Expression/s of Interest
From individuals and organisations to support the operations of ACAL

The Australian Council for Adult Literacy Inc (ACAL) is a not-for-profit organisation that aims to raise government, industry and community awareness about the importance of a literate and numerate population, and to promote best practice amongst teachers of adult literacy and numeracy.

In pursuance of these aims ACAL undertakes a number of activities – it leads debate, responds to government papers and policies, organises a national annual conference and other professional development activities related to adult literacy and numeracy practice and policy and provides opportunities for debate as well as information on current policies and services. ACAL also produces a regular newsletter, Literacy Link and other occasional papers.

ACAL is governed by an elected Executive. The Executive is elected annually and includes the President, Vice President, Immediate Past President, Secretary, Treasurer and a representative of each state and territory Council for adult literacy and numeracy in Australia.

More information about ACAL can be found on the ACAL website - www.acal.edu.au

Activities to support ACAL

ACAL is calling for expressions of interest from individuals and/or organisations to undertake the activities as outlined below.

Preference will be given to one organization, individual or a consortium to undertake all the activities. However, individuals or organisations who are interested in undertaking only one or some of the activities are also encouraged to put in an Expression of Interest.

1. Production of Literacy Link
Production of 4 issues of Literacy Link. Literacy Link is a 16 page A4, saddle stitched newsletter produced in two colours.

Tasks to be undertaken are:
- establishing a 12 month publication plan and timeline
- liaison with writers and collecting copy (in consultation with the Editorial Committee)
- ensuring the publication reflects ACAL’s aims
- providing advice/ guidance to the editorial committee
- copy editing and proof editing

1 Some activities may be subject to funding from the Department of Education, Science and Training
• desktop publishing
• preparing files for printing
• organising printing
• ensuring quality product
• distribution of approx. 1,500 copies to individuals and organisations throughout Australia
• working with the person/organisation providing administrative support to ensure the database is up-to-date
• provision of Literacy Link as a PDF file for the ACAL website.

2. Production of an e-newsletter
Production of 4 issues of an e-newsletter. This is a new activity and will require the development of the newsletter template, masthead and general ‘look’.

Tasks include:
• establishing a 12 month publication plan and timeline
• collecting copy from a range of sources including websites, Executive members, DEST, Industry Skills Councils, etc – this will include up-to-date news on events, policy, funding opportunities, and good news stories
• preparing copy for publication
• copy editing and proof editing
• desktop publishing
• distribution of e-newsletter
• provision of e-newsletter in a format for web access
• working with the person/organisation providing administrative support to ensure the database is up-to-date.
• Liaison with ACAL’s website manager

3. Production of occasional papers, reports or flyers
Desktop publishing and production of up to two occasional papers/reports of up to 60 pages in total (For example, one 20 page paper and one 40 page report or one 60 page report) or equivalent. Flyers/brochures may be produced instead of the report/s. This will be by negotiation.

4. Administrative support to the Executive
The following administrative tasks are undertaken to support the Executive:
• maintain filing system
• arrange teleconferences for executive and working groups
• arrange air travel and accommodation as directed by treasurer in accordance with travel policy
• maintain membership records
• maintain up-to-date database of members and recipients of Literacy Link and the e-newsletter
• follow up enquiries from members
• develop fliers, agendas and simple promotional materials as required
• maintain MYOB accounting system
• process accounts receivable and banking
• process accounts payable, email summary to president (or other as instructed) for payment authorisation, send cheques and accompanying documentation to treasurer for signing and despatch.
• attend to quarterly GST report by the due date
• prepare quarterly financial report and send to treasurer
• arrange audits as required
• assist treasurer in preparation of budgets and planned expenditure
• additional duties as arranged and mutually agreed

Currently these activities are performed in approximately one day a week.

5. **Organisation of forum or other professional development activity**
One forum or other one-day professional development activity is held each year.

Work with the Professional Development working group to:
• develop plan and timetable for forum
• organise speakers
• advertise activity
• register participants
• produce namebadges, participant lists and other materials required for the activity
• produce evaluation forms
• oversee event on day
• draft forum report.

6. **Executive support**
Work with the executive committee and strategy working group to support ACAL’s mission and strategy. Tasks include:
• preparing responses to government papers and policies
• preparing funding submissions
• supporting the working of the executive committee and sub-groups.
• ensuring the effective management of funded projects
• raising the profile and increase the impact of ACAL
• undertaking PR activities
• build links with other organisations.

**Office facilities**
The contractor/s will provide the office and office facilities. Some equipment may be available.
Period of contract
ACAL will enter into contract with one or more contractors for a 12 month period from July 18, 2005, or upon severance by the Principal or Contractor/s prior to the 12 month period.

Other requirements
The Contractor/s will be expected to take out and keep in force:
- a workers compensation insurance policy required under the provisions of the Workers Compensation Act 1987 or any other relevant legislation
- a legal liability (or public liability) insurance policy indemnifying the Contractor and the Principal for any liability that it may incur for the death or personal injury of any person or the loss, damage or destruction of any property of any person arising out of the carrying out of obligations under this agreement and providing cover for an amount of not less than $5,000,000 in respect of any one occurrence.

Selection criteria
Expressions of interest will be assessed against the following criteria as appropriate to the activities to be undertaken.

- Evidence of understanding of adult literacy and numeracy policy and practice
- Understanding of how policy links to adult literacy and numeracy provision
- Evidence of ability to produce a high quality publication
- Evidence of ability to produce a high quality e-publications
- Evidence of ability to undertake administrative tasks
- Evidence of ability to undertake bookkeeping and financial tasks
- Evidence of ability to write high quality submissions and reports
- Evidence of ability to organise professional development activities
- Evidence of ability to work to timelines and budgets
- Evidence of ability to communicate with a range stakeholders
- Cost including value for money

Selection process

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<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Advertise Expression of Interest</td>
<td>Week beginning 9 May</td>
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<tr>
<td>Expression/s of interest due</td>
<td>10 June</td>
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<tr>
<td>Notification of receipt of expressions of interest</td>
<td>20 June</td>
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<tr>
<td>Notification of successful expressions of interest</td>
<td>30 June</td>
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<tr>
<td>Contract begins</td>
<td>18 July</td>
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Selection will be undertaken by the ACAL office bearers and other nominated Executive members.

Expressions of interest should be emailed to: Jan Hagston, Co-President ACAL at multif@multifangled.com.au

Expressions of interest should be received by close of business on 10th June 2005.

Enquiries relating to Expressions of interest should be directed to:

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<tr>
<th>Date</th>
<th>Contact Person</th>
<th>Phone Number</th>
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<tr>
<td>9 – 18 May</td>
<td>Jan Hagston, ACAL Co-President</td>
<td>0410 569 430</td>
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<tr>
<td>19 May – 6 June</td>
<td>Pauline O’Maley, ACAL Co-President</td>
<td>9372 0675 (bh) or 0418 357 958</td>
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