

First Nations Listening and Truth Telling Project: Consultant Specifications



Background

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

Our vision for reconciliation is for 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 one of a community that respects Aboriginal and Torres Strait Islander people of diverse genders and sexualities' human rights, identities, and cultures, listens to their voices, and ensures they are at the centre of health responses that affect them.

Our vision for the outcome of the Innovate RAP is for a community committed to a listening and truth telling process, where Aboriginal and Torres Strait Islander peoples are truly heard, and a healing process can be enabled.

It is for an ACON community that makes meaningful change to address what is heard in that truth-telling process, by building relationships, respect, and opportunities in the pursuit of health equity for all Aboriginal and Torres Strait Islander people of diverse genders and sexualities.

The actions outlined in this RAP are designed to take us on that truth-telling journey and will provide us with outcomes to implement, to bring us closer to our vision of everyone in our communities, especially Aboriginal and Torres Strait Islander people, having the opportunity to live their healthiest lives.

Key actions listed in the RAP designed to accomplish these goals are:

1.3 Commit to a community listening process to better understand what matters to Aboriginal and Torres Strait Islander people of diverse genders and sexualities as ACON moves towards truth-telling and accountability as an organisation.

1.4 Following from actions in 1.3 undertake a collaborative process that identifies strategic directions for programs and services that ACON will advocate for and implement as appropriate.

To deliver on actions 1.3 and 1.4, ACON seeks to establish a *First Nations Listening and Truth Telling Project*.

The Project will be administered through the Policy, Strategy and Research Division at ACON, and will oversee a process of dialogue 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), and the Project Advisory Group, will provide guidance to the development and implementation of the Project.



The objectives of the *First Nations Listening and Truth Telling Project* will be to:

- Strengthen ongoing dialogue and promote collaboration between Aboriginal and Torres Strait Islander community members and ACON staff, management, and the Board.
- 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.
- Guide ACON's strategic approach to the improvement of health outcomes for Aboriginal and Torres Strait Islander people of diverse sexualities and genders.
- Identify ACON's ongoing role with regards to issues affecting Aboriginal and Torres Strait Islander people of diverse sexualities and genders.
- Guide ACON's ongoing advocacy around social justice for all Aboriginal and Torres Strait Islander people.

The *First Nations Listening and Truth Telling Project* will enable ACON to strengthen our programs, wherever we can. Where our resources are constrained, the *First Nations Listening and Truth Telling Project* will inform our advocacy for additional funding for LGBTQ+SB Aboriginal and Torres Strait Islander health programs, ensuring this advocacy work is enacted alongside Aboriginal and Torres Strait Islander-led organisations.

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Important information for potential applicants

We strongly encourage applications from consultants with:

- A deep understanding of the issues facing LGBTQ+SB Aboriginal and Torres Strait Islander communities in NSW.
- Strong connections with LGBTQ+SB Aboriginal and Torres Strait Islander communities in NSW.
- Lived experience within and knowledge of the LGBTQ+SB Aboriginal and Torres Strait Islander community.

Registering your interest in the Project by 8th July 2024

If you are a prospective applicant, please first register your intention to submit an EOI before the due date **by submitting a resume**, so we know who you are and that you are interested in the project.

Please send an email **with your resume attached** to policy@acon.org.au to briefly introduce yourself to us by the **8th of July 2024**, regardless of whether you go on to submit a full expression of interest or not.

Submitting a complete expression of interest (EOI) by COB 5th of August 2024

Expressions of interest should include:



1. **A resume** outlining the consultant(s) skills and experience working with Aboriginal and Torres Strait Islander people, including LGBTQ+SB Aboriginal and Torres Strait Islander People in NSW (max. 4 pages).
2. **A description of your approach** that demonstrates your experience working specifically with LGBTQ+SB Aboriginal and Torres Strait Islander communities.
3. **A statement noting whether the applicant is applying for Phase 1 and/or Phase 2**
4. **An outline of the proposed approach** to the delivery of the Project aims (max. 4 pages per Phase)
5. **A proposed timeline** that is culturally appropriate and considered, including timing commitments or constraints relevant to the applicant.
6. **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.
7. **The names and contact details of two referees** for whom the consultant has conducted similar projects.

Closing date

The closing date for submitting expressions of interest is **COB Monday 5th August**. Please inform us as soon as possible if you are intending to provide an EOI.

Please submit your EOI, and any additional questions or queries to: policy@acon.org.au

If you are interested in this project but cannot meet the application deadline or cannot accommodate the schedule, please contact us prior to the submission date, to discuss.

Scope of the consultancy project

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

- The health needs and priorities of LGBTQ+SB Aboriginal and Torres Strait Islander communities.
- Key strategies for ACON to effectively engage with LGBTQ+SB Aboriginal and Torres Strait Islander communities in NSW.
- Key issues facing LGBTQ+SB Aboriginal and Torres Strait Islander communities when accessing ACON services.
- The most appropriate governance structure to ensure meaningful and effective collaboration in the development of strategic directions, programs, and services for LGBTQ+SB Aboriginal and Torres Strait Islander communities.

