



**AgBiz Assist Ltd**

ABN 42 120 418 582  
PO Box 1619, Wodonga Vic 3689  
[www.agbizassist.org.au](http://www.agbizassist.org.au)

T: (02) 6057 5777 F: (02) 6100 6123  
E: [enquiries@agbizassist.org.au](mailto:enquiries@agbizassist.org.au)

# Expression of Interest

**Wine Industry Recovery and Resilience Program – Stage 2  
Industry Project Support Manager**

**To lead crisis coordination, communication, project management and specialised wine industry support to the North East Wine Zone**

**CONSULTANT BRIEF**  
for  
**Independent Contractor Consultancy Services**

EXPRESSION OF INTEREST NO.      ABA001

*Date: 15<sup>th</sup> July 2022*

## **CONTENTS**

### **Project Specific Details**

- 1 Expression of Interest**
- 2 The Project**
  - 2.1 Background
  - 2.2 Wine Industry Support Manager
- 3 Scope of Services**
  - 3.1 Component parts of Brief to be Undertaken
  - 3.2 Consultancy Structure
- 4 Terms and Conditions**
- 5 Program**
- 6 Lodging of Submissions**

### **Appendix 1- Selection Criteria**

## **Project Specific Details**

### **1 Expression of Interest**

AgBiz Assist as project manager to Stage 2 of the North East Wine Industry Recovery and Resilience Project is seeking expressions of interest from a suitably qualified consultant for the role of Wine Industry Support Manager for this project.

The consultant will report to the Project Manager and be required to manage the North East Wine Zone (NEWZ) Technical Working Group and Project Control Board. AgBiz Assist Ltd will recruit, support, and manage this position.

### **2 The Project**

#### **2.1 Background**

NEWZ encompasses the King and Alpine Valleys, Glenrowan, Beechworth and Rutherglen. The wine, and associated industries (i.e., tourism) are susceptible to bushfire and smoke events.

During and after previous bushfires the North-east wine industry has reported issues around coordination and communication to best prepare, respond and recover from bushfire and smoke events. The Wine Industry Recovery and Resilience Program objectives are to identify and where possible address those gaps.

This project has been separated into two stages. Stage 1 of the project has involved the development of the NEWZ Strategic Plan and is currently in the final stages of preparation. The Strategic Plan will provide planning documents to assist the industry to prevent, prepare, respond, and recover from future emergency events.

This EOI is for the Wine Industry Support Manager role for stage 2.

#### **2.2 Wine Industry Support Manager**

Stage 2 of this project includes deliverables as outlined in this EOI together with the development of database and response plan for the NEWZ and a desktop review of multi-peril insurance options. The Wine Industry Support Manager (WISM) will be responsible for managing the specialist consultants to deliver the database and desktop review.

The WISM will be responsible for the implementation of the NEWZ Strategic Plan and deliverables developed in Stage 1 in addition to a range of other tasks and responsibilities.

The position will be based in North East Victoria, supporting the five key wine areas as noted above. The role will require commitment to three days a week for the period of twelve months and will report to the Project Manager.

The successful consultant will demonstrate:

- Ability to build strong professional relationships within the wine industry to initiate and support ongoing advocacy and policy implementation with key stakeholders
- Experience in building business frameworks to support emerging issues and provide decision making procedures
- Experience in building collaboration within industry participants
- Ability to lead communications and coordination for appropriate crisis response
- Ability to disseminate and deliver strategic plan outcomes

The remuneration for this role will be negotiated based on experience and a pro rata allocation of 0.6 full time equivalent. All activities of this role will be included in the remuneration (e.g. car, travel, office equipment). A remuneration commencing from \$100,000 is in line with this role.

The application will be considered based on:

- Your relevant previous experience as outlined in a resume or experience statement, particularly regarding industry development and communication.
- Your project proposal based on a project outline responding to the deliverables listed below.
- Value for money based on your quotation of costs.
- Confirmation of appropriate professional indemnity, public liability insurance and Workcover insurance.

It is anticipated that the Consultancy will commence on the signing of the contract.

### **3 Scope of Services**

#### **3.1 Component parts of brief to be undertaken**

The components will include but not limited to this project will be as follows:

Component	Description
1.	Implement the NEWZ strategic plan and deliverables developed in stage 1 of the Wine Industry Recovery and Resilience Program including activities from the Full Bottle program.
2.	Build strong professional relationships with wine growers/producers, GI associations, industry, and government stakeholders in accordance with priorities identified from the completed strategic plan for the NEWZ.
3.	Advocate for the emergence of science across the industry to establish a decision-making framework that can be interpreted by all stakeholders. The technical working group and other members will assist in identification of these key issues.

4.	Build a collaborative wine region for the five in areas in northeast Victoria and build awareness of NEWZ in these areas.
5.	Lead NEWZ for communications and coordination on crisis response for the NEWZ and liaise with the Technical Working Group as a reference committee on the delivery of the crisis response.
6.	Support businesses associated with the NEWZ to access support programs and government grant.
7.	Assist with business recovery and support businesses to review their financial position and identify options to improve financial viability and business resilience.
8.	Support the delivery of improving technical knowledge regarding viticulture and wine making.
9.	Project manage the development of the NEWZ Database and a desktop review of multi-peril insurance options for the wine industry.
10.	Maintain the NEWZ database to be developed as part of the Stage 2 project.
11.	Provide regular progress reports to the AgBiz Assist Project Manager.

### 3.2 Consultancy Structure

The Consultant will report directly to the Project Manager and work closely with both the Project Control Board and the Technical Working Group for technical advice and direction. Associated reporting to the funding organisation (Agriculture Victoria) that falls within the consultancy will be required to meet agreed deadlines negotiated as part of the heads of agreement.

## 4 Terms and Conditions

Consultants are to be appointed for all components described above and the submission should contain a single lump sum fee to deliver the key components. The Technical Working Group will provide input and monitor the delivery of the components.

The consultants will be required to execute a standard AgBiz Assist consultancy agreement, which is available for perusal on request.

The consultants will be required to demonstrate that their professional skills and capacity meets the requirements of service delivery set out by the consultancy agreement and this brief.

The consultants are to provide confirmation of appropriate professional indemnity, public liability insurance and Workcover insurance.

## 5 Program

The consultants are to provide a preliminary program to reflect the tasks and milestones as part of their submission.

## 7 Lodging of Submissions

Submissions should be clearly marked **Wine Industry Recovery and Resilience Project – stage 2** and emailed to -

jan.barned@agbizassist.org.au

Submissions should be received no later than **12 noon Friday 5<sup>th</sup> August 2022.**

All queries should be directed through Jan Barned 0490 536 112

Note: Submissions received later than the date/time set out above will be considered to be a non-conforming EOI.

**Appendix 1-****Selection Criteria**

The broad criteria used in consultant selection will consider the following:

***Project Experience***

The relevant experience of the consulting organisation / group in working with or on a project of this type.

***Methodology / Approach***

Having a sound understanding of the issues surrounding the particular project and tailoring the sequence of activities to ensure that the desired project outcome is achieved. The ability to challenge and promote lateral thought amongst all parties is an important consideration.

***Program / Response***

A demonstration that the consultants have an awareness of the time constraints placed on the project, and, having considered the particular issues relevant to the project, have established the sequence of tasks and associated schedules necessary to achieve any predetermined timelines.

***Availability***

Consultant's history and resource capability to perform services and availability of key personnel.

***Fee Inclusions***

Scope of services included in the fee proposal and the appropriateness of the quoted amount to enable optimum service provision for the client.

***References***

Normally three referees should be provided to support the submission in relation to the type of work/role envisaged.