

# Goulburn Broken Regional Catchment Strategy

## Monitoring, Evaluation, Reporting and Learning Plan Consultants Project Brief

### Introduction

The Goulburn Broken Catchment Management Authority (CMA) is seeking to appoint an individual(s) and/or organisation(s) with recognised and proven skills in the provision of professional services for the development of a monitoring, evaluation, reporting and learning (MERL) plan for the draft Goulburn Broken Regional Catchment Strategy (RCS) 2021-27; and review how the Goulburn Broken CMA can better embed the Goulburn Broken RCS into internal processes.

### Background

The draft Goulburn Broken RCS is the overarching six-year strategic plan that guides actions to improve and protect natural resources (biodiversity, land, and water) in the catchment, including community capacity and engagement. It is an ambitious strategy and describes the urgent and large-scale change require to improve the catchment's natural resources and mitigate climate change.

The strategy is for all organisations, groups and individuals contributing to the catchment's NRM. A resilience approach underpins the strategy and focuses on how we can increase the capacity of the catchment to cope with change and evolve positively.

The Goulburn Broken CMA is responsible for coordinating and monitoring the strategy under Victorian Government legislation (the Catchment and Land Protection Act 1994). The strategy is available online at <https://goulburnbroken.rcs.vic.gov.au/>. The draft strategy is currently with the Victorian Government awaiting Ministerial endorsement.

As part of the renewal of the strategy, evaluation timeframes, depth and frequency have been determined for the strategy, refer to Appendix 1. In addition, a consistent outcome framework with indicators has been developed across Victorian CMAs, see Appendix 2.

### Purpose

This project brief requests the submission of a proposal to undertake the development of a MERL plan to understand the value and monitor implementation of the draft Goulburn Broken RCS and identify opportunities to embed the Goulburn Broken RCS in Goulburn Broken CMA processes.

### Objectives

The objective of this project is to develop a MERL plan that:

1. Monitors and evaluates the effectiveness of the draft Goulburn Broken RCS at influencing and directing natural resource management in the Goulburn Broken Catchment.
2. Monitors and evaluates implementation of the draft Goulburn Broken RCS, including medium-term outcomes and catchment condition.
3. Identifies processes to strengthen the influence, integration and alignment of the draft Goulburn Broken RCS in Goulburn Broken CMA activities and decision-making.

### Scope of works and methodology

The scope of work and project methodology will be refined based on the responses to this request for services. As a minimum the project should include the below and all activities should be based on a resilience approach:

#### Objective 1 – Understanding the value of the draft Goulburn Broken RCS (15%)

- Develop key evaluation questions, data, and indicators to be monitored during the life of the strategy to evaluate the strategy's effectiveness at influencing and directing natural resource management in the Goulburn Broken Catchment.
- Determine how the above will be implemented, including monitoring methodologies and timeframes.
- This objective closely links to Objective 2 below.

## **Objective 2 – Monitoring and evaluating implementation of the draft Goulburn Broken RCS (70% of time allocation)**

- Development of a MERL plan for the implementation of the draft Goulburn Broken RCS, including medium-term outcomes and catchment condition that enables continuous, deep learning.
- Develop a program logic and assumptions as part of the MERL plan.
- Identify key evaluation questions, data, and indicators to be monitored during the life of the strategy to track progress and reveal learnings.
- Determine how the MERL plan will be implemented, including monitoring methodologies, how we collect data, how tipping points might be considered, communicate learnings, timeframes (short- and long-term indicators), contribution to [state-wide outcomes framework](#), and annual catchment condition reporting;
- Investigate options for joint monitoring and reporting with other agencies, to share knowledge and drive change.
- Consider environmental accounting as a method to report and track change in catchment condition.
- Review the Goulburn Broken CMA Annual Report long-term scorecard to reflect the findings from the Goulburn Broken RCS MERL plan.

Note – All of the above activities should be in line with the Goulburn Broken RCS evaluation and reporting timeframes (Appendix 1) and state-wide outcomes framework (Appendix 2) documented in the draft Goulburn Broken RCS.

## **Objective 3 – Identify opportunities to embed the Goulburn Broken RCS in Goulburn Broken CMA processes (15% of time allocation)**

- Provide recommendations of new processes and/or improvements the Goulburn Broken CMA could adopt to strengthen the influence, integration and alignment of the Goulburn Broken RCS in CMA activities and decision making.
- Processes and improvements should be practical, high-impact and innovative, and not increase administration burdens.

### **Role of consultant**

The consultant shall be responsible for the complete development of the MERL Plan, including the recommendations of new processes/improvements the Goulburn Broken CMA should adopt to strengthen the influence, integration, and alignment of the Goulburn Broken RCS. These will be presented to the Goulburn Broken CMA in the form of a report, which may include spreadsheets or other supporting documents.

