



Expression of interest **Aboriginal Facilitator**

Cultural Safety and Workforce
Development in Mainstream Service

Due: 3:00pm, Tuesday 9 December 2025

EOI Reference No: EOI-2526-13





Acknowledgement to Country

COORDINARE - South Eastern NSW PHN acknowledges the Traditional Owners and Custodians of the lands across which we live and work.

We pay our respects to Elders past, present and emerging, and acknowledge Aboriginal and Torres Strait Islander peoples' continuing connection - both physical and spiritual - to land, sea and sky.

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Introduction

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities. We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

> **More information about COORDINARE – SENSW PHN can be found on our [website](#)**

COORDINARE is inviting Aboriginal and Torres Strait Islander (henceforth referred to as Aboriginal) cultural facilitators and/or educators to apply for funding to facilitate cultural education sessions for mainstream providers to promote cultural safety.





Funding

The COORDINARE catchment consists of 12 local government areas and territories shown in our Health Snapshot [here](#). A total budget of approximately **\$40,000 ex GST** is available to facilitate a minimum of eight cultural education sessions across South Eastern NSW in the 2025 – 2026 financial year. Each session is expected to accommodate 20-25 participants.

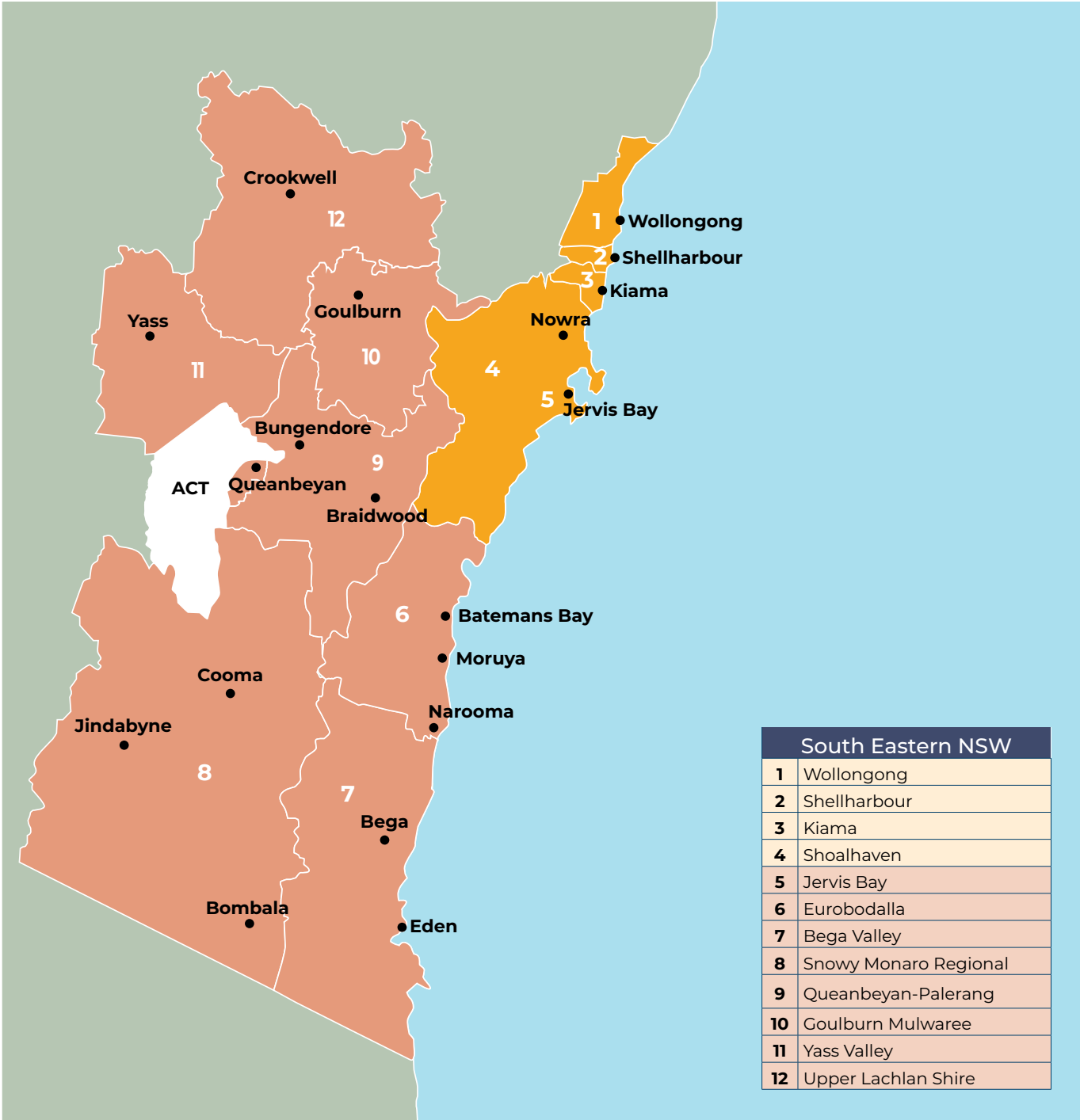
Proposals of varying size and scale are being sought through this process. Applicants can apply for up to \$20,000 to deliver training in one part of the catchment (either Northern or Southern), or up to \$40,000 to deliver across both parts of the catchment.

