**Terms of Reference**

**Call for EDGEnetwork package** – **Review Lead Author**

**Grazing land management**

**Summary**

Meat & Livestock Australia (MLA) is seeking applications from individuals to take the role of Lead Author of an expert Working Group which will undertake a review and redevelopment of the content of the Grazing land management (GLM) EDGE package. The Lead Author will review the current GLM package as well as assist with scoping for southern grazing systems, guide the scope of works for the update, lead the development process and coordinate contributions and updates from the expert panel.

EDGEnetwork packages need to be updated regularly to integrate emerging R&D and extension resources, delivered through an effective structure and engaging extension design.

**Background**

MLA’s EDGEnetwork is a training program for red meat producers and service providers to upskill in key areas of enterprise management. These 1–3 day workshops present management concepts and use activities to help participants practically apply these to their own businesses (e.g. mapping the production curve, identifying indicators of land condition, forage budgeting, interpreting key financial statements and action planning).

There are currently eight packages on offer:

* Business EDGE
* Business EDGE young guns
* Grazing fundamentals EDGE
* Grazing land management EDGE
* Southern rangelands EDGE
* Nutrition EDGE
* Breeding EDGE
* Carbon EDGE

Whilst these packages are delivered independently, the concepts and messages are complementary.

The following information describes the Grazing land management EDGE package.

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| **Workshop duration** | Three days |
| **Target audience** | **Primary audience:** red meat producers  **Secondary audience:** industry service providers e.g. livestock agents, consultants, extension staff and natural resource management officers.  The package should suit a range of literacy and numeracy skills and include a mix of classroom style and practical activities. |
| **Learning outcomes** | * Understand the major climate influences in northern Australia and how they affect pasture growth, allow for climate variability when planning livestock management and build a seasonal climate profile for your property. * Understand how land types influence productivity and recognise the dominant land types in your region and on your property. * Understand how soil properties influence plant growth and understand soil health and the factors that impact it. * Broadly understand the pasture plants that comprise the grazing ecosystem, understand perennial grasses and their role in land condition and pasture stability, and identify key plant species in your region. * Know what land condition is, how it’s assessed, and how to manage livestock to maintain or achieve good condition. * Understand the ecosystem processes that underpin productivity and sustainability in a grazing ecosystem and how livestock management can influence the efficiency of these processes. * Understand the basic principles of effective grazing systems. * Assess the long-term carrying capacities of paddocks and properties, accounting for land condition and distance to water. * Understand forage budgeting to manage variation in pasture on offer. * Identify which tools and strategies you can use to improve land condition and carrying capacity on your property. * Understand the main impacts of trees on the grazing land ecosystem, understand the role of fire on your country, and understand the role of sown pastures in grazing enterprises. * Understand the principles and planning steps for successfully managing weeds. |
| **Workshop modules** | Module 1 – The grazing ecosystem   * how climate influences pasture growth * land types and land condition * soil and vegetation.   Module 2 – Grazing management   * pasture growth, spelling and diet quality * grazing systems and stocking methods * carrying capacity and forage budgeting.   Module 3 – Land management strategies   * managing the tree-grass balance * using fire * sown pastures * managing weeds.   Pulling it together – benchmarking and planning strategies |
| **Specialist modules** | * Land reclamation * Sown pastures * Forage budgeting |
| **Last update (year)** | 2021 |

The Grazing land management EDGE package update will be undertaken as a two-part process: Using the recommendations of the Lead Author (part 1), MLA will develop a project to update the Grazing land management EDGE package. MLA will recruit/contract individual Working Group members to deliver the project (part 2).

**Lead Author – Scope of work**

**Part 1** – The Lead Author will conduct a review of the current Grazing land management EDGE package and workshop feedback, undertake a gap analysis and provide recommendations on the scope of work for the package update. The Lead Author will also help guide the scoping for a southern version of Grazing land management.

**Part 2** – The Lead Author will be responsible for leading the package update (including writing) and coordinating the contributions of Working Group members. The Lead Author will be responsible for the submission of all deliverables.

The project requires the following deliverables**,** which will be adapted from existing EDGE resources:

* update of the Workshop Notes and Workbook (Queensland and NT/WA versions)
* update of the PowerPoint slide deck
* update of monitoring and evaluation materials, including a section to get feedback on the package revisions
* review and update of practical learning activities
* review and update of resources i.e. long-term carrying calculators, pasture growth tables
* delivery of up to two online EDGE deliverer update sessions (two x 2hrs)
* submission of a brief report summarising revisions and recommendations for future updates
* provide a brief report on components of the GLM package that could be transferred into a southern grazing systems training package.

Note: It is not within scope to completely redesign the program through this project; rather the focus will be on content updates, with consideration for how the content is presented.

**Proposed activities**

The following are the proposed activities for the Lead Author to complete. In submitting your tender application, please outline proposed methods to complete these tasks:

**Part 1:**

* Review GLM modules to identify what emerging sustainability and natural capital incentives should be included in future training resources.
* Attend a current Grazing land management EDGE workshop (if not a current deliverer of the workshop).
* Seek feedback from current EDGE deliverers on the content, structure and design of the workshop to determine areas for improvement. Review notes that were compiled at the previous EDGEnetwork deliverer meeting.
* Review and incorporate previous feedback from GLM workshop participants to determine areas for improvement.
* Review current materials and determine if any information requires updating or there are information gaps. Summarise in a document for the Working Group.
* Provide a brief report on what content would differ in a southern GLM package.

