



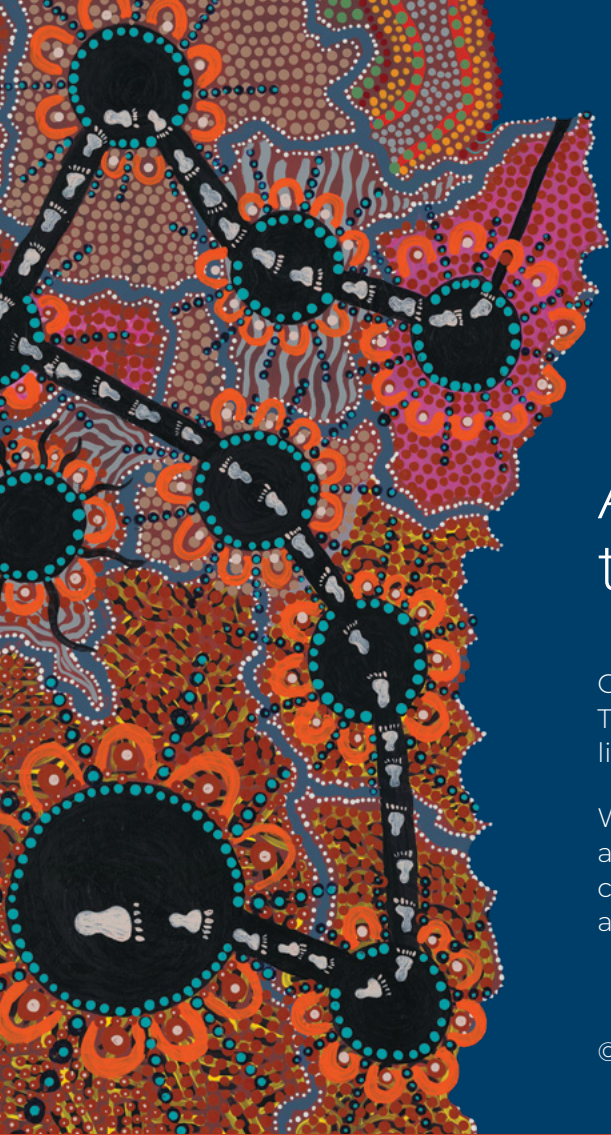
Expression of interest **Aboriginal Facilitator and Educator**

Embedding Culturally Safe Care in Aged
Care, Disability and Veterans' services

Due: 5:00pm, Thursday 30 October 2025

EOI Reference No: EOI-2526-12





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 Facilitators and/or cultural educators to apply for funding to support the Culturally safe aged care, disability and veterans' services project.

As part of this project your role will be to work with up to six services to complete a cultural safety audit of their service, provide cultural awareness education for staff and host yarning circles with staff and Aboriginal community members to identify improvements to enhance the service. Aged care, disability and veterans' services will be based in the Eurobodalla, Bega Valley, and Snowy Monaro regions.

There is **funding of up to \$50,000** to deliver this project between November 2025 and June 2026.





Who can apply?

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

What this means is that Aboriginal facilitators or Cultural educators who live on or have cultural and community connections to the Yuin Nation, Ngarigo, Walgalu areas are eligible to apply.

Applicants may apply individually or as part of a group proposal.

If selected, applicant(s) are required to be cleared to a minimum level of National Police Check. The cost of obtaining Police Check will be borne by the applicant(s).

Background & Funding purpose

Aboriginal and Torres Strait Islander peoples in South-Eastern NSW continue to face barriers to culturally safe care across aged care, disability and veterans' services. Many mainstream providers lack the structures, capability and cultural knowledge required to deliver safe, respectful and inclusive services.

As an experienced Aboriginal facilitator / cultural educator, you will help services understand the cultural safety of their current practice, provide tailored staff education, and facilitate yarning circles that create a culturally safe space for Aboriginal community members to share barriers, enablers and priorities for accessing care—whether in facilities (e.g., residential aged care) or in home and community settings (e.g., transport, social connection and domestic assistance).

Insights from these engagements will inform a service-specific cultural safety improvement plan for each, translating community voices and cultural knowledge into practical changes.

This project is part of the Australian government funded Integrated Care & Commissioning (ICC) initiative which brings together resources in health, aged care, disability, and veterans' care to better support and coordinate services in rural, remote and First Nations communities. It supports communities to:

- ▶ identify what better access to care looks like
- ▶ design sustainable solutions
- ▶ tailor care and support activities to local community needs.



Scope and specifications

In-scope activities:



Work with COORDINARE and participating services to review the existing audit tool, improvement plan and evaluation surveys to ensure they meet the needs of aged care, disability and veterans' service settings.



Conduct cultural audits with up to 6 services operating in the Eurobodalla, Bega Valley and Snowy Monaro local government areas.



Deliver tailored cultural education sessions for service staff specific to the Country on which the service is located.



Facilitate 2 yarning circles with each service involving staff and community members to draw out community perspectives on health, barriers, and enablers (up to 12 in total)



Support services to create a plan to improve their service based on community suggestions.



Support evaluation through feedback collection, storytelling, and community insights.



Activities out of scope



Provide clinical or service delivery advice unrelated to cultural facilitation and education.



Identify the aged care, disability or veterans' services who wish to participate.

