencies to achieve high quality, client centred services through training, strategic planning, coaching and organisational development. She has a team of consultants who work in partnership on projects as required.



2.2 Available time

Each eligible organisation will be able to apply to have the consultant work with their organisation for one to five days maximum.

2.3 Available activities

The number of activities that will be successful is dependent on the number of applications, the number of days required to complete activities, and the ability to deliver activities matched against the consultants and organisations availability. However we anticipate that there will be 6 to 8 successful applicants.

2.4 Successful applicants responsibilities

Each successful organisation will be responsible for ensuring that they are available to participate on the negotiated dates and communicating any potential changes with the consultant well in advance.

Due to the limited time and resources available the consultant will not have time to write up meeting notes, reports or strategy documents. There is an expectation that organisations will be using your own resources for this. The only write up of activity will be a brief report and/or case study.

2.4.1 Partnership and consortia development

If organisations apply for activity relating to partnership and consortia development a lead agency must be selected and be the primary contact for the activity. It will be the lead agencies responsibility to coordinate with other partner organisations. The consultant will liaise only with the primary contact.

2.5 Consultant's Role

The consultant will undertake the agreed activities with successful applications, in addition to completing a brief report and/or case study by 30 June 2015. The consultant will advise successful organisations to changes to the agreement.

2.6 NADA's Role

NADA will be responsible for administering the expression of interest process, coordinating with the consultant, promoting the initiative and reporting to the government on the outcomes.

2.6 Legal advice

The consultant is unable to provide legal advice, however NADA has arranged with *Justice Connect Not-for-profit Law*. For more information contact Robert at NADA, or go to www.nfplaw.org.au or contact 1800 706 220.

3.0 EXPRESSION OF INTEREST ELIGIBILITY AND REQUIREMENTS

3.1 Eligibility to apply

- ▶ The Service Planning Development Initiative is only open to NADA members. That is existing, incorporated, not for profit drug and alcohol service delivery organisations based in NSW that are current financial members of NADA.
- ▶ Organisations who have limited capacity to undertake service planning and development activities within their own available resources.
- ▶ Organisations that are currently funded for alcohol and other drug service delivery by NSW Ministry of Health or Commonwealth Department of Health, or will be seeking to apply for funding in future funding rounds.
- ▶ Organisations that have available time and resources to undertake agreed activities by 30 June 2015.

3.2 Program aim requirements

Eligible organisations will be considered for activities that aim to further develop their organisation to compete in the current funding environment.

3.3 Partnership and consortia development

The lead agency should lead the development of the expression of interest process and be included as the primary contact. Applicants should identify key partners and also include them in the application. Key partners must be notified that they have included in the application.

3.4 Activity Period

Successful activities may commence from March 2015, and must be completed by 30 June 2015.

The consultant will be responsible for completing a brief report and/or case study by this date.

3.5 Agreement to Participate

All successful applicants must enter into a brief one page Agreement to Participate in the agreed activity.

3.6 Other Conditions of Funding

Other conditions of grant funding include:

- In the event of a successful applicant not being able to commence/continue with the activity as agreed to, the applicant will advise NADA as soon as possible so that other organisation may be able to allocated to receive an activity.
- Details of organisations that are successful will be promoted on the NADA website. In addition, a de-identified case study may be promoted to share the information with the sector.

Other conditions may be detailed in the Agreement to Participate based on the application or negotiation with the consultant.

4. SELECTION PROCESS

4.1 Expressions of interest applications

The applications will be assessed by a small panel and will need to meet the eligibility and requirements outlined in section three of this document.

4.2 Selection Panel

The selection panel will review all applications to determine a list of successful proposals. The panel will include representative/s from NADA, Donna Bevan of Connect Consulting, a government representative (if available to participate).

4.3 Confidentiality

All applications submitted will be treated in confidence.

However, details regarding successful applications will be made publicly available through the NADA website. These details will include organisation name and type of activity only.

Additionally, a case study of your involvement may be developed to promote to the sector. Case studies will be de-identified.

