

Role Title: Community Participant, Tender Evaluation Panel

Project title: Commissioning for low birth weight outcomes in Melton South and Wyndham

Work setting: North Western Melbourne Primary Health Network (NWMPHN), Parkville

Project Background

North Western Melbourne Primary Health Network would like to fund a provider to improve the rate of babies born with a healthy birth weight (>2,500g) in Melton South and Wyndham.

Rationale

Melton South is among the most socio economically disadvantaged suburbs in Victoria. Data shows that Melton South has higher proportions of:

- children who are developmentally vulnerable in at least one or two domains
- children with low birth weights
- mothers who smoke during pregnancy
- single parent households

Six of Wyndham's nine suburbs have higher than Victorian and Melbourne's west average proportions of children experiencing vulnerability across two developmental domains.

The focus of the activity is the period from conception to birth (antenatal period). It is well established that the environment and experiences a child is continually exposed to in the first 1000 days have a significant impact on their health and wellbeing in later life, including learning and developmental outcomes in early childhood.

About this role

The community participant will be on an evaluation panel made up of five panel members in total. Panel members will decide which provider should be awarded the funding to address *low birth weight outcomes in Melton South and Wyndham* tender.

Below is an overview of the commitment required from the community participant.

Activity	Requirements	Dates (tentative)	Time commitment (tentative)
Orientation	Attend an orientation at the PHN, which will include: <ul style="list-style-type: none">▪ An overview of the PHN▪ Background for the tender▪ An overview of the tender and evaluation process	Between 11-15 November	3-4hrs
Read and evaluate responses from organisations who have applied for the tender	<ul style="list-style-type: none">• Independently read responses from applicants and evaluate and score these against a set of criteria• Evaluations are completed and submitted through an online portal within the allocated two-week period.	18 November to 4 December	2.5-3.5hrs per application



Participate in a tender evaluation panel	<ul style="list-style-type: none"> • Participate in a tender evaluation panel meeting at NWMPHN in Parkville. • These include three NWMPHN staff, a subject matter expert and community participant. • As one of 5 members on an evaluation panel you will: <ul style="list-style-type: none"> ▪ go through each of the submissions and discuss your scoring against the selection criteria as a group ▪ by consensus score each submission against the criteria 	Monday, 9 December	9am-1pm
Attend an interview with applicants (if required)	<ul style="list-style-type: none"> • This takes place after the evaluation panel, should the panel decide that additional information is required from an applicant/s. 	Friday, 13 December	11am-3pm

Requirements

The community participant will:

- be a woman who has had a child of low birthweight in the past three years.
- ideally live or work in the NWMPHN catchment area.

We are looking for a community participant who:

- is enthusiastic and passionate about improving the health of babies born in Melton South and Wyndham.
- is able to critically analyse applications and provide their feedback.
- has an understanding of the range of experiences people may have and is able to set aside self-interest to represent a collective view.
- is able to work with others and communicate clearly.
- is available to commit to the activities of the evaluation panel, including face-to-face meetings and general communication.

To read the applications, the community participant will need to access Tenderlink, our online tender portal. Community participants will need an email address to access the portal. An email with the access details to Tenderlink will be sent to the community participant by NWMPHN.

The community participant will not be able to discuss the applications with anyone else (apart from the other panel members) and will be asked to sign a Confidentiality Agreement.


The community participant must also declare any connection and/or interest they have with any of the applicants. They will be asked to complete a Conflict of Interest form. NWMPHN will assess any conflict of interest that is declared and will decide if panel members can continue in their role.

On some rare occasions, community participants may be involved in audits carried out by the Commonwealth Government or the Department of Health on selected tenders.

Additional information and support

Payment will be given for the time the community participant spends reading the applications and attending any meetings. Payment will be in line with the NWMPHN Stakeholder Reimbursement Policy.





Technical support will be available for accessing and reviewing applications on Tenderlink, if required. Community participants are invited to use a computer at the NWMPHN Parkville office to review the tender applications, if they do not have a computer at home.

Community participants will have a NWMPHN staff member to support them in their role. The support person is the first point of contact for any questions, feedback or other issues they may have.

Support person: Liezl Oliver

Role: Program Officer, Children and Families

Phone number: 9347 1188

Email: liezl.oliver@nwmpnhn.org.au

If further support is needed the community participant is welcome to contact the Program Officer, Community Participation.

Name: Brodie Preston

Phone number: 9347 1188

Email: brodie.preston@nwmpnhn.org.au

Authorised

This role description is current at the date of approval and may be changed after discussion with the community participant.

Director:	Date:
Signed:	

I agree to undertake the role of Community Participant, Tender Review Panel as outlined in this role description.

Name:	Date:
Signed:	

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.