

Community Sector Disaster Capability Project

Local Host Organisations

Expression of Interest Guidelines

Thank you for your interest in the Community Sector Disaster Capability (CSDC) Project. These Guidelines are to assist not-for-profit organisations in applying for the role of CSDC Local Host Organisations. They should be read in conjunction with the Program Overview.

Disaster Risk Reduction Fund

The Community Sector Disaster Capability (CSDC) Project has been funded under the Local & Regional Risk Reduction stream of the Disaster Risk Reduction Fund (DRRF).

The DRRF is jointly funded by the New South Wales (NSW) and Australian governments and is targeted at locally led initiatives to help keep communities safe in the future. The DRRF is administered by the NSW Reconstruction Authority.

The DRRF aims to deliver direct risk reduction and risk mitigation solutions, build capabilities in disaster risk reduction, and promote collaboration between local communities, councils and other stakeholders. The DRRF has three funding streams and offers \$52 million in total to build resilience and help reduce, mitigate and manage the risks of future disasters.

About the Community Sector Disaster Capability Project

The Project is being delivered by the NSW Council of Social Services, in partnership with AbSec and the Local Community Services Association.

The aim of the CSDC Project is for the social services sector to be more effectively integrated into disaster management systems, in particular to reduce disaster risk for both services and the people they support. The Project aims to build a collaborative, networked approach so that local community organisations working with vulnerable population groups can bring their expertise, knowledge and connections into play, can develop their capacity to identify, assess and mitigate risks for the communities they are working with, and can help strengthen ongoing interactions with formal disaster management systems.

The Project is shaped by a recognition that top-down approaches to disaster risk reduction by themselves don't work. That the strengths and capabilities of vulnerable communities need to be leveraged to reduce the impacts of disasters, and that place-based community sector organisations, with their skills, knowledge and trusted connections to vulnerable groups, can play an invaluable role in planning and preparing for future disasters.

With guidance from community services organisations in the target locations, the Project will develop processes, activities and resources to strengthen organisational capacity and leverage local disaster management expertise to assist individuals, households and communities to reduce disaster risk, in particular for people who are vulnerable and clients of local services.

The Project will involve a local, place-based organisation in each target location, working with a network of community service organisations from across the identified Local Government Areas, undertaking local engagement, mapping, and capacity building activities, and strengthening relationships with local emergency management systems and processes. Local Hosts will be supported by a small Project team based at NCOSS and guided by input from AbSec and LCSA.

We are excited to be able to offer the Project for one year from April 2023 in:

- the Hawkesbury Local Government Area (Hawkesbury City LGA),
- Northern Rivers (Ballina, Lismore and Richmond Valley LGAs)
- South Coast (Bega Valley, Eurobodalla and Snowy Monaro LGAs).

Call for Expressions of Interest - Local Host Organisations

We invite interested, locally based social sector and First Nations organisations to apply to host the Community Sector Disaster Capability Project in one of three pilot locations.

We are seeking a Local Host Organisation from within each of the target locations to lead the local mapping, engagement, relationship and capacity development activities to enable locally led and owned place-based disaster risk reductions efforts and collaboration.

Who can apply?

Eligible organisations must:

- Be a registered charity or Aboriginal Community Controlled Organisation.
- Be receiving at least \$100,000 p/a in government or philanthropic funding in 2022/23 and 2023/24 to deliver human services in the target locations.
- Be a small-to-medium sized organisation whose main focus of activity is in the target location.

Organisations do not need to be a member of NCOSS, the LCSA or AbSec.

First Nations and Aboriginal Community Controlled Organisations are strongly encouraged to consider applying.

Applicants can propose to undertake the Local Host role in collaboration with other local not-for-profit organisations through sub-contracting arrangements. Expressions of Interest should clearly identify the lead organisation proposing to contract with NCOSS.

Guiding Principles for the Project

- Meaningful, ongoing disaster risk reduction outcomes require coordinated and collaborative effort between the community, non-government and government initiatives.
- Centring community voice and strengths is integral to effective disaster risk reduction.
- Place-based community services organisations provide an integral linking role between communities - especially vulnerable populations - and government and non-local services. This is a critical tool for community disaster risk reduction.

- The capabilities of place-based community services organisations should be reinforced wherever possible.

Key Requirements – EoI Assessment Criteria

The successful Local Host Organisation will have:

- Experience supporting vulnerable population groups including those with complex issues.
- A good understanding of the needs of vulnerable population groups in the target location and sound knowledge of the network of community organisations that support them.
- Strong existing local networks and capacity to strengthen constructive working relationships with other local social sector and Aboriginal Community Controlled Organisations.
- Ability to build relationships and engage effectively with local disaster agencies and government services and agencies to enable exchange, collaboration and Disaster Risk Reduction capacity-building.
- Experience working with disaster impacted communities and organisations.
- Sound governance and be well regarded by the local service sector, with a proven track record leading innovation locally.
- Commitment and capacity to commence the project in May 2023 and deliver on milestones within the project timeframes.

