

REQUEST FOR EXPRESSION OF INTEREST

GRANTS FACILITATOR - TSRA HEALTHY COMMUNITIES PROJECTS AND INITIATIVES

Healthy Communities Program

Approval

The information contained in this Request for Expression of Interest inclusive of the user requirements is cleared for release.



Charles Turner
Program Manager, Healthy Communities Program
Date: 21 May 2025

Request for Expression of Interest

Reference:

- A. Torres Strait Regional Authority (TSRA) Procurement and Contracting Policy (27 June 2024).

As an entity based in the remote Torres Strait region and operating for the benefit of Torres Strait Islander and Aboriginal people, the TSRA applies the Indigenous Procurement Policy (IPP). The purpose of the IPP is to stimulate Indigenous entrepreneurship, business and economic development and significantly increase the rate of purchasing from Indigenous businesses.

In line with the IPP, the TSRA applies the Mandatory Set Aside rule to all contracts delivered in the region regardless of value. This policy applies the IPP to all procurement activities to the extent that it:

- Delivers value for the TSRA and the region; and
- Does not unduly impact on effective competition within the region.

Purpose

1. The purpose of this document is to call for Expressions of Interest from suitable organisations based in the Torres Strait region and Northern Peninsula Area (NPA) communities of Bamaga and Seisia to administer Healthy Communities grants programs on behalf of the TSRA.

Timing:

2. Expressions of Interest open at 9:00am on 1 July 2025 and will close at 11:59pm on 25 July 2025.
3. The cut-off date for correspondence from Suppliers seeking clarification or additional information is 11:59pm on 20 July 2025.
4. All timings are Australian Eastern Standard Time, (UTC + 10).

Requirement

5. The TSRA is seeking Expressions of Interest from suitable organisations based in the Torres Strait region or Northern Peninsula area communities of Bamaga and Seisia to administer TSRA Healthy Communities grant funding programs on behalf of the TSRA. This call for Expressions of Interest is intended to identify suitable Suppliers that have the capacity and capability to undertake this work and to create a list of Suppliers to be invited to Tender.
6. The TSRA requires that the services be provided in accordance with the **Statement of Requirement at Annexure B**.

Communication by Suppliers

7. Communication from Suppliers must be in writing and all responses to enquiries will be provided in writing. Questions from Suppliers will not be accepted by telephone or other verbal communication, Questions will not be accepted after the cutoff date indicated 'Timings' above. Questions are to be directed to tenders@tsra.gov.au and must contain the reference 'Expression of Interest – Healthy Communities Grants Facilitator' in the subject line of the email.

Evaluation of Expressions of Interest

8. Expressions of Interest will be assessed in accordance with an Expression of Interest Evaluation Plan.
9. It is in the interest of the Supplier to construct their Expression of Interest around the evaluation criteria which is contained in the Expression of Interest Evaluation Plan (**Attachment A**).
10. Expressions of Interest which are lodged electronically will be accepted as being 'signed' by a duly authorised representative of the Supplier provided the name, appointment and contact details (telephone, email address and postal address) of the authorised officer is clearly identifiable. Expressions of Interest submitted by other means must contain the signature, name, appointment and contact details (as above) of the Supplier's authorised officer.

Incomplete Responses and Late Expressions of Interest

11. Expressions of Interest lodged after the closing date specified under 'Timing' above will be managed as late Expressions of Interest. Late Expressions of Interest will not be evaluated and if submitted as hard copies will be returned to the Supplier unopened. Suppliers will be advised as soon as possible after the Expressions of Interest closing date if their documentation was not received by the Expressions of Interest closing date. Expressions of Interest submitted through Australia Post which are postmarked up to 48 hours before the Expressions of Interest closing date may be accepted if they are received at least 24 hours before the Expressions of Interest Evaluation Panel is scheduled to meet.
12. Expressions of Interest which are materially incomplete, in that insufficient information has been provided to complete an evaluation of the Expression of Interest, will be set aside at the beginning of the Expressions of Interest Evaluation. Expressions of Interest which are 'set aside' are to be classed as non-compliant and are not to be further evaluated. The reason for setting aside an incomplete Expression of Interest is to be included in the Evaluation Report to the delegate.