COORDINARE recognises the diversity and dynamic nature of Aboriginal communities, and the value of culturally grounded, localised knowledge. To support this, funding will be provided for up to two cultural facilitators/educators to deliver tailored cultural safety training to primary care providers across the South Eastern NSW region.

	Northern	Southern	Both regions
Funding Available	Up to \$20,000 ex GST	Up to \$20,000 ex GST	Up to \$40,000 ex GST
Number of Sessions	At least four sessions	At least four sessions	At least eight sessions
Number of Participants	Approx. 20-25 participants per session	Approx. 20-25 participants per session	Approx. 20-25 participants per session
Location of Sessions*	Locations to be decided through negotiation between successful applicant and COORDINARE.	Locations to be decided through negotiation between successful applicant and COORDINARE	Locations to be decided through negotiation between successful applicant and COORDINARE



Map of Northern and Southern regions within COORDINARE catchment.



Northern catchment



Southern catchment



Who can apply?

This process is what COORDINARE calls an 'Open Expression of Interest' (EOI).

What this means is that any Aboriginal cultural educators/facilitators who live on or have cultural and community connections to Country in the COORDINARE catchment can apply to facilitate sessions in either the northern region, the southern region, or both. In responding to the EOI, you will be required to note which part of the region, and how much funding you are applying for.

Applications are welcome from both individuals and organisations (provided a facilitator is nominated).

Background & Funding purpose

Across Australia, 54%¹ of Aboriginal people access their primary healthcare through mainstream services. The cultural safety of mainstream services has a direct impact on the health outcomes of Aboriginal consumers. In mainstream settings, Aboriginal people are more likely to experience cultural disrespect, denial, and a lack of acknowledgement². Due to this, it is the responsibility of mainstream services to purposefully develop culturally safe spaces, procedures, and clinical care.

The purpose of this funding is to support mainstream service providers to improve the care they provide to Aboriginal consumers through cultural safety training and education.

As part of this project, mainstream service providers, including mainstream primary care providers and COORDINARE commissioned bodies, will be invited to participate in cultural training sessions with an Aboriginal cultural facilitator and/or cultural educator. The purpose of these sessions will be to empower mainstream providers to better understand the perspective of Aboriginal consumers and reflect on their own practices and biases.

As an experienced Aboriginal cultural educator/cultural facilitator, you will facilitate a safe space for discussion, reflection, and skills-building. Through your insights and expertise, mainstream providers will be given the opportunity to understand their role in the on-going effects of colonisation, invasion, and racism, and to reflect on how they can be a part of decolonisation, solidarity, and change.

This project is part of an ongoing commitment by COORDINARE to build capacity within mainstream primary care services to provide culturally safe, empowering care.

¹ Australian Institute of Health and Welfare (2024). Aboriginal and Torres Strait Islander people and primary health care: patterns of service use, preferences, and access to services 2024. AIHW, Australian Government. Retrieved 25 October 2025, from <https://www.aihw.gov.au/reports/indigenous-australians/first-nations-people-primary-health-care-2024/contents/preferred-and-usual-source-of-care/usual-source-of-care>.

² Liaw, S.-T., Wade, V., Furler, J. S., Hasan, I., Lau, P., Kelaher, M., Xuan, W., & Harris, M. F. (2019). Cultural respect in general practice: A cluster randomised controlled trial. Medical Journal of Australia, 210(6), 263–268. <https://doi.org/10.5694/mja2.50031>



Scope and specifications

In-scope activities:



Lead cultural education sessions for mainstream health providers as advised by COORDINARE.



Create a safe space for primary care providers to reflect on their practice and question their knowledge and assumptions of Aboriginal consumers and their experiences.



Educate primary care providers on the Aboriginal perspective on mainstream health services like hospitals, specialists, and general practices, as well as other institutional structures like the justice system, housing, and employment.



