

Strategic Plan

Request for Quote

25 January 2024

Purpose: To appoint a Consultant to support Regional Sport Victoria in the development of its next Strategic Plan.

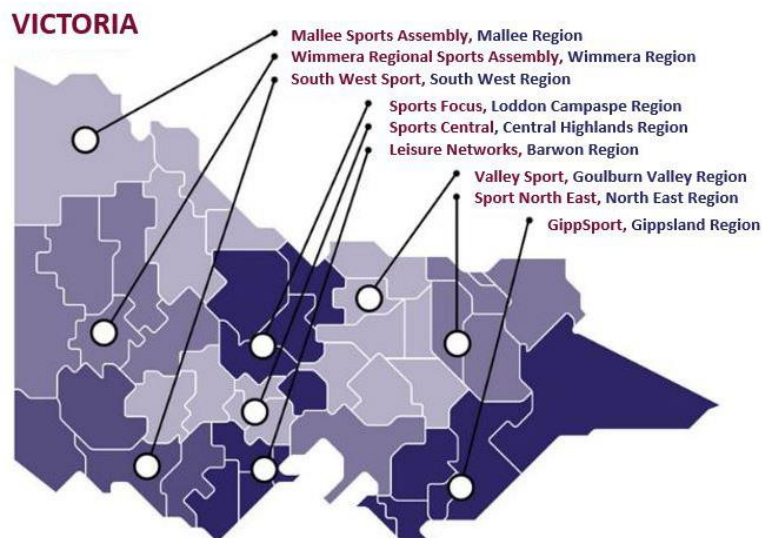
Organisation name:	Regional Sport Victoria
Contact name & position:	Meghan Mayman, Executive Officer
Phone number:	0439 909 878
Email address:	meghan@regionalsportvictoria.org.au
Submission requirements:	<ul style="list-style-type: none"> • Received by the closing date and time. • Addresses the selection criteria. • Includes certificate of currency (insurance details below). • Includes all-inclusive cost to deliver the project. • Project plan.

ABOUT REGIONAL SPORT VICTORIA

Regional Sport Victoria (RSV) is the peak body which supports nine independent organisations across regional Victoria. These nine organisations are classed as Regional Sports Assemblies and are charged with the critical role of supporting the sport and recreation sector within their regional catchment.

The RSV cluster is the only agency in Victoria that supports locally based community sport and recreation provision on a statewide basis. This support involves the provision of training, information, advice, skill development, linkages and advocacy with and for clubs, organisations and communities.

RSV and the nine Regional Sports Assemblies work directly with 48 local government authorities in Victoria. RSV covers a population of over 1.45 million rural and regional Victorians and has a network of over 8,500 community based sport and recreation clubs.



Context

The last iteration of a strategic plan for RSV was 2018-19. In 2020, the process to develop a new strategic plan was put on hold as RSV and its stakeholders dealt with the impacts of COVID and a series of natural disasters that continue to have a profound effect on the Victorian regional community. With the appointment of its first staff member in 2020, confirmed Victorian government funding to June 2025 and a significant amount of change in the last 12 months for RSV and the Regional Sport Assemblies it serves, RSV is now intent on identifying and developing its purpose and strategic direction for the next five years.

Previous documentation will be provided to the successful vendor.

Attachments: (Provided on request)

- 2022/23 Workplan
- 2022/23 Annual Report
- 2018-19 Strategic Plan

PROJECT DETAILS

Goal:	To facilitate the creation of RSVs Strategic Plan. The process aims to energise and galvanise RSV's Members (the Regional Sports Assemblies) as well as engaging industry stakeholders across regional Victoria.
Roles:	<ul style="list-style-type: none"> • Ultimate responsibility for the development and implementation of the Strategic Plan: RSV Board • Project Lead: Executive Officer • Plan and drive session content; inform the process; develop the Strategic Plan document: Consultant
Timeline:	Commence: March 2024 Conclude: October 2024
Inclusions:	Quote must include: <ul style="list-style-type: none"> • Travel and accommodation costs. • Stakeholder consultations. • Update meetings with Board and Executive Officer.
Deliverables:	<ul style="list-style-type: none"> • Strategic Plan document (including process) • Plan on a page. Summary of plan in simple and easy to digest format.
Quote range:	\$8,000 - \$12,000 excl. GST

METHODOLOGY/SCOPE OF WORKS

To create a baseline, RSV proposes the following project plan. RSV is open to alternative approaches, noting that the meeting dates (in bold) have been set and would need to form part of the plan.