### **Consultation & Community Engagement**

Who will be consulted in the project:

- ‘Owners’ of complementary, additional information and data sources as identified by the consultant
- Goulburn Broken CMA staff
- Other individuals as identified by the consultant.

### **Background information**

- Goulburn Broken RCS - <https://goulburnbroken.rcs.vic.gov.au/>
- Goulburn Broken Regional Catchment Strategy Outcomes Framework - [GB-RCS-Outcomes-Framework.pdf](#)
- The wayfinder guide – Learning your way forward - [Wayfinder Learning your way forward - Wayfinder](#).
- Developing and using program logic in natural resource management, Australian Government - [DEVELOPING AND USING PROGRAM LOGIC IN NATURAL RESOURCE MANAGEMENT user guide \(realkm.com\)](#)
- NRM MERI Framework, Australian Government - [NRM MERI framework: Australian Government natural resource management monitoring, evaluation, reporting and improvement framework - NRM knowledge online](#)

### **Project briefing sessions**

In addition to the background information above, project briefing sessions are recommended for applicants prior to the closing date. Contact Ashley Rogers on [ashleyr@gbcma.vic.gov.au](mailto:ashleyr@gbcma.vic.gov.au) or 0488 196 216 to arrange a briefing session.

### **Project Outputs & Timelines**

It is anticipated that the project outputs will be:

Output Number	Output Description	Timeline
1	Project initiation meeting	Feb/March 2022
2	Information gathering, consultation with CMA staff and preparation of draft report	March - April 2022
3	Presentation of draft report to CMA	April 2022
3	Meeting with CMA staff to discuss the draft report, including to socialise and test findings and proposed plans.	April 2022
4	Final Report as per feedback from CMA.	April/ early May 2022

Financial payments will be made in-line with outputs listed above.

### Project Management and Governance

This project will be managed by the Goulburn Broken CMA. Ashley Rogers will be the primary client representative, with all queries, correspondence, and reports to be directed to her.

### Indicative Budget

A budget of approximately \$45,000 (excluding GST) has been allocated for the completion of the project. A payment schedule will be negotiated with the successful consultant in-line with project milestones/outputs. Invoices to be made out to the Goulburn Broken CMA.

### Proposal assessment

The Goulburn Broken will be seeking project proposals/quotations from at least 3 individuals / organisations.

Proposals will be assessed by the Goulburn Broken CMA staff and successful individual / organisations endorsed by the CEO based on the following evaluation criteria and weighting to be used to assess the proposals:

Technical skills	25%
Understanding of services required	20%
Methodology	20%
Relevant experience – including evaluation of natural resource management programs	20%
Price	15%

Proposals shall remain valid for acceptance for two calendar months after the date of submission. The Goulburn Broken CMA reserves the sole right to accept or reject any proposals, and no correspondence will be entered into regarding the unsuccessful proposals.

All work undertaken by individuals/organisations in the preparation of their proposals shall be entirely at their cost. Goulburn Broken CMA shall not be held liable for any costs incurred by individuals / organisations in the preparation of proposals. All individuals / organisations that submit proposals will receive written notification of the final selection decision, and individual debriefing sessions for unsuccessful individuals / organisations will be available upon request.

All proposal should include:

- An understanding of the services required
- Skills, experience, and capability to perform the services
- Proposed methodology
- Description of the proposed team and their experience
- Two relevant referees

### Lodgement of project proposal

Project proposals/quotations should be sent via email to [ashleyr@gbcma.vic.gov.au](mailto:ashleyr@gbcma.vic.gov.au) by **5pm Thursday 10 March 2022**.

**Confidentiality**

The Goulburn Broken undertakes to treat all information received in proposals as strictly confidential and commercial in confidence. For further information refer to Attachment 1.

**Terms of engagement**

The terms of engagement will be the Goulburn Broken Catchment Management Authority's standard conditions of engagement as specified in the contract template (Attachment 1).

The successful consultant must follow the Victorian Government's Procurement – Supplier Code of Conduct (Attachment 2).

This brief and the consultant's proposal will form part of the contract documentation.

Any contract awarded or entered into by the Goulburn Broken Catchment Management Authority with any other person or corporation shall be on the basis that all outputs produced directly or indirectly from the work or services the subject of the contract shall become and remain the sole property and copyright of the Goulburn Broken Catchment Management Authority and shall be freely available for the Goulburn Broken Catchment Management Authority to use in its absolute discretion in any of its projects or works, reporting requirements and/or as the basis for follow-on consultancies. All such outputs shall be provided to the Goulburn Broken Catchment Management Authority by the contractor in such forms or formats as the Goulburn Broken Catchment Management Authority shall reasonably require and without fetter or restriction by password or code or otherwise. The consultant and partner organisations will be able to access and publish all data following approval by the Authority.