Clarification of Expression of Interest Responses

13. During the evaluation process, communication between the TSRA and Suppliers must not be designed to solicit new information from Suppliers. Any communication between TSRA and Suppliers is to be restricted to clarification of information that would assist the evaluation process, thereby improving the level of confidence attached to the evaluation. Clarifying questions must be approved for release by the Expressions of Interest Evaluation Panel Chair. When a Supplier's response to a clarifying question foreshadows a change in scope, schedule, quality or cost, the Expressions of Interest Evaluation Panel will determine whether the information is admissible for evaluation purposes.
14. Any unsolicited information received from Suppliers after the Expressions of Interest closing date will be passed to the Chairperson of the Expressions of Interest Evaluation Panel. If the Chairperson of the Expressions of Interest Evaluation panel determines that such information is inconsistent with the principles outlined in the procedures for the handling of late Expressions

of Interest as outlined in the Expressions of Interest Evaluation Plan, the information is to be so endorsed and withheld from the evaluation.

15. Any clarification questions from the Expressions of Interest Evaluation Panel are to be consolidated into a single request and forwarded to the tenderer by the Expressions of Interest Evaluation Panel Chair. Requests for clarifying information will be issued by the Expressions of Interest Evaluation Panel Chair to the relevant applicant in writing.
16. Suppliers will allow two business days to respond to matters of clarification.

Lodgement of Expression of Interest

17. Expression of Interest responses are to be clearly marked as 'Expression of Interest – Healthy Communities Grants Facilitator'. Electronic lodgement is preferred. Electronic submissions must be compatible with Microsoft Office Suite 2010 or Adobe Reader Portable Document Format (PDF) and lodged as an email attachment to tenders@tsra.gov.au. Alternatively, responses may be lodged either by Australia Post to 'Locked Tender Box, The Torres Strait Regional Authority, PO Box 261, Thursday Island, Queensland, 4875'; or delivered by the Supplier's representative or courier to the Locked Tender Box located on the level one foyer of Torres Haus, 46 Victoria Parade, Thursday Island, Queensland.

Provision of Advice to Suppliers

18. The recommendation of the Expressions of Interest Evaluation Panel will not be communicated to Suppliers until the Evaluation Report has been approved by the delegate. Unsuccessful Suppliers will be advised by letter.
19. Feedback to unsuccessful suppliers will be offered as a matter of course. Feedback will be limited to the strengths and weaknesses of the unsuccessful Expression of Interest. Feedback will be provided by the Chair of the Expressions of Interest Tender Evaluation Panel. A record will be kept of all feedback.

Confidentiality

20. Suppliers should be advised that the TSRA will keep Expression of Interest information confidential and in the event of a claim under the Freedom of Information Act 1982 consult with them and claim appropriate exemptions under the Act. TSRA will comply with any court orders to release documents.

Annexure

- A. Terms of Reference
- B. Statement of Requirement

Attachment

- A. Expressions of Interest Tender Evaluation Plan

TERMS OF REFERENCE - REQUEST FOR EXPRESSIONS OF INTEREST

GRANTS FACILITATOR - TSRA HEALTHY COMMUNITIES PROJECTS AND INITIATIVES

The Torres Strait Regional Authority (TSRA) is a Commonwealth statutory body located on Thursday Island, Queensland. The TSRA supports a range of initiatives and programs targeting healthy lifestyles to improve health and wellbeing outcomes and reduce the burden of disease for Torres Strait Island and Aboriginal people living in the Torres Strait and Northern Peninsula Area communities of Bamaga and Seisia. These are outlined on the TSRA website at www.tsra.gov.au.

The TSRA is seeking Expressions of Interest from suitable local organisations based in the Torres Strait region or Northern Peninsula Area communities of Bamaga and Seisia to administer Healthy Communities grants funding programs on behalf of the TSRA.