**Part 2:**

* Present a summary of areas for improvement to the Working Group.
* Make required updates if the information/data is available or put forward recommendations to MLA if further research is required.
* Engage with MLA Program/Project Managers and relevant research teams to identify new R&D and the key outcomes/messages to be incorporated into packages.
* Develop content and/or activities to practically integrate these research outcomes into the workshop.
* Engage with additional technical experts such as (but not limited to) vets, geneticists, ag-tech providers to identify emerging technologies, resources and/or areas of interest for inclusion in the workshop materials.
* Develop or redevelop content in the manual to reflect workshop updates.
* Design workshop activities as required to communicate key technical concepts and develop aides/instructions for deliverers.
* Brief in updates for PowerPoints to designer.
* Provide an update to package deliverers on the amendments and facilitate a Q&A about any new material.
* Consider feedback from deliverers and attendees from two workshops following the revision.
* Prepare a short report summarising the changes that were made and any recommendations for future updates.

**Structure of the Working Group**

The Working group panel will be chaired by MLA as the Secretariat. The group will consist of:

* 1 x Chair (MLA Project Manager)
* 1 x Lead Author
* 2–3 x Contributing Reviewers/Authors/Designers with different areas of expertise – of which at least one should be a current EDGE deliverer and one should be external
* EDGEnetwork Coordinator
* MLA Secretariat.

Meetings will also include the following contributors, as required:

* researchers or extension providers
* MLA Program Managers
* producer representatives.

**Roles and responsibilities**

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| **Role title** | **Responsibilities** |
| MLA EDGE Project Manager | * Chair Working Group meetings, ensuring group’s agreed ways of working and/or code of conduct is upheld. Ensure clear actions for Working Group members and accountability. * Oversee project progress, achievements and budget tracking. * Manage invoicing and contract agreements. * Review and approve the scope of works, including workplans of each of the panel members. * Review and approve all workshop materials. * Manage project risks. * Coordinate support for the project being undertaken by MLA. |
| MLA Secretariat | * Coordinate and minute-take for Project Team meetings. * Circulate meeting agenda, notes, links and other relevant information. * Provide support to the MLA Project Manager for any of the above. * Coordinate EDGE deliverer update session(s). * Manage SharePoint site and folders for collaborative working. |
| Lead Author | * Attend a GLM EDGE workshop. * Lead the literature review process, reviewing all relevant materials for background, including the EDGE materials, industry resources, and R&D reports/papers. * Provide recommendations for the scope of work, and update the package/manual outline, providing a summary of the key information to be included. * Coordinate the content development and writing for the manual, providing a full draft. * Coordinate the extension and activity planning for the program, providing a run sheet, as well as any supporting templates, instructions and tools. * Liaise with subject-matter-experts on key information and concepts to be included in the materials. * Coordinate the development of supporting PowerPoint slides, liaising with the EDGE Coordinator and/or graphic designer. * Run 1–2 EDGE deliverer update sessions once the revisions are completed. * Review feedback from at least two workshops following the revisions and provide recommendations (via a short report) for future updates. * Prepare and submit the deliverables on behalf of the Project Team. * Attend Review Panel meetings. * Track and manage workload, completing workplan. |
| Working Group members | * Contribute to the literature review process, providing and reviewing selected materials based on subject-matter knowledge (as assigned). * Contribute to the development process by providing information and/or content (as assigned). * Review and provide feedback on the package/manual outline (all). * Review and provide feedback on manual (all). * Contribute to the extension and activity planning and design (all). * Review and provide feedback on the extension and activity resources (all). * Review and provide feedback on the PowerPoint slides (as assigned). * Attend Review Panel/Working Group meetings (all). * Track and manage workload, completing workplan. |
| EDGE Coordinator | * Provide input into project content to ensure alignment to EDGEnetwork and other packages (e.g. terminology, messaging). * Review EDGEnetwork package materials, ensuring outputs are consistent with EDGE. * Provide guidance to deliverers consistent with EDGE coordination role. * Help with updates to deliverer materials and PowerPoints consistent with EDGE coordination role. * Attend Review Panel meetings. |
| Other | * Graphic design, proofreading and editing. |

**Project timing**

**22 November 2024** – GLM Lead Author open tender closes.

**9 December 2024** – Applicants to be notified if successful or unsuccessful.

**6 January 2025** – Project Lead to begin scoping and identification of new R&D in accordance with contract terms and conditions (part 1).

**3 March 2025** – Broader working group to be tendered for based on skillsets identified.

**28 March 2025** – Broader working group to be confirmed.

**31 March 2025** – Part 2 of the project to begin.

**27 June 2025** – Part 2 of the project to conclude.

**Expressions of Interest/Quotes**

**We are seeking:**

* expressions of interest from practitioners across red meat R&D, extension and consulting to be the Lead Author for the Grazing land management EDGE package update
* the applicant to meet the criteria with the relevant skills listed in the activities and role description and the ability to complete the scope of work outlined
* confirmation of ability/availability to work within the project timeline
* quote to complete the package review, redevelopment tasks – a per day cost

*Please note: meeting time will be paid in accordance with MLA’s policy for ‘Payment for expenses and sitting fees for MLA committees’*

* please ensure quote is exclusive of GST
* please indicate any requirements around milestone payment amounts/dates (e.g. deposits, upfront payments).

**Additional requirements:**

* regular meetings with MLA Project Managers and/or EDGEnetwork Coordinator
* Willingness to sign MLA standard agreement terms – Umbrella Agreement and Statement of Work.

**Applications**

Please submit an application outlining your relevant skills and experience against the activities and role disciplines outlined. In submitting your tender application please also explain your proposed methods to complete the tasks outlined in the scope of work.

All applications are to be submitted by **22 November 2024** to:

Sarah Hassall – Project Manager - Northern Beef Adoption

[shassall@mla.com.au](mailto:shassall@mla.com.au)

**Further information**

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