**Complaints about this request for quote**

Any complaint about this Project Brief or the Request for Quote Process must be submitted in writing to the Project Coordinator (Ashley Rogers – [ashleyr@gbcma.vic.gov.au](mailto:ashleyr@gbcma.vic.gov.au)) immediately upon the cause of the complaint arising or becoming known to the applicant. The written complaint must set out:

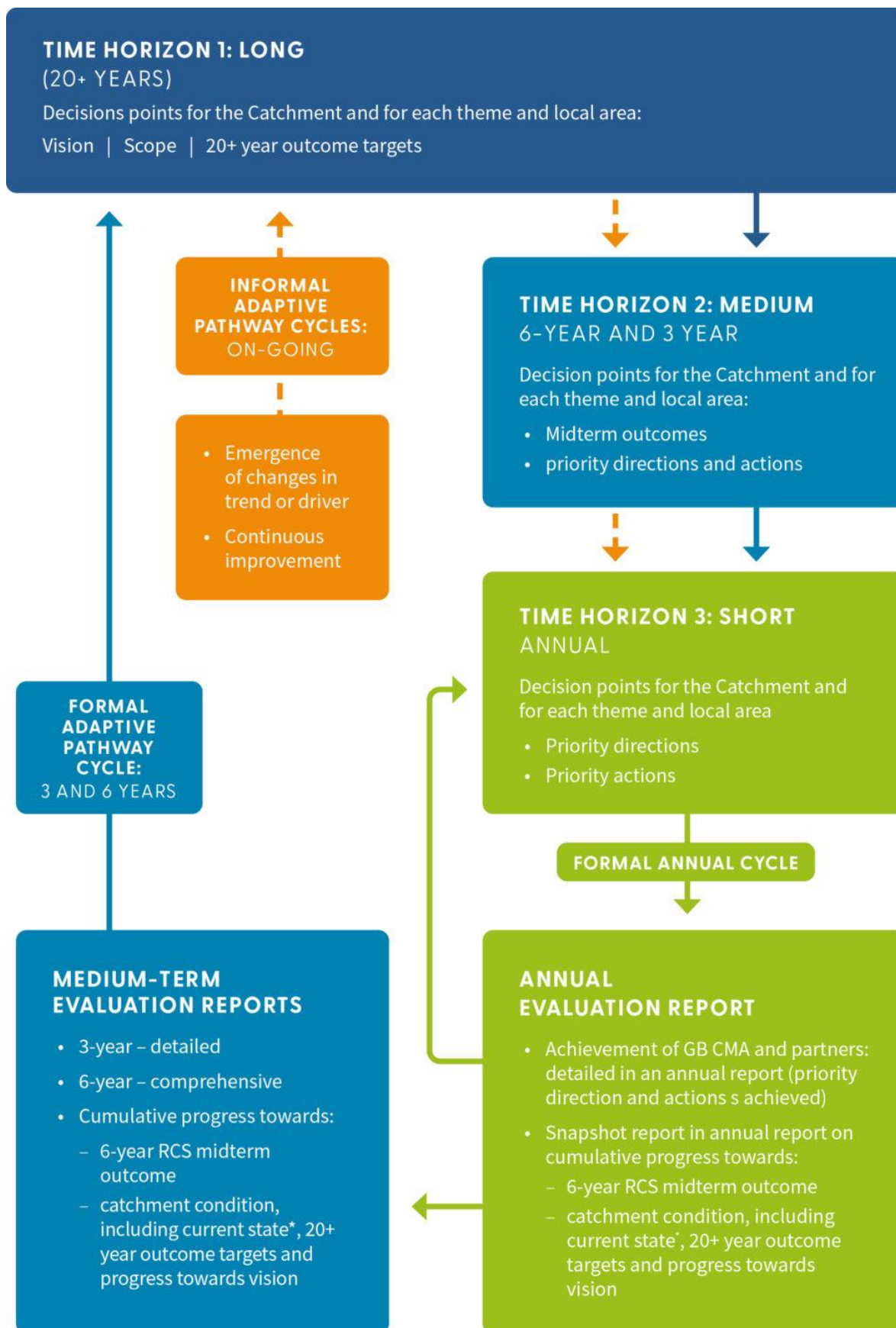
- (a) the basis for the complaint (specifying the issues involved);
- (b) how the subject of the complaint (and the specific issues) affects the person or organisation making the complaint;
- (c) any relevant background information; and
- (d) the outcome desired by the person or organisation making the complaint.

Any complaint submitted to the Project Manager in accordance with this clause that relates to the conduct or performance of the Project Manager or the manner in which the Project Manager has handled the Request for Quote Process must also be copied to the Alternate Contact (Kate Brunt, Business Development Manager – [katebr@gbcma.vic.gov.au](mailto:katebr@gbcma.vic.gov.au) or phone 0457 832 643).