Overview of Healthy Communities grant funding

The TSRA Healthy Communities Program (HC) provides grant funding supports for a range of initiatives and programs targeting healthy lifestyles to improve health and wellbeing outcomes for Torres Strait Islander and Aboriginal people living in the Torres Strait and Northern Peninsula Area communities of Bamaga and Seisia.

HC currently provides grant funding support for sporting subsidies administered through a local community organisation to support local Torres Strait Islander and Aboriginal sporting teams, community groups and individuals to participate in local, regional and national sporting activities across all sporting codes.

HC is reviewing and refreshing our approach to better support healthy and active communities across the region. HC will work closely with the preferred supplier to expand the current grant funding program to ensure access and equity across all islands and increase community participation at all levels to improve health outcomes across the region.

Scope of Work

The TSRA Grants Facilitator will:

- Manage annual grant rounds to community and organisations
- Negotiate project budgets outcomes, timelines and key performance indicators with project proponents
- Facilitate healthy lifestyle projects, partnerships and wrap around services with stakeholders through local community solutions
- Facilitate capacity building of volunteer groups and individuals
- Develop project monitoring systems and data recording for community participation and outcomes
- Provide quarterly performance and financial reporting to the TSRA
- Implement an annual program and provide reporting as per the statement of requirement in the agreement.

Organisational Capacity

The successful organisation must have:

- Experience working in and with Torres Strait Island and/or Aboriginal communities
- Demonstrated organisational capacity to effectively manage external funding allocations and meet key milestones and reporting requirements in a timely manner.
- Established methods, systems and processes to support data collection, monitoring and evaluation to inform reporting to the TSRA and track progress towards improving health outcomes across the region.

Timeframe

The TSRA will engage the successful supplier from 1 October 2025 to 30 June 2028, in line with the [TSRA Torres Strait Development Plan 2023-28](#).

Expression of Interest Requirements:

The response to the call for Expressions of Interest should as a minimum outline:

1. Organisation overview, relevant accreditation, and experience.
2. Experience working with/delivering sporting programs or other health and wellbeing initiatives in the Torres Strait and NPA.
3. Demonstrated organisational capacity to effectively manage external funding allocations including meeting requirements for data collection and performance and financial reporting.
4. Demonstrated strong organisational governance and financial capacity.
5. Whether you propose to subcontract any element of grant administration to another party
6. Any conditions affecting the price.

Where possible, supporting documents should be provided to support your Expression of Interest. Examples of supporting documents may include, but is not limited to:

- Certificates of Accreditation
- Letters of Support
- Relevant qualifications and experience of key personnel
- Recent financial statements, budgets, and/or audits
- Memorandums of Understanding or partnership agreements
- Corporate governance documents including organisation business and strategic plans

Additional information about the TSRA, including annual reports and media releases, is available on the TSRA website at www.tsra.gov.au

Suppliers are advised that the TSRA at its sole discretion may proceed to a call for Tenders or may not proceed further.

STATEMENT OF REQUIREMENT

Healthy Communities Grants Facilitator

The Healthy Communities Grants Facilitator (Grants Facilitator) will administer targeted Healthy Communities grants funding projects and initiatives across the Torres Strait and Northern Peninsula Area communities of Bamaga and Seisia on behalf of the Torres Strait Regional Authority (TSRA).

The Grants Facilitator will ensure transparent and equitable access to grant funding and work in partnership with communities and key stakeholders to support and implement locally designed and locally led activities to strengthen health and wellbeing outcomes across the region.

The role of the Grant Facilitator will contribute to Closing the Gap outcomes through increasing community access to and participation in healthy lifestyle activities and programs and build capacity of local organisations, individuals and volunteer groups.