Account for travel and accommodation expenses when applying for funding as these costs will not be covered outside of the funding agreement (no additional funding).



Collaborate with COORDINARE to develop a Continuing Professional Development (CPD) approved learning session for general practitioners, approved by the Royal Australian College of General Practitioners (RACGP).



Encourage all participants to complete the post education survey provided by COORDINARE to assess improvements in knowledge and understanding.

Note: COORDINARE will have ownership of the intellectual property (IP) of the Service materials created through this project. Any inclusion of Indigenous Cultural and Intellectual Property (ICIP) – such as traditional knowledge, cultural expressions, and heritage – remains the property of the Aboriginal and Torres Strait Islander communities it comes from. COORDINARE will not use, reproduce, or share any ICIP beyond what is agreed with the successful applicant(s), without consulting with the relevant custodian, getting written consent, and ensuring the use is culturally respectful and appropriate.



Activities out of scope



The facilitator is not expected to follow up with the providers or offer ongoing advice.



The facilitator is not expected to advise providers on specific clinical or policy decisions and should instead refer providers back to COORDINARE for follow up.



The facilitator is not expected to organise venues or provide catering for sessions.



Timeline

An indicative timeline is outlined below. COORDINARE reserves the right to modify these timeframes. Any changes to this EOI will be notified via email.

Activity	Date
EOI released	▶ 11 November 2025
Online yarn: live Q&A session Registration via link Online yarn: Q&As for Aboriginal Facilitator - Cultural Safety and Workforce Development in Mainstream Service	▶ 10am - 10:30am on Tuesday 18 November 2025
Closing date and time for applications	▶ Tuesday 9 December 2025 - 3.00pm
Evaluation of EOI	▶ December 2025
Clarification / negotiation with shortlisted providers*	▶ December 2025
Funding awarded	▶ January 2026
Contracts commence	▶ January 2026
Cultural education sessions completed	▶ May 2026
Final report to COORDINARE	▶ June 2026

Please note that any questions, answers, and points of clarification may be shared publicly (your questions will be deidentified).

*Shortlisted applicants may be asked to participate in a yarn at the request of the evaluation panel if it is deemed necessary to make a final decision on the preferred applicant.



How to apply

We'd love to hear from you in the way that feels most comfortable and right for you.

You have 3 options for sharing your response



You can download and fill out the **written EOI Application Form** and include anything else that helps explain your ideas. You can email the completed **Application form (appendix 1)** to commissioning@coordinare.org.au

File formats accepted: word, excel, pdf and jpg files are all acceptable formats. If the documents are large please specify the relevant page number(s)/section(s) to your response.



You can complete an online **Application form on our website**. Your progress will not be saved if you close the window or refresh the page. We recommend completing the application in one session. **OR**



You can send us a short video, where you talk us through your responses and demonstrate your facilitation style. You may use any of the following platforms to upload your video:

Online storage platforms such as OneDrive/ Google Drive/ Dropbox.

YouTube (unlisted or private link recommended for security).

Ensure the link is publicly accessible or set with appropriate permissions so we can view it.

- ▶ For Google Drive/OneDrive/Dropbox, make sure the sharing settings allow anyone with the link to view.
- ▶ For YouTube, set the video to unlisted so it's not publicly searchable but still accessible via the link.

You can submit the video link via [Application Form](#) or send the video link to email address: commissioning@coordinare.org.au. COORDINARE will not share your video link with any third parties, other than the project team and evaluation panel members of this project.



Please take your time reading through the questions and make sure your application matches the scope and specifications on page 7 in this document. Please also make sure you respond to all the assessment criteria in page 12 of this document.

All responses will be looked at fairly by a small independent panel including local Aboriginal health and community members who are here to support this important work.

Please submit your response by 3:00pm (AEST) on Tuesday 9 December 2025. To be fair to everyone who applies, **submissions submitted after cut-off date and time will not be considered.**

How to contact us

For any questions regarding this process
please email Commissioning Business Team
at commissioning@coordinare.org.au



Evaluation of submission

Submissions will be assessed via a competitive process. This means that each submission will be looked at fairly and checked against the same set of criteria to see which one best fits the project. Each submission will be assessed against the Assessment criteria below:

1.

Previous Experience

Can you please give an overview of your previous experience as a cultural educator or facilitator?

500 – 700 word limit
Weighting: 25%

2.

Educational Skills and Capacity

Can you please provide an overview of a high-level session plan that you have used in the past including details regarding what educational tools you have used (e.g. narrative tools, interactive activities, 8 Ways, etc)?