**Further information**

Please contact Ashley Rogers, Project Coordinator – Regional Catchment Strategy on [ashleyr@gbcma.vic.gov.au](mailto:ashleyr@gbcma.vic.gov.au) or by phoning 0488 196 216 if you have any further questions.

## Appendix 1



**Figure 1:** The interaction of short, medium, and long-term evaluation for the Goulburn Broken Regional Catchment Strategy. (Source: [Evaluation and adaptation | Goulburn Broken Regional Catchment Strategy \(rcs.vic.gov.au\)](https://rcs.vic.gov.au/evaluation-and-adaptation)).



Appendix 2

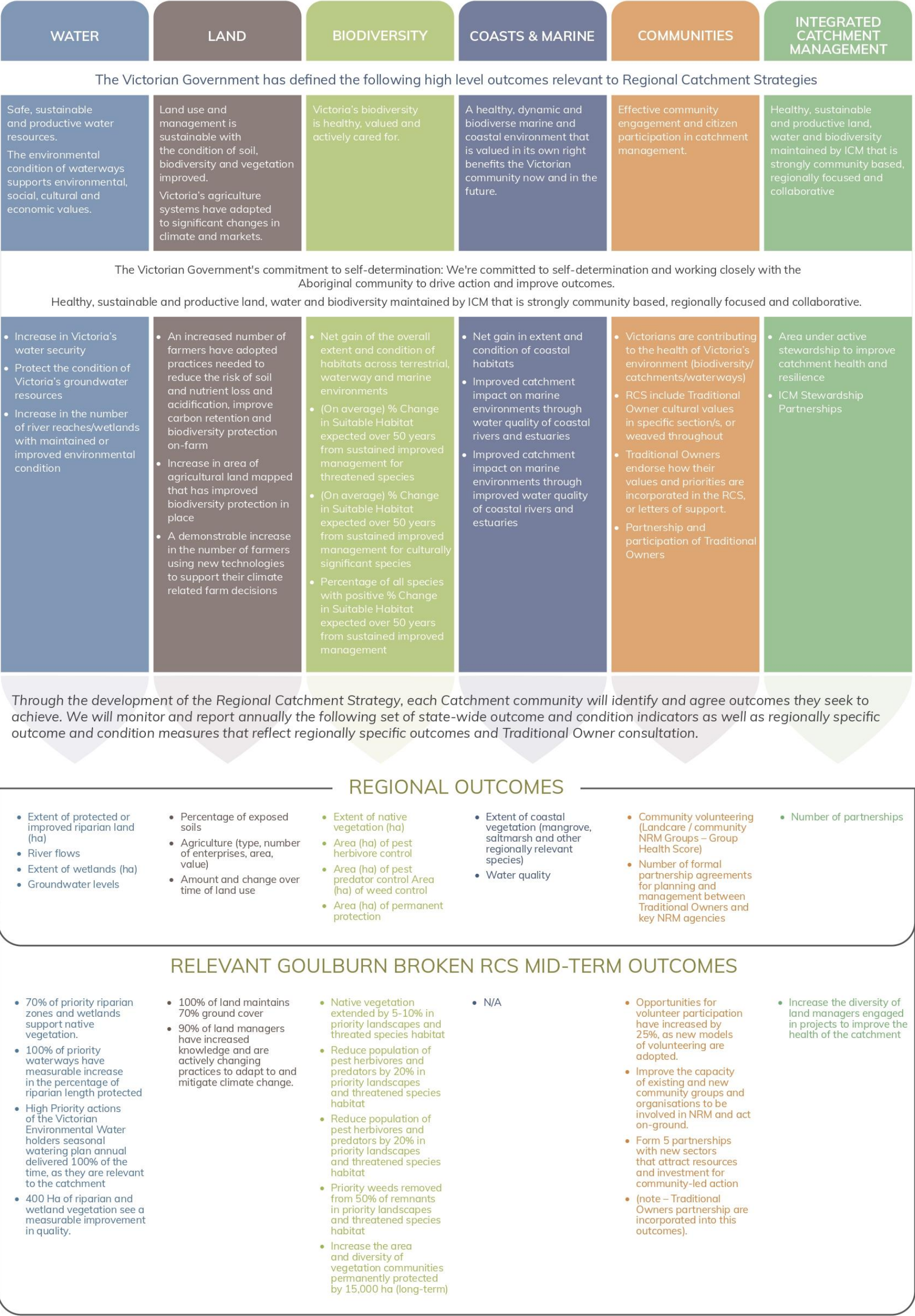


Figure 2: Goulburn Broken Regional Catchment Strategy Outcomes framework (Source: [Evaluation and adaptation | Goulburn Broken Regional Catchment Strategy \(rcs.vic.gov.au\)](#)).