1. Objectives

The objectives of the Healthy Communities Grants Facilitator include:

- (a) Ensuring equitable access to grant funding for all communities in the Torres Strait and Northern Peninsula Area communities of Bamaga and Seisia to support and increase physical activity and promote healthy lifestyles
- (b) Promoting and supporting participation in local sporting activities and community-led health and wellbeing initiatives to contribute to improved health and wellbeing outcomes across the region
- (c) Building the capacity of local sporting organisations, volunteer groups, and individuals to deliver healthy lifestyle programs across the region
- (d) Facilitating partnerships with local governments, organisations and service providers to support coordinated and sustainable approaches to the delivery of health and wellbeing initiatives in the region
- (e) Collecting and analysing relevant data to identify local needs and gaps, guide funding decisions, and inform regular reporting to the TSRA
- (f) Collecting and reporting on impact data contributing to Closing the Gap Outcome 1: Torres Strait Islander and Aboriginal people enjoy long and healthy lives
- (g) Supporting the long-term sustainability of community-led initiatives through promoting partnerships, strengthening local governance, and encouraging strategies to maintain and build on funded activities

2. Outcomes

The Grants Facilitator will contribute to the following outcomes:

- (a) Increased access to Healthy Communities grant funding to support community participation in sport, recreation, and healthy lifestyle activities
- (b) Equitable distribution of grant funding opportunities across all islands and demographics
- (c) Increased community awareness on health and wellbeing through the support of physical and nutrition education programs

- (d) Streamlined grant management processes to support communities to apply for, manage, and acquit grant funding for activities
- (e) Greater engagement and collaboration with local governments, organisations and volunteer groups
- (f) Improved quality and consistency of data collection and reporting to the TSRA
- (g) Improved integration of health promotion activities with other community priorities and services
- (h) Sustained delivery of community-led health and wellbeing initiatives that demonstrate positive outcomes and contribute to an increase in health outcomes across the region over time

3. Outputs

The Grants Facilitator will achieve the objective and outcomes of the project by:

(a) Grants Administration and Compliance

- i. Administering and managing annual and ad hoc targeted open grant funding rounds to support eligible Healthy Communities projects and initiatives across the region, including, but not limited to:
 - a) Healthy lifestyle program grant rounds
 - b) Sporting activities grant rounds
- ii. Developing and implementing an annual program with the TSRA to support the facilitation of Healthy Communities grants funding
- iii. Negotiating grant agreements, project budgets outcomes, timelines and key performance indicators with project proponents
- iv. Developing grant assessment tools, robust governance, compliance, and risk management frameworks with the TSRA to support transparent and accountable grants administration
- v. Ensuring supported activities align with funding guidelines, community need, local, state and national priorities
- vi. Promoting inclusion by ensuring funded activities support all demographics
- vii. Monitoring the delivery and outcomes of funded grant activities and adapting grant delivery methods based on ongoing feedback loops and impact data

(b) Capacity Building and Partnerships

- viii. Facilitating capacity building supports to local sporting groups, volunteer groups and individuals
- ix. Building and maintaining collaborative working relationships with local governments, organisations and key stakeholders
- x. Exploring new partnerships that support innovation and contribute to improvements to long-term health outcomes across the region
- xi. Seeking opportunities for additional investment to the region to support community led health and wellbeing initiatives and projects

(c) Data and Reporting

- xii. Collecting and monitoring participation and outcome data across all funded grant activities and initiatives
- xiii. Facilitating community-led data collection, analysis and reporting
- xiv. Analysing data and sharing insights with TSRA and key stakeholders, as required
- xv. Providing quarterly performance and financial reporting to the TSRA on grant activities and outcomes as per the contract reporting schedule and activity plan
- xvi. Maintaining data privacy, integrity, and compliance standards

4. Performance Measures/Indicators

Performance will be measured against:

(a) Grants Administration and Compliance

- i. Organisational governance and capability, risk management and financial accountability demonstrated through key milestone reporting against annual activity plans
- ii. Development and implementation of robust systems, processes and supporting tools to manage the administration of Healthy Communities grants funding
- iii. Timely, transparent, and equitable grant rounds administered on behalf of the TSRA

