

Biodiversity Hawke's Bay

TENDER - GENERAL MANAGEMENT AND ADMINISTRATION SERVICES

Biodiversity Hawke's Bay is a community-based initiative aiming to return indigenous biodiversity and environmental health to the Hawke's Bay region. It is founded on the common aspirations, interests and connections of many organisations engaged in biodiversity and conservation action across the region.

Biodiversity Hawke's Bay comprises:

- The Hawke's Bay Biodiversity Forum - engaging all Hawkes Bay residents in environmental education and hands-on restoration programmes
- The Biodiversity Guardians of Hawke's Bay (represented by the Guardians Management Committee) - acting as kaitiaki for the Vision and Goals of the Strategy, overseeing the work of the Forum, and connecting and advising agencies and community-based groups working to implement the Strategy
- The Hawke's Bay Biodiversity Foundation (represented by the Trust Board) - securing funds to enable and rapidly grow the level of biodiversity-related activities in the region, and with a legal structure and resources required to manage and dispense funds, and to contract services.

Biodiversity Hawke's Bay seeks to strengthen its organisational structures and processes, to enable it to be more effective in raising funds, facilitating projects, and connecting across a range of biodiversity actions and community groups. As a recent initiative, the key need currently is to formally establish **General Management and Administration** services. We are seeking, via tender, independent contractors (individuals or entities) for the provision of these services. The services required are specified below.

Contractors interested in the provision of these services should send proposals setting out their intended approach, key individual(s) and cost structure, to:

Charles Daugherty, Chair - *Biodiversity Hawke's Bay* Foundation - charles.daugherty@icloud.com

By 5pm, Friday 30 August 2019.

More information about *Biodiversity Hawke's Bay*, including the strategy, action plan and strategy can be found [here](#).

GENERAL MANAGER SERVICES

We seek an independent contractor (individual or entity) to provide General Manager Services to actively support the Foundation Trust Board and Guardians Management Committee of *Biodiversity Hawke's Bay*, particularly through:

- Advancement of the [Hawkes Bay Biodiversity Strategy](#) - working to enable and ensure achievement of the goals of the *Strategy*. This strategy recognises biodiversity as a taonga for future generations, and focuses on the following key areas of action:
 - Sustain, protect and improve native habitats and populations of native species
 - Support and actively connect communities through biodiversity programmes
 - Collaborate effectively, align programmes and share responsibilities.
- Stakeholder engagement - facilitating networks and relationships with and across key stakeholders, both in the Hawke's Bay region and nationally, to support collaboration, fund raising and programme delivery
- Fund raising - developing and driving initiatives aimed at raising funds for biodiversity projects and programmes, including short-term (for immediate implementation) and long-term (through building an Endowment fund)
- Office management and oversight - leading overall management of office functions for *Biodiversity Hawke's Bay*, including oversight of contracted administration, finance, project and communications services
- Steward resources - ensuring robust management and accountability for *Biodiversity Hawke's Bay* resources (including funding, knowledge, equipment).

Formal accountability for these services is to the Chair of *Biodiversity Hawkes Bay Trust*, while in practice there will be regular interaction with, and support for, the Trust Board and the Guardians Management Committee.

The contractor will need to demonstrate the following qualities:

- Familiarity with, and enthusiastic support for, the goals and strategy of *Biodiversity Hawke's Bay*
- Commitment to service for the Trust Board and Guardians Management Committee of *Biodiversity Hawkes Bay*
- Strong relationship management, with both internal and external stakeholders, to underpin and support overall delivery of the Biodiversity Hawke's Bay strategy and goals
- Clear and effective communication - listens actively and openly to stakeholders (internal and external), and represents positively and clearly the interests and activities of *Biodiversity Hawke's Bay*
- Adaptability, to respond to evolving and changing needs over time, with sufficient savvy to recognise relevant political, social, cultural and technical factors, and to suggest and develop appropriate responses to these.

The individual or entity providing these General Manager services has a unique opportunity to influence the development and effectiveness of *Biodiversity Hawke's Bay* during its 'start-up' phase. Ideally, this individual or entity will be based in the Napier-Hastings area, to enable regular and easy interaction with *Biodiversity Hawke's Bay* Trust Board and Guardians Management Committee, and engagement with key stakeholders.

The scale of the services to be provided is negotiable, although we expect this will require 25-40 hours/week. You will need to confirm you are able to invoice *Biodiversity Hawke's Bay* for your services. A fixed rate for the year will be negotiated with the successful service provider, which can be invoiced monthly.

Any individual or entity tendering for the provision of General Management services might wish to set out their view(s) on how they might interact with the provision of Administration Services (for which we are also tendering at the current time) and Financial Management, Project Management and Communications services, which may be the subject of separate tenders.

ADMINISTRATION SERVICES

We seek an independent contractor (individual or entity) to provide Administration Services to actively support the Trustees and Guardians of *Biodiversity Hawke's Bay*, particularly through:

- Secