

Request for Quote – Expert Facilitator for Poultry Welfare Standards and Guidelines Stakeholder Advisory Group Meeting

Request for quote released: 08 March 2019

Deadline for quotes: 5pm AEDST 01 April 2019

Animal Health Australia

Animal Health Australia (AHA) is a not-for-profit company that facilitates innovative partnerships between governments, major livestock industries and other stakeholders to protect animal health and the sustainability of Australia's livestock industry.

AHA works in partnership with our Members and other stakeholders to keep Australia free of new and emerging diseases and to improve animal health, enhance market access and foster resilience and integrity of the Australian animal health system. AHA's collaborative programs improve animal and human health, biosecurity, food safety and quality, market access, animal welfare and livestock productivity.

Animal Health Australia's requirement

AHA requires an expert facilitator to facilitate one two-day meeting of the poultry welfare standards and guidelines Stakeholder Advisory Group (SAG) on the 19 & 20 June 2019 in Canberra. The poultry SAG is comprised of approximately 40 representatives from all aspects of poultry care and management. The SAG meeting will be the third and final meeting of this group who will be considering the revised post-consultation draft Australian Animal Welfare Standards and Guidelines for Poultry (S&G).

The draft poultry S&G have been revised by the drafting group in response to an open public consultation that was undertaken from November 2017 – February 2018.

The facilitator will be briefed by and report to the Welfare Manager of AHA (the AHA point of contact). The facilitator is to remain independent of the issues being discussed.

The facilitator will facilitate the meeting ensuring that:

1. Process is managed to achieve the objectives of the meeting
2. All SAG members have equal opportunity to present their views and that those views are given due consideration by the SAG.

All enquiries are to be directed to:

Kelly Wall

Manager Welfare

Level 2, 95 Northbourne Ave, Turner ACT 2612

Postal Address: PO BOX 5116, Braddon ACT 2612

Phone: 02 6203 3948

Email address: KWall@animalhealthaustralia.com.au

Background

The development of the poultry S&G is an important initiative of all governments and poultry industries to guide the development of new, nationally consistent policies to enhance animal welfare arrangements in all Australian states and territories.

The following outcomes are identified for the Australian Animal Welfare Standards and Guidelines for Poultry Project:

1. Develop National Australian Animal Welfare Standards and Guidelines for Poultry¹ that:
 - Reflect contemporary scientific knowledge and sustainable practice
 - Provide competent animal husbandry advice
 - Reflect mainstream community expectations
2. Inform all those with responsibilities for the care and management of poultry
3. Provide standards and guidelines that can be reflected in industry-based quality-assurance (QA) programs.
4. Provide clear essential requirements ('Standards') for poultry welfare that can be verified and are transferable into legislation for effective regulation.

Standards will be the legal requirements for poultry welfare and will use the word 'must'. The Standards will provide the basis for developing and implementing consistent legislation and enforcement across Australia, including for industry QA schemes.

The main decision-making principles used for developing the Standards are to ensure that the Standards:

- Are desirable for livestock welfare
- Are feasible for industry and government to implement
- Are important for the livestock-welfare regulatory framework
- Achieve the intended outcome for livestock welfare.

Guidelines are the recommended practices to achieve desirable livestock welfare outcomes. The Guidelines will use the word 'should' and are designed to complement the Standards. Non-compliance with one or more Guidelines will not constitute an offence under law.

The first face to face SAG meeting was held in March 2016, and the second face to face SAG meeting was held in August 2016.

Further background information on the Poultry welfare standards and guidelines process can be found on the [Australian Animal Welfare Standards and Guidelines](#) website.

¹ Poultry include: chicken, duck, emu, geese, guinea fowl, ostrich, partridge, pheasant, pigeon, quail, turkey

Terms of Reference

AHA requires an independent expert facilitator to facilitate one, two day meeting of the poultry welfare SAG on the 19 & 20 June 2019 in Canberra. The facilitator will be briefed by and report to the Welfare Manager. The facilitator is to remain independent of the issues being discussed.

The facilitator will facilitate the meeting ensuring that:

1. Process is managed to achieve the objectives of the meeting
2. All SAG members have equal opportunity to present their views and that those views are given due consideration by the SAG.

Evaluation Criteria

	Criteria	Weighting
A	Independence – the facilitator should not have previously publicly expressed views on the issues under discussion and identify any conflict of interest.	30%
B	Appropriate qualifications and experience in facilitation	30%
C	Evidence of experience in attaining successful facilitating outcomes of meetings of large groups with diverse and conflicting views	40%

Milestones

Prepare for SAG meeting including briefing from AHA welfare manager	27 May 2019
Facilitate the SAG meeting	19 & 20 June 2019
Post-meeting debrief with AHA welfare manager	21 June 2019

Meeting dates

This project involves travel to Canberra (if required) for the facilitation of the Poultry welfare Stakeholder Advisory Group meeting three.

Date: **19 & 20 June 2019**
 Location: *East Lake Football Club*
 Griffith ACT 2603

Request for quotes

In submitting your Quote you must provide your response in Microsoft Word format with a maximum of 10 pages, and include the following:

- Name and qualifications of facilitator and associated personnel (if applicable) undertaking the project
- A summary of relevant experience of all personnel involved in the project
- A response to the proposed approach, including resources available
- A brief outline of identified key risks and proposed mitigation
- A proposed timeline, milestones and associated payment schedule (all proposed payments should be provided as figures excluding GST).
- Compliance to Privacy, confidentiality

Queries on the project may be addressed to the Welfare Manager. Quotes should be submitted to Kelly Wall, Welfare Manager, **by COB AEST 01 April 2019**.

Offer Validity Period: In submitting a Quote the Respondent agrees that their Quote will remain open for acceptance by the Buyer for four calendar months from the Deadline for Quotes.

Each Respondent will meet its own costs associated with the preparation and presentation of its Quote and any negotiations.

Animal Health Australia wishes to deal with a single Contractor for the required services. However, in the event that a conflict of interest is identified with the Contractor or one of its sub-contractors, the Animal Health Australia reserves the right to select another Tenderer for all or part of the Services.

Animal Health Australia may at any time, at its absolute discretion, withdraw this Request for Tender and/or change, suspend or terminate the tender process including without reference or notice to any of the Tenderers.