Key Responsibilities of Local Hosts

Key responsibilities of Host organisations include:

- Developing a two-way exchange of knowledge and expertise between the local Emergency Management and community sectors to enable a strong cross-sector understanding of vulnerability, disaster risks and the collective actions to reduce them.
- Drawing on the knowledge and expertise of local Aboriginal communities and Aboriginal Community Controlled Organisations to strengthen the community's understanding of First Nations approaches to disaster risk and collective actions to reduce it.
- Connecting with local communities, particularly high risk groups and locations, to deepen understanding of local strengths and disaster risks and to facilitate their involvement in planning and preparing for future disasters.
- In partnership with local communities, social sector and Aboriginal organisations and the local Emergency Management sector:
 - Undertaking local community engagement using a variety of methods and mapping to identify strengths, assets, risks and vulnerabilities, plus reviewing lessons learnt from recent disasters
 - Collaboratively identifying, developing and implementing, with the involvement of disaster risk reduction experts, risk reduction approaches and a program of risk reduction/capacity building activities and resources to build the resilience of services and vulnerable communities.
- Project and expenditure reporting, employment and management of local Project staff, attending project meetings convened by NCOSS, collecting Project data using provided tools, participating in and supporting evaluation activities.

How Local Hosts will be supported?

Local Hosts will be provided guidance and support by the Project team based at NCOSS, with the assistance of project partners AbSec and the LCSA.

The NCOSS team has responsibility for supporting local engagement through strategic and regional networking so that agencies are engaged 'up the line' and encouraged to embed and support new ways of working with the non-government sector arising from the local projects.

The project will also be supported by a Reference Group providing advice and expertise to support effective delivery and achievement of outcomes.

It is a requirement of the DRRF that each funded project develop and deliver on a Monitoring and Evaluation Plan which aligns with the Project Evaluation Plan. Responsibility for the CSDC Monitoring and Evaluation Plan sits with NCOSS, with support from AbSec and the LCSA. Local Hosts will be required to collect evaluation data using tools and systems provided, and participate and support evaluation activities.

What will Local Hosts receive?

A Host Organisation will receive:

- A \$10,000 Hosting Fee
- Funding and support to recruit, pay and manage two locally based Project staff:
 - 1 x 1FTE Local Project Coordinator – Level 7 SCHADS
 - 1 x 0.6FTE Local Project Officer – Level 5 SCHADS
- Funds for local engagement and capacity building activities, equipment, resources and travel – to be negotiated as part of the funding agreement
- Access to Disaster Risk Reduction learning and development opportunities
- Access to activities and resources developed through the Project for your staff and volunteers, and support engaging with government entities.

Timeframes

NCOSS has been contracted by the NSW Reconstruction Authority to complete the project, including the evaluation and final report by 30 June 2024. Based on our contracted Milestones and Deliverables, key delivery timeframes for Local Hosts are as follows:

April 2023: Assessment of Expressions of Interest, preliminary offers of preferred Local Host organisations and negotiations, contracting.

May – September 2023: Mapping strengths and risks. Strengthening local relationships and networks. Local engagement on experiences and learnings from recent disasters, and what needs to change locally.

October 2023 – March 2024: Local capacity building activities, resources and tools, engagement and collaboration with Emergency Management sector.

April 2024: Finalising project activities and next steps, reporting and supporting evaluation activities.

EoI Assessment and Contracting

The assessment panel will comprise NCOSS, AbSec and LCSA representatives plus at least one local independent panel member. All Expressions of Interest received by the closing date will be read and assessed by the assessment panel and preferred applicants identified. The assessment process will be agreed by all panel members before applications are provided for assessment.

Reference checks of those providing letters of support may then be undertaken. Preferred and second-ranked applicants will then be identified for each location.

NCOSS will then make preliminary offers and open negotiations with preferred applicants in each region. Where a preferred provider does not wish to proceed or NCOSS and the preferred provider cannot agree on the terms of an agreement within 2 weeks of the preliminary offer being made, NCOSS may open negotiations with the second-ranked applicant. NCOSS will advise the preferred applicant prior to approaching the second-ranked applicant.

All applicants will be advised once NCOSS has executed an agreement in each location.

More information and how to apply

A simple application form is available from the NCOSS website www.ncoss.org.au/disaster-capability/.

If you are interested in this opportunity, please complete the application form and email it with attachments to eleanor@ncoss.org.au by **5.00pm on Thursday 6 April 2023**.

An online information session about the Call for Expressions of Interest will be held at **1.00pm – 2.00pm, Thursday 23 March**. An overview of the project and EoI process will be presented and there will be an opportunity for Q&A. To register, go to www.ncoss.org.au/events/. A summary of the Q&A will be published on the NCOSS website following the session.

For further information or questions, you may contact:

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