500 – 700 word limit
Weighting: 25%

4.

Interpersonal perspective

How would you manage any possible distress, either from any Aboriginal people who may participate or from non-Aboriginal people who may be learning some of this information for the first time?

200 – 400 word limit
Weighting: 25%

3.

Cultural Safety

Can you share what cultural safety within mainstream services looks like to you

200 – 400 word limit
Weighting: 25%

5.

Budget Proposal

Note: The budget must account for all costs and expenses required to deliver the session, including transportation and accommodation.

- What region are you applying for?
Northern region, Southern region or both regions (entire COORDINARE catchment)
- How much funding are you applying for?
- How many sessions will you be able to deliver?



Please ensure that your answers reflect the aims and objectives of this project and are relevant to the in-scope activities (page 7).

All responses will be assessed fairly by a diverse panel of Aboriginal representatives and industry professionals, who are here to support this important, community-led work.

COORDINARE may request additional information from respondents. COORDINARE may also work with shortlisted respondents to clarify submissions, prior to awarding a contract (either in writing or through interviews).

Contract arrangements

Successful applicants will be required to enter into a grant agreement with COORDINARE. The term of the contract awarded will be from the date of execution until 20 June 2026.

Staged payments will be made to the facilitator/organisation in accordance with the following project milestones as specified (negotiable):

- ▶ On signing the contract - 40% of total contract value.
- ▶ On completion of cultural education session(s): 60% of total contract value.

Project Governance

COORDINARE is committed to ensuring all participants feel safe, supported and respected during this project.

This project will be collaboratively led by COORDINARE's Aboriginal Health Consultants and non-Aboriginal staff members.

If there is anything you need from COORDINARE to help, make this a safe and meaningful experience for you and the community you can make a note on your application form.

Application form

[Click here](#) to complete the application form.



Conditions of this Expression of Interest:

General	Applicants should familiarise themselves with this document and the separate application form and ensure that their proposals comply with the requirements set out in these documents. Respondents should familiarise themselves with this document and the separate online Submission Form and ensure that their applications comply with the requirements set out in these documents. By submitting a proposal, respondents confirm they have reviewed all statutory requirements and are satisfied that their submission does not involve any anti-competitive, collusive, deceptive, or misleading conduct.
Acceptance	COORDINARE reserves the right to accept or reject any submission at its own discretion, based on the criteria set out in this EOI. COORDINARE reserves the right to accept applications in relation to some and not all of the scope of activity described, or contract with one, more than one or no Respondent on the basis of the proposals received.
Additional information	COORDINARE reserves the right to request additional information from respondents. If additional information is required by COORDINARE, we might request written information and/or interviews. Respondents are required to provide additional information at no cost to COORDINARE. COORDINARE may also provide additional information or clarification to the respondent.
Assessment	COORDINARE is entitled to consider all information known to COORDINARE in relation to a respondent and their submissions when assessing submissions.
Expenses	COORDINARE will not reimburse respondents for any expenses and/or costs incurred by respondents by preparing and lodging a submission for this EOI. This includes any costs incurred by providing COORDINARE with further information, attending interviews or participating in any subsequent negotiations.
Explanations	Verbal explanations or instructions that COORDINARE gives the respondent prior to acceptance of a application are not binding to COORDINARE.
Legal entity	COORDINARE will only enter a contract with: • An organisation with an established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act), or • An individual who is at least 18 years of age with mental capacity to understand the agreement.



Lobbying	Any attempt by any Respondent to exert influence on the outcome of the assessment process by lobbying COORDINARE staff, directly or indirectly, will be grounds for disqualification of the application from further consideration.
Ownership	All submissions become the property of COORDINARE once lodged. COORDINARE may copy or otherwise deal with all or any part of a submission for the purpose of conducting evaluation of submissions.
Negotiation	COORDINARE reserves the right to negotiate with short-listed Respondents after the EOI closing time and allow any Respondent to alter their submission. Contract negotiations are strictly confidential and not to be disclosed to third parties.
No contract	Nothing in this EOI should be interpreted as a contractual obligation or right, express or implied. No contract will be created unless and until a formal written contract is executed between COORDINARE and the Respondent. Respondents will not be considered approved until a final service agreement is in place.
Notification of Probity Breach	Should any respondent feel that they have been unfairly excluded from responding or unfairly disadvantaged by the process, the respondent can write to the Business Team at commissioning@coordinare.org.au
Relevant Information	COORDINARE reserves the right to consider any information in its possession which it considers may be relevant to a decision to enter into a contract with a successful provider.