



Gladstone Healthy Harbour Partnership (GHHP)
Scope of Works
for
Communications Services

Proposal due 5.00pm, 22 October 2021

GHHP is hosted by the Fitzroy Basin Association Ltd. Contracts for GHHP Communications Services will be between the proponent and Fitzroy Basin Association.

1. BACKGROUND

Gladstone Harbour is Queensland's largest multi-commodity port, which is also rich in a myriad of marine resources, from fish and coral to seagrass and tidal wetlands. Gladstone Healthy Harbour Partnership (GHHP) was established in 2013 to report on all aspects of a healthy, accessible, working harbour.

GHHP is a partnership of government, industry, research and community groups with the primary goal of gaining a shared understanding of what a healthy harbour should be environmentally and economically.

The Partnership was formed to independently monitor and report on the continuing health of the harbour and to identify potential improvement opportunities based on rigorous science and strong stakeholder engagement.

The guiding principles of the partnership are:

- Open, honest and accountable management.
- Annual reporting of the health of Gladstone Harbour.
- Management recommendations and action will be based on rigorous science and strong stakeholder engagement.

GHHP is advised by an Independent Science Panel (ISP), which provides scientific advice and reviews and directs monitoring and research activities. This is to ensure that reporting of environmental, social, cultural and economic health of the harbour is supported by credible science. The ISP guide the research and monitoring that leads to the production of the annual Gladstone Harbour Report Card.

The Governance of GHHP is managed by a Management Committee. GHHP's Management Committee is a sub-set of the broader Partnership with an operational role. It guides the operation of the Partnership to meet its objectives on behalf of the Partners.

2. PURPOSE

GHHP is seeking the provision of communications services for the Partnership. The purpose is to develop and implement the GHHP Communication Plan. Two attachments provide further details: (GHHP vision, GHHP Communication Information Sheet).

3. SCOPE OF WORKS

The GHHP Communications Service provider is accountable for:

- Design and compilation of the annual GHHP Report Card and report
- Maintenance of GHHP website
- GHHP presence at the Gladstone Harbour Festival, Boyne Tannum Hook-up and Ecofest.
- Promotion of GHHP science expertise to wider community
- Development of fact sheets and education resource
- Promote GHHP activities through social media
- Promote GHHP activities through advertising
- Design, develop and distribute GHHP promotional materials and resources

Scope of Work: Communications Services for Gladstone Healthy Harbour Partnership

- Production and use of effective quality photographic material
- Management of GHHP branding and style guide
- Maintain the GHHP calendar of events

This scope of work is further outlined in the GHHP Communications Information Sheet.

4. COMMUNICATION

It is expected that the successful organisation will work closely with the GHHP Chair, GHHP Host Organisation, GHHP secretariat, GHHP Science team with fortnightly video/teleconferencing.

5. CONTRACT VALUE

The provision of communications services will be conducted on a fixed fee basis based on the value of the successful tender. The proponent must cover the costs of all expenses incurred during the execution of the delivery of these services including, but not limited to:

- Operating costs
- Salaries and on-costs
- Travel and accommodation
- Insurance

The payment schedule will be agreed to with the successful proponent/organisation but will be based on an upfront payment with subsequent payments subject to successful completion of agreed project milestones.

6. TERM OF CONTRACT

Commencement date is from one week after advice of acceptance of the proposal through to 31 December 2022.

7. PROPOSAL

The proponent should submit a proposal to undertake this work, which should include:

- A clear statement of the methods and approach to be used to meet the scope of works
- Details of the deliverables and the contractors experience
- Project timelines and milestones
- Budget (including any co-investments)
- Proposed payment schedule
- Personnel (including brief resumes outlining skills and experience on similar projects)
- Details of the contribution of each team member towards the outcomes.
- Details of public liability, worker's compensation and professional indemnity insurance
- Contractor/project lead's primary contact details

8. TENDER TIMEFRAME

Tender question period closes: 5:00 pm, 18 October 2021

Tender closure: 5:00 pm, 22 October 2021

Tender shortlist: 29 October 2021

Tender interviews (if required): 12 November 2021

Notification of tender awarding: 19 November 2021

The proposal must be submitted to Fitzroy Basin Association as the host of GHHP by 5:00 pm 22 October **2021**. Proposals should be submitted by email (admin@fba.org.au) in a single word or pdf format.

Contact: Jeff Krause, Partnerships Manager, Fitzroy Basin Association, Jeff.Krause@fba.org.au or 07 4999 2800.