(b) Participation and Activity

- iv. Documented evidence of increased community access to and participation in healthy lifestyle programs across a diverse range of demographics (e.g. age, gender and community)
- v. Documented evidence of increased community awareness of health and nutrition through the delivery of educational programs and supported initiatives
- vi. Feedback from community and the TSRA is considered and incorporated into service delivery

(c) Partnerships and Building Local Capacity

- vii. Demonstrated collaboration and partnerships with local governments, organisations and key stakeholders
- viii. Documented qualitative and quantitative evidence of an increase in community capacity to manage grants and deliver grant activities effectively
- ix. Evidence of systems or approaches to support the continuation of successful community initiatives beyond the grant activity period

(d) Data and Reporting

- x. Accurate and secure data collection and analysis with clear links to Closing the Gap targets provided to the TSRA in line with contract milestone reporting requirements
- xi. Outcomes of data analysis identifying trends, gaps, issues, and opportunities are communicated in a timely manner enabling collaborative approaches to developing solutions and tailoring service delivery

Attachment A: Tender Evaluation Plan

EXPRESSIONS OF INTEREST EVALUATION PLAN

Purpose

The purpose of this tender evaluation plan is to outline the criteria and process for evaluating proposals submitted for the TSRA Healthy Communities Grants Facilitator.

This evaluation plan aims to ensure transparency, fairness, and effectiveness in selecting a suitable organisation to administer Healthy Communities grants funding programs on behalf of the TSRA.

Evaluation Criteria

Criterion 1 - RELEVANT EXPERIENCE (20%)

Demonstrate experience and expertise in delivering/coordinating sporting programs or other health and wellbeing initiatives in the Torres Strait and NPA.

When addressing the criterion strong applicants will demonstrate:

- Experience working with community members and or local organisations in the Torres Strait region or NPA communities of Bamaga and Seisia to manage or deliver health and wellbeing programs or initiatives.
- Examples of successful programs or initiatives delivered in the Torres Strait region or NPA communities of Bamaga and Seisia.
- A strong understanding of the goals of the TSRA and how the work of the Healthy Communities Program contributes to the TSRA Torres Strait Development Plan and outcomes under the [National Agreement on Closing the Gap](#).

Criterion 2 – ORGANISATIONAL CAPACITY (40%)

Demonstrate key personnel's experience and organisation's capacity to efficiently and effectively manage external funding allocations and meet key milestones and reporting requirements in a timely manner.

When addressing the criterion, applicants will demonstrate:

- Strong organisational governance and a clear financial management framework
- Examples of past grants or contract management (where appropriate) and the demonstrated ability to meet reporting requirements in a timely manner.

Criterion 3 – ORGANISATIONAL EFFICIENCY AND EFFECTIVENESS (20%)

Demonstrate the organisation's ability to collect and maintain data to track progress towards improving health outcomes across the region.

When addressing the criterion strong applicants will demonstrate:

- Established mechanisms, systems and processes to support data collection, monitoring and evaluation to inform reporting to the TSRA.
- Ability to collect and report quantitative data and qualitative outcomes which illustrate the impact of work and track progress towards improving health outcomes across the region.

Criterion 4 – COMMUNITY PARTNERSHIPS (20%)

Demonstrate the organisation’s ability to work in partnership with community organisations and key stakeholders, as required.

When addressing the criterion strong applicants will demonstrate:

- A willingness to partner with local community organisations or groups to achieve the outcomes of Healthy Communities grants programs
- Established community and stakeholder networks across the region.

Evaluation Process

- Stage 1: Initial Assessment
 - TSRA will review Expressions of Interest for completeness and adherence to submission requirements
 - Disqualify applications that do not meet the minimum criteria
- Stage 2: Expression of Interest Evaluation Panel Review
 - Panel to review submissions to identify suitable organisations and invite them to submit a proposal and quote for service.
- Stage 3: Assessment & Selection
 - Evaluation Panel to assess quotations and select the highest ranked provider for recommendation based on evaluation criteria and overall value for money.
- Stage 4: Outcome
 - All Suppliers are formally notified of the procurement outcome in writing.