

Local project support for the Macedon Ranges suicide prevention trial

Expressions of Interest are sought for a local agent (within Macedon Ranges) to lead local implementation of the Macedon Ranges suicide prevention plan

Background

The Victorian suicide prevention framework 2016-25 sets a target to halve Victoria's suicide rate by 2025. The Victorian Government is partnering with PHNs to deliver place-based trials to facilitate this. The Macedon Ranges Suicide Prevention Trial is one of twelve place-based trials taking place across Victoria as part of this initiative.

Underpinned by the Black Dog Institute's Lifespan Model¹, locally implemented evidence-based interventions will be informed by local knowledge and data. This funded trial provides a unique opportunity to create change and improve outcomes for local people who are at risk of suicide.

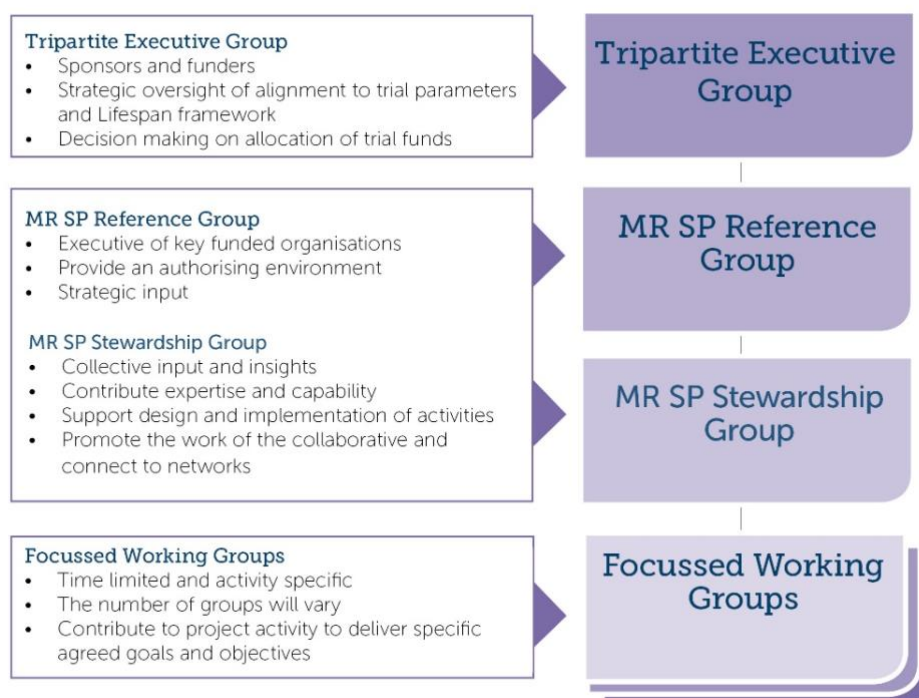
The Macedon Ranges community has a history of being active in suicide prevention with strong leadership from Macedon Ranges Shire Council. This has included support for the establishment of the Macedon Ranges Suicide Prevention Action Group (MRSPAG). The Suicide Prevention trial will work closely with these key stakeholders and other community groups.

Macedon Ranges Shire Council, the Department of Health and Human Services, and North Western Melbourne PHN have come together, as sponsors and funders of the trial, to provide oversight of the Macedon Ranges Suicide Prevention Trial through a Suicide Prevention collaborative governance model.

The Suicide Prevention trial runs until June 2020. The governance groups in the collaborative will be meeting together in later February to refresh the locally developed action plan. The diagram below provides an overview of the Macedon Ranges Suicide Prevention governance structure and responsibilities of each group within it.

¹ <https://www.blackdoginstitute.org.au/research/lifespan>

Macedon Ranges Suicide Prevention Collaborative:



The Tripartite Executive Group (TEG) recognises success of the trial for the community will best be achieved through the active participation of key local stakeholders to inform, mobilise and influence this important work across the whole system. This requires local resourcing and capability to drive the action plan.

NWMPHN has experienced difficulties in engaging a local project officer with the required skills and capabilities to be the local 'enabler' for this activity. Following consultation with, and feedback from, the community and TEG members, Expressions of Interest are invited from local agents (within Macedon Ranges) who have the necessary capabilities and capacity to provide local project support for the Macedon Ranges Suicide Prevention Action Plan².

What is involved?

- Project management and local coordination of activities emerging from the Macedon Ranges Suicide Prevention action plan.
- Provision of secretariat and logistics support to the Macedon Ranges Suicide Prevention collaborative governance groups. Coordinate and manage local events relevant to the suicide prevention activities.
- Development of plans, reports and other documents to support the work and meet reporting requirements, including specific reports as may be required from time to time.
- Supporting engagement of local stakeholders to build effective that will drive activities emerging from the plan, including supporting co-design approaches.
- Supporting oversight of activities commissioned through the trial to ensure they are delivered in accordance with funding agreements.

² <https://nwmpnhn.org.au/wp-content/uploads/2019/01/NWMPHN-Suicide-Prevention-Action-Plan-2018.pdf>

- Working with NWMPHN to analyse and interpret key data, evidence and context to inform local engagement and activities related to the trial and NWMPHNs broader commissioning of suicide prevention and mental health services into the region.
- Participation in evaluation and review activities as required and relevant to the trial site.
- Meeting regularly with NWMPHN to monitor and report on progress and status of the trial including joint problem solving
- Providing regular reports and updates to the Macedon Ranges Tripartite Executive Group, including specific reports as may be required from time to time.