This project will comprise two separate phases:

Phase 1: The conducting of a listening and truth telling process designed to enable meaningful listening, including the hosting of community meetings aimed at improving ACON's understanding of the key priorities of LGBTQ+SB Aboriginal and Torres Strait Islander communities.



Phase 2: An ACON and sector wide engagement strategy communicating the outcomes of the listening and truth telling process and making recommendations for the organisation and the sector more broadly. This phase will include strategic meetings with experts, researchers, funders, and other relevant stakeholders aimed at engaging the rest of sector with the issues raised in the initial phase and facilitating discussion on strategies to address them.

Consultant(s) responsibilities

Depending on capacity and expertise, consultants may apply to deliver Phase 1, Phase 2, or both Phases.

Phase 1: The delivery of a listening and truth telling process to better understand what matters to Aboriginal and Torres Strait Islander people of diverse genders and sexualities.

In this phase, the consultant will be responsible for the following:

- **Refine the approach** to an effective community listening and truth telling processes with LGBTQ+SB Aboriginal and Torres Strait Islander communities.
- **Conduct a series of community meetings** across NSW, with support from ACON staff.
- **Delivery of monthly progress report backs** on the process and outcomes of the first phase of the project.

Phase 2: Analyse the findings of the listening and truth telling process and engage the sector with the outcomes, to inform the development of strategic directions for programs and services.

In this phase, the consultant will be responsible for the following:

- **Analyse the outcomes of phase 1** and make recommendations for new strategic directions for both the organisation and the sector more broadly.
- **Conduct a series of meetings** with experts, researchers, funders, and other relevant stakeholders to engage the broader sector with the strategic recommendations of the final report.
- **Produce a report** that details the strategic directions for ACON and the sector, with a rationale informed by the findings and outcomes of Phase 1, making any relevant additional recommendations to realise these directions.

ACON's responsibilities

ACON's responsibilities for supporting the project include:

- A commitment to listening as the truth telling process unfolds across every division in the organisation.
- Providing access to relevant ACON documentation and contacts.
- Providing input and guidance on the Project, where appropriate.
- Providing feedback on all draft documents.

- Administrative support for the Project (including assisting with coordinating events, travel, accommodation, sitting fees, etc).
- Paying for Welcome to Country fees and any other associated cultural protocol expenses.
- Coordination and secretariat support for the Project Advisory Group.



Deliverables

Proposed deliverables could include:

Phase 1:

- Kick off session with ACON SLT and RAPWG to refine the Project governance structure and the Project roadmap.
- Finalised work plan with a rationale for the process used.
- A community consultation process, such as a series of ‘yarning circles’, or other culturally appropriate community meetings with key community members, of which several must be conducted in regional or rural locations across NSW.
- Monthly progress report backs to the Director of Policy, Strategy and Research at ACON.
- Final report back detailing the outcomes of the consultation process.
- Other consultation activities as negotiated with the Director of the Policy, Strategy and Research Division at ACON.

Phase 2:

- Initial session with ACON SLT and RAPWG to refine the approach.
- Finalised work plan.
- A series of meetings with sector colleagues across research, community organisations, and government to understand the findings of Phase 1 and determine strategic directions based on the findings.
- Final Report that analyses the findings of Phase 1 and the sector consultation to provide strategic directions and recommendations to realise these directions.
- Other consultation activities as negotiated with the Director of the Policy, Strategy and Research Division at ACON.

Reporting

Consultants’ main contact will be the Director of Policy, Strategy and Research at ACON.

Consultants will have regular meetings with the Director of Policy, Strategy and Research and the Policy and Development Officer at ACON, to discuss the progress of implementation of *The First Nations Listening and Truth Telling Project*.

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

Project governance

Implementation of the *First Nations Listening and Truth Telling Project* will be supported by a small Project Advisory Group, comprising members of ACON's RAP Working Group.



The role of the Project Advisory Group is to offer guidance in the process of implementing the listening and truth telling process.

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

The Project Governance will be refined in collaboration with the consultant and Project Advisory Group.

Project timeline

Project timelines can be discussed, with consideration for the consultant's availability and scheduling. We anticipate Phase 1 will take up to 12 months, and Phase 2 up to 6 months.

Budget

Phase 1 has a total budget of \$60,000. Phase 2 has a total budget of \$40,000. This budget must cover:

- Consultant fees.
- Any required travel and accommodation for the consultant.
- Sitting fees for community member consultations.
- Costs associated with meetings (room bookings, catering).
- Any other expenses associated with production of deliverables.

ACON staff are on hand to support the administration of the project, including booking meeting rooms, travel and accommodation, organising sitting fees, and other administrative tasks to support delivery of the project.

Important dates and requirements

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Expression of interest (EOI)

Include:

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2. **Description of your approach**
3. **Statement noting whether the applicant is interested in Phase 1 and/or Phase 2**
4. **Outline of the proposed approach** (max. 4 pages per Phase)
5. **A proposed timeline**

6. **A proposed budget**
7. **The names and contact details of two referees**

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