4.4 Service Planning and Development Initiative Schedule

Expressions of interest application process open	25 February 2015
Applications close	13 March 2015
Review of applications and selection of shortlist	16 March - 20 March 2015
Applicants notified of outcomes	23 March 2015
Activity period	1 April 2015 – 25 June 2015
Reports and/or case studies of activities complete	30 June 2015

5. APPLICATION DETAILS

5.1 Application closing dates

Applications close 5pm 13 March 2015.

5.2 Late applications

The selection panel will not accept applications after the advertised closing date.

5.3 Where to send applications

Expressions of interests are to be sent to:

Preferred method

Electronic copies of applications can be sent to: robert@nada.org.au.

Alternative methods

Hard copies can be posted to:

Robert Stirling
Service Planning and Development Initiative
NADA
PO Box 2345
STRAWBERRY HILLS NSW 2012

or

Fax: 02 9690 0727 – if submitting via fax please call to confirm receipt of application.

5.4 Who to contact for more information

Further information about the Service Planning and Development Initiative please contact:

Robert Stirling
Director Planning and Strategy
NADA
T: 02 8113 1320
robert@nada.org.au

Applications for the Service Planning and Development Initiative close 5pm Friday 13 March 2014
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EXPRESSION OF INTEREST APPLICATION

A. ORGANISATIONS DETAILS

Organisation name	
Program name (if relevant)	
Address	
Suburb/town	
State and postcode	

Contact person/s (who will manage the project)

	Primary contact	Alternative contact
Title and name		
Position		
Telephone/s		
Email		

Does this application include partnership with other organisations?

- No (please proceed to next section)
 Yes (please list other organisations)

Organisation name	
Contact name and number	
Type of organisation	
Role of organisation in proposed activity	

Note: Please copy the above table if more than one organisation is involved.

B. PROJECT ELIGIBILITY

You must be able to tick each of these boxes to be eligible to participate:

- I am a NADA member.

Our organisation does not have existing capacity to undertake activities within our own resources.

We currently receive alcohol and other drug funding from the NSW Ministry of Health and/or Commonwealth Department of Health, or plan to apply in future funding rounds.

Have available time and resources to undertake agreed activity by 30 June 2015.

C. PROJECT DETAILS

1. Please provide a brief description of your service for the consultant

2. What activities have you undertaken so far to prepare for the potential changes to the sector?

3. Requested activity (more than one activity may be requested, but may not be granted)

Organisational planning and development activities

Brief description

Engagement and consultation strategies

Brief description

Management coaching and support

Brief description

Facilitation of partnership arrangements

Brief description

Information session

Other activity: please detail below

Proposed activity	
Brief description	

4. Aim of the activity (up to 200 words)

5. How will this activity assist you in responding to anticipated changes in NSW? What are the intended outcomes and outputs?

6. What will assist you to successfully undertake this activity (e.g. support of the Board?)

7. What will be a barrier to undertaking this activity (e.g. staff resistance?)

8. Proposed time for activity

Proposed date for activity:

The activity will need to be completed by 30 June 2015.

Notes for consideration:

9. Promotion and dissemination

NADA would like to promote some of the activities undertaken for the Service Planning and Development Initiative to share the learnings with the sector. The case study will not directly identify your service by name, but may contain information relating to your services or the populations that you work with. Note: not all activities will have a case study developed.

Do you consent to sharing your project activity information in the form of a case study should you be successful? Yes No

Comments

D. ADDITIONAL INFORMATION

Other details (optional)

Provide any other information that supports the application

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E. APPLICATION AGREEMENT

In submitting this application, we confirm that all information provided in this application is true and correct at the time of writing.

If this application is successful we understand that we must enter into an Agreement to Participate with NADA prior to the activity commencing.

If this application is successful, we agree that:

- The organisation and a description of the activity may be:
 - Listed on the NADA website
 - A de-identified case study developed promoted to the sector
 - Used to report to funders.
- We understand the responsibilities set out in section 2.4 (page 4) and section 3 (page 5) of this application.
- We will ensure that we provide NADA and/or the consultant with adequate notice to any changes that may impact on the delivery of the activity.
- We will participate in, and provide relevant information to NADA for the purpose of reporting, monitoring and evaluation.

Authorised by CEO / Management

Name	
Position	
Signed and dated	