Project Officer (Dedicated project resource)

A position description, for an equivalent role in another trial site, is attached to this EOI for reference and details the key skills and capabilities expected of the role.

Note: it is not an expectation that this position description is used, however it is expected that personnel undertaking the role have comparable skills and responsibilities.

The Macedon Ranges suicide prevention trial is funded by NWMPHN, through a partnership with the Victorian Government. Accountabilities and performance expectations, including any future contract and/ or other agreement related to the trial, need to comply with standards for reporting to Government on use of public funds.

The successful agent (organisation and/ or dedicated project resource) will be expected to work closely with NWMPHN to enable insights to be collected and shared, including from suicide prevention trials led by NWMPHN in other communities.

Key deliverables:

Deliverable	Inputs (summary)	Timeframes
Project plan	Project plan developed, including identification of priority projects, to ensure the Macedon Ranges Suicide Prevention action plan is successfully delivered	Initial plan within 6 weeks of engagement.
Secretariat support and logistics support for events	Secretariat for meetings including coordinating pre-reading; meeting summary and actions; coordination of concept briefs. Logistics support for events including bookings; coordinating invites and registrations	Throughout the term of the agreement
Project updates	Highlights against the plan, challenges and actions.	Bi-monthly, prior to NWMPHN steering committee meetings with DHHS

		<ul style="list-style-type: none"> • 29 March 2019 • 28 June 2019 • 4 October 2019 2020 dates TBA
Engagement with NWMPHN	Regular meetings with relevant personnel related to the project and commissioned activities	Throughout the term of the agreement
Detailed report to inform annual report to DHHS	Report on activities as outlined in the annual plan.	13 September 2019
Financial reporting	Summary financial report	Six-monthly

Funding and resourcing

The indicative budget for this activity is: \$100,000 (ex. GST) per annum

Applicants should note that the activity through this EOI is expected to run until 24 July 2020.

The budget includes all costs for the agent including:

- Salaries and wages
- Travel costs
- Administration costs and supervision support

How to apply

If you are interested in this opportunity, please complete and submit the attached application form by email to: quotations@nwmpnhn.org.au

Applications close 5pm Thursday, 28 February 2019.

For any questions regarding this EOI please contact:

Gareth Davies, Procurement Manager

Phone: 03 9347 1188

EXPRESSION OF INTEREST: Application

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Name of applicant (The legal entity which would contract with North Western Melbourne PHN)			
Trading name			
ABN			
Postal address			
Authorised person (This is the person with the authority to submit this EOI, e.g. CEO)			
Contact Person	Name and position:	Phone:	Email:
Referees	Referee1	Referee 2	
Name:			
Organisation:			
Phone:			
Email:			
Do you have the following insurances:			
Public Liability (minimum \$20 million per claim)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Workers compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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

- I recognise this is a collaborative effort between multiple stakeholders. NWMPHN has performance and reporting obligations to DHHS (and the community), in submitting this EOI I acknowledge and agree that we will need to work closely and in collaboration with NWMPHN.
- All personnel working on this project have a recent police check and working with children's check (or agree to obtain one, if this submission is successful, prior to any contract offer).
- I have read this EOI and all documents referenced or attached to it.

Expression of Interest Questions

<p>1. Provide a brief statement detailing why you are interested in this project and describe relevant experience and capability in successfully managing complex and multi stakeholder projects with a community development focus.</p>	<p>Please attach a brief summary with relevant example(s)</p> <p>Maximum 500 words 20% weighting</p>
<p>2. What are the organisations connections with the local service system (including specialist health services; NGOs; welfare and social support; emergency services)? Describe any collaborative work you have undertaken and the outcomes of this.</p>	<p>Please attach a brief summary with relevant example(s)</p> <p>Maximum 500 words 20% weighting</p>
<p>3. Does the organisation have personnel that meet the skills and capabilities described in this EOI? Will they be deployed for this project and for what time fraction (EFT)? If Yes- please attach a summary of their experience If No- please detail how you will quickly engage the necessary skills and any contingencies you have</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No EFT: _____</p> <p>Please attach a brief summary that addresses the question 25% weighting</p>
<p>4. Do you have a suitable location within the trial site area where the personnel undertaking the work of this project be located? Do you have systems in place to support the safety of staff when working off site/ independently?</p>	<p>Please provide details of the proposed location, its suitability and systems in place for staff working off site.</p> <p>15% weighting</p>
<p>5. Describe the organisations history of performance in delivering against contracts, including relevant examples. Has the organisation ever received performance counselling, or other measures, due to its performance against contracts or funding agreements?</p>	<p>20% weighting</p>

6. Is the organisation compliant with child safe standards?

Yes No

7. Please advise of any actual, perceived or potential conflicts of interest. Provide a detailed response to the questions below (or attach a document).

- i. Particulars of the Conflicts of Interest; and
- ii. Details of the process and procedures used to manage or resolve the actual, perceived or potential conflicts.
- iii. The Applicant confirms it has provided all relevant information regarding an actual, perceived or potential conflict of interest which the Applicant has, or may have, in performing the activities to which the RFT relates.

Additional Comments:

We acknowledge the peoples of the Kulin nation as the Traditional Owners of the land on which our work in the community takes place. We pay our respects to their Elders past and present.



T (03) 9347 1188 | **F** (03) 9347 7433 | **E** nwmpnh@nwmpnh.org.au | **W** nwmpnh.org.au
ABN 93 153 323 436 | **Level 1, 369 Royal Parade, Parkville VIC 3052** | **PO Box 139, Parkville VIC 3052**