

First Nations Voice Project

Consultant(s) Specifications



1 August 2022

1. Background

ACON's Innovate Reconciliation Action Plan (RAP) outlines the steps ACON will take to create opportunities for Aboriginal and Torres Strait Islander people of diverse genders and sexualities and Aboriginal and Torres Strait Islander people living with HIV to live their healthiest lives.

ACON's vision for reconciliation is an inclusive community where Aboriginal and Torres Strait Islander peoples and the wider community work together in the spirit of truth and in the pursuit of health equity. It is a community that respects Aboriginal and Torres Strait Islander people of diverse genders and sexualities' identities and cultures, listens to their voices, and ensures they are at the centre of health responses.

The RAP outlines clear actions and defines how ACON should work in partnership and collaborate with Aboriginal and Torres Strait Islander people. Central to the RAP is to prioritise the development of an Aboriginal and Torres Strait Islander-led *collaborative process for the development of strategic directions, programs and services* across ACON.

ACON's RAP commits to 'establishing and maintaining mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations and forming partnerships. Key strategies listed to accomplish this goal are:

1.3 Investigate, determine, and formalise an Aboriginal and Torres Strait Islander-led collaborative process for the development of strategic directions, programs, and services across ACON.

1.4 Commit to a community listening process to better understand what matters to Aboriginal and Torres Strait Islander people of diverse genders and sexualities.

ACON is establishing the *First Nations Voice Project* to deliver on the above strategies (1.3 and 1.4). Located within the Policy, Strategy and Research team, the *First Nations Voice Project* will oversee the development of high-level strategic dialogues between Aboriginal and Torres Strait Islander community members and ACON's Senior Leadership Team (SLT), Board, and staff.

ACON's Reconciliation Action Plan Working Group (RAPWG) will provide guidance to the development and implementation of the *First Nations Voice Project*.

The objectives of the *First Nations Voice Project* will be:

- to strengthen on-going dialogue and collaboration; between Aboriginal and Torres Strait Islander community members and ACON staff, management and the Board;



- to inform the development of programs and services for sexuality and gender diverse Aboriginal and Torres Strait Islander people and Aboriginal and Torres Strait Islander people living with HIV;
- to provide ACON with strategic input and guidance pertaining to health and social justice for all Aboriginal and Torres Strait Islander people; and
- to assist ACON to identify its on-going role with regards to issues affecting Aboriginal and Torres Strait Islander people.

The *First Nations Voice Project* will enable ACON to strengthen our programs, wherever we can. Where our resources are constrained, the *First Nations Voice Project* will inform our advocacy alongside Aboriginal and Torres Strait Islander-led organisations for additional funding for LGBTQ First Nations' health programs.

2. Scope of the consultancy project

The aim of the project is to conduct a culturally appropriate community listening and truth telling process across NSW, aimed at informing ACON of the:

- most appropriate governance structure to ensure collaboration for the development of strategic directions, programs and services across ACON;
- health needs and priorities for Aboriginal and Torres Strait Islander LGBTQ communities;
- key strategies for ACON to effectively engage with Aboriginal and Torres Strait Islander LGBTQ communities; and
- key issues facing Aboriginal and Torres Strait Islander LGBTQ communities when accessing ACON services.

3. Consultant's Responsibilities

The consultant will be responsible for the following:

- Refining the project approach based on community consultations and existing literature on effective community listening and truth telling processes with Aboriginal and Torres Strait Islander LGBTQ communities.
- Conducting a **community & stakeholder consultation process** through mixed methods, across NSW with support of key members of the RAPWG and ACON SLT, including:
 - facilitating **one kick-off session** with the ACON SLT and the RAP Working Group to refine the project governance structure and project roadmap;
 - seeking input and participation from key community members, government and non-government services provider, community businesses, and researchers;
 - conducting up to up to **10 individual interviews** with key community members, government and non-government services provider, community businesses, and researchers;



- facilitating 5 **'yarning circles' or other culturally appropriate community meetings** (three to be held in regional and rural areas) with key community members, government and non-government services provider, community businesses, and researchers;
 - providing **1 report back session** (presentation) to the ACON SLT and the ACON RAPWG and facilitating a discussion; and
 - other consultation activities as negotiated with the Manager, Policy, Strategy and Research, ACON.
- Preparing **1 short project progress report** to be provided to ACON mid-way through the project.
 - Preparing **a final report** outlining findings of the community & stakeholder consultation process.

4. ACON's Responsibilities

ACON's responsibilities include:

- Providing access to relevant ACON documentation and contacts
- Assisting in the coordination of consultation events across NSW
- Providing input and guidance on the project
- Providing feedback on all draft documents
- Management of the consulting project
- Book and pay for venue hire and catering costs for the consultation community events.
- Pay for Welcome to/Acknowledgement of Country fees and any other associated cultural protocol expenses
- Pay for speaking and sitting fees for community participants
- Coordination and secretariat support for the Project Advisory Group

5. Deliverables

- Kick off session with ACON SLT and RAPWG.
- Brief report on the literature review on effective community listening and truth telling processes with Aboriginal and Torres Strait Islander LGBTQ communities for community-based organisations, and a roadmap.
- Community & stakeholder consultation process (conducting 10 individual interviews and facilitating 4 yarning circles across NSW).
- Report back session.
- Mid-term Progress Report on the community & stakeholder consultation process.
- Final Report on the community & stakeholder consultation process.

6. Reporting

The consultant's main contact will be the Associate Director, Policy, Strategy and Research, ACON.



The consultant will have regular meetings with the Associate Director, Policy, Strategy and Research and the Manager, Policy, Strategy and Research, ACON to discuss progress of implementation of the First Nations Project.

The consultant will be required to sign an ACON Consultancy Contract. A draft copy of the ACON template consultancy contract is available upon request to policy@acon.org.au

7. Project Governance

Implementation of the First Nations Voice Project will be supported by a small Project Advisory Group.

The role of the Project Advisory Group is to guide the implementation of the community & stakeholder consultation process.

Secretariat for the Group will be provided by the Policy, Strategy and Research Team. The Project Advisory Group be co-chaired by a member of the Aboriginal and Torres Strait Islander LGBTQ community and the Manager of Policy Research and Strategy, ACON. The frequency of meetings is to be determined.

The Project Governance will be refined based on initial consultations.

8. Project Timeline

Milestone	Date
Consultant appointed	September 2022
Stakeholder interviews / consultation	Oct-March 2022
Mid Term Progress Report	December 2022
Final Report and feedback to ACON Senior Leadership Team and RAP Working Group	June 2023

Our intention is to continue ongoing dialogue and the First Nations Voice project beyond the involvement of the consultant.

9. Payment of fees

The consultant will be paid fees in three phases:

1. On commencement of the project.
2. On the completion of stakeholder interviews.
3. On completion and delivery of the final Project Report.

10. Expression of Interest



The submission should include:

- A resume outlining the consultant(s) skills and experience working with Aboriginal and Torres Strait Islander people in NSW (max. 4 pages). A good understanding of LGBTQ+ communities is essential.
- An outline of the proposed approach to deliver the Project aims (max. 4 pages)
- A proposed budget, including a statement of fees based on the intended approach, distinguishing between consultancy fees and other costs (e.g., travel costs). The person-day effort represented by the consultancy fees should be stated.
- The names and contact details of two referees for whom the consultant has conducted similar projects.

11. Closing Date:

The closing date for expressions of interest is 31 August 2022 COB.

Contact: policy@acon.org.au