Phase 1 – Inception Meeting with RSV Board

The consultant shall meet with the RSV Board and Executive Officer to confirm their proposed methodology. This session will also be used to gather information from the Board and Executive

Officer on initial strategic challenges and directions. **(late February – early March; in person 12 March)**

- Consultant Role – present methodology and facilitate session.
- RSV Executive Officer Role – document outcomes of meeting

Phase 2 – Preliminary Consultation

1. Work with the Executive Officer to prepare an on-line survey to be distributed to Members, SSAs, LGAs, SRV and VicHealth (and other stakeholders identified).
2. Facilitate a workshop with Members (arranged by Executive Officer) to present outcomes of surveys and gather further input. **(Network Meeting 13 – 14 March & 12 - 13 June)**
3. Undertake 1:1 consultation with key funding partners – SRV and VicHealth to discuss RSVs role and strategic directions.

Phase 3 – Development of Draft Strategic Plan

1. Prepare a draft Strategic Plan based on outcomes of phases 1 & 2.

Phase 4 – Consultation on Draft Strategic Plan

1. Facilitate a workshop with Members (arranged by Executive Officer) to present the draft Strategic Plan and gather feedback for finalisation.
2. Work with the Executive Officer to seek feedback from SRV and VicHealth on draft plan.
3. Consultation with other stakeholders identified.

Phase 5 – Finalise Strategic Plan

1. Based on feedback sessions provide a final strategic plan. Deliverables include:
 - a. A detailed prioritised plan (approx. 5-10 pages in length) that captures:
 - i. Vision, mission, values
 - ii. Goals
 - iii. Actions
 - iv. Timeframes
 - b. A 'Plan on a Page' summary that provides a high-level overview and can be utilised to communicate to stakeholders.

A possible project plan is provided as an example of the process:

Indicative timeline - 2024	Task/Activity
February	<ul style="list-style-type: none"> Request for quote released. Quotes received and assessed.
March	<ul style="list-style-type: none"> Consultant appointed. Consultation – Board (initial briefing). Consultation - Members (Network Meeting – 13 & 14 March, Melbourne).
April	<ul style="list-style-type: none"> Stakeholder survey opens. Consultation – Board (17 April, online).
May	<ul style="list-style-type: none"> Consultation – Stakeholders (1:1/group discussions with identified stakeholders). Consultation – Members (Individual sessions)
June	<ul style="list-style-type: none"> Stakeholder survey closes. Consultation – Members (Individual sessions) Consultation – Members (Network Meeting – 12 & 13 June, Melbourne); including Member Chairs, Executive Officers and RSV Board
July	<ul style="list-style-type: none"> Consultation – Members (Individual sessions) Develop operational elements of the plan: Tracking, budget, etc.
August	<ul style="list-style-type: none"> Draft presented to Board for feedback. Updated draft presented to Members and stakeholders for feedback
September	<ul style="list-style-type: none"> Consultation – Members and Stakeholders (final opportunity for feedback). Communications plan developed (by RSV).
October	<ul style="list-style-type: none"> Final ratification by the RSV Board. Design (completed by RSV).
November	<ul style="list-style-type: none"> Launch of Strategic Plan at Annual General Meeting (date TBC). Implementation of operational elements (RSV).
December	<ul style="list-style-type: none"> Promotion of Plan (RSV).

Notes:

- *Network Meeting:* Refers to meetings with the Members; attended by the Executive Officers of each Regional Sports Assembly.
- Engagement of the staff of the Members has not been included – open to suggestions.
- Duration: The board has not confirmed a set time-period for the Plan. This may be dependent on the vision, mission, values as and types of initiatives to deliver.
- The intent is that the Board and Executive Officer will play an active role in the development of the Plan, in conjunction with the Consultant. The Consultant should clearly outline in their response, activities that are expected to be led by the Executive Officer and/or Board.

INSURANCE

Please attach your certificate of currency in your proposal.

- Professional Indemnity: Limit of liability \$20,000
- Public liability: Limit of liability \$20,000
- Workers compensation: As required by legislation.

KEY SUBMISSION DATES

Request issue date:	1 February 2024
Quotes received by:	14 February 2024, 5.00pm
Confirmation of appointment:	1 March 2024

Requests must be received via email to meghan@regionalsportvictoria.org.au by the closing date and time.

SELECTION CRITERIA

- High level engagement with Members and key stakeholders.
- Ability to deliver within the project timelines.
- Does not hold a position of conflict of interest.
- Value for money – the balance between strong stakeholder engagement versus the challenges of being a small not-for-profit organisation.
- Relevant expertise and suitably qualified staff to meet the project requirements.
- Demonstrated knowledge and expertise relating to rural and regional communities.