You will be reimbursed for accommodation and travel expenses, subject to request and approval by COORDINARE.



Timeline

An indicative timeline is outlined below. COORDINARE reserves the right to modify these time frames. Any updates to this EOI will be communicated via email and published on the [webpage](#) where the opportunity is advertised.

Activity	Date
EOI released	▶ 10 October 2025
Online yarn for people to ask question about this project: Registration for this session via link here . This session will be recorded and published on COORDINARE website.	▶ 12:30 pm - 1:00 pm on 20 October 2025
Closing date and time for applications	▶ Thursday 30 October 2025 - 5.00pm
Evaluation of EOI	▶ Early November 2025
Clarification / negotiation with shortlisted providers	▶ Early November 2025
Funding awarded	▶ Mid November 2025
Contracts commence	▶ Mid November 2025
Meet with initial participating services, adapt existing project tools (e.g., audit, plan, evaluation)	▶ November – December 2025
Cultural audits, staff education and yarning circles (Round 1 – three services)	▶ February – April 2026
Cultural audits, staff education and yarning circles (Round 2 – three services)	▶ April – June 2026
Evaluation and final reporting	▶ April – June 2026

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



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** 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 show us your creative ideas. You may use any of the following platform 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 5 in this document. Please also make sure you respond to all the assessment criteria in page 10 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 5:00pm (AEST) on Thursday 30 October 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 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.

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

2.

Can you share a time when you supported community members to talk about something personal or difficult experiences. What helped make that space feel safe and respectful?

4.

How do you see your role in helping bring community voices into a health project like this?

3.

How would you support Aboriginal community members to feel comfortable sharing their stories and experiences during the yarning circles?

The assessment will be done by an independent evaluation panel.

COORDINARE may request additional information from respondents. COORDINARE may also work with shortlisted respondents to clarify submissions, prior to awarding a contract.



Contract arrangements

Successful applicants will be contracted by COORDINARE. Contracts will run from November 2025 to June 2026. Staged payments will be made in line with project milestones (negotiable):

- ▶ On signing of contract: commencement payment - 40%.
- ▶ On completion of Round 2 audits and cultural education sessions - 60%.

Project Governance

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

This project will be guided by COORDINARE's Aboriginal Health Consultants and supported by the local project manager working to improve access to aged care, disability and veterans' services.

Collaboration with local Aboriginal Community Controlled Health Organisations (ACCHOs) and community members will be included in the project delivery.

Community yarning circles will be central to the engagement process. These will be:

- ▶ Facilitated by you as the facilitator.
- ▶ Supported by an Aboriginal health professional who can provide emotional and social wellbeing support to community on the day.
- ▶ Held in community settings to ensure comfort and easy access.
- ▶ 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.
- ▶ Visit the website for more information and to download the form.

This project is funded by the Australian Government Department of Health, Disability and Ageing and a report on the program and its outcomes will be provided to the Department by COORDINARE.

[Visit the website for more information and to download the form](#)



Conditions of this Expression of Interest:

Acceptance	Noncomplying submissions may be rejected. COORDINARE may not accept the lowest priced proposal and may not accept any applications.
Additional information	COORDINARE reserves the right to request additional information from respondents. If additional information required by COORDINARE when, written information and/or interviews may be requested to obtain such information. Respondents are required to provide additional information at no cost to COORDINARE. COORDINARE may also provide additional information or clarification.
Assessment	COORDINARE reserves the right to engage a third party to carry out assessments of a Respondent's financial, technical, planning and other resource capability. COORDINARE is entitled to consider all information known to COORDINARE in relation to a respondent and their submissions when assessing submissions.
Conflicts of interest	Respondents must declare to COORDINARE any matter or issue which is or may be perceived to be or may lead to a conflict of interest regarding their submission or participation in the EOI process, or in the event their proposal is successful.
Expenses	All expenses and costs incurred by a Respondent in connection with this EOI including (without limitation) preparing and lodging a submission, providing COORDINARE with further information, attending interviews and participating in any subsequent negotiations, are the sole responsibility of the Respondent.
Explanations	Verbal explanations or instructions given prior to acceptance of a proposal shall not bind COORDINARE.
General	Respondents should familiarise themselves with this document and the separate online Submission Form and ensure that their proposals comply with the requirements set out in these documents. Respondents are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting the proposal.
Legal entity	COORDINARE will only enter into a contract with an organisation or individual with established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act), or a natural person 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 proposal 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 its submission. Contract negotiations are strictly confidential and not to be disclosed to third parties.
No contract	Nothing in this EOI should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this EOI or the lodgement of a submission in response to it. No contract will be created unless and until a formal written contract is executed between COORDINARE and a Respondent. Respondents will not be considered approved until a final service agreement is in place.
Notification of Probity Breach	Should any supplier feel that it has been unfairly excluded from responding or unfairly disadvantaged by the process, the supplier is invited to write to the Director of Commissioning at commissioning@coordinare.org.au
Part applications	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.
Process	COORDINARE reserves the right to withdraw from, or alter, the EOI process described in this document for whatever reason, prior to the signing of any agreement/contract with any party.
Relevant Information	COORDINARE reserves the right to consider any information in its possession which it consider may be relevant to a decision to enter into a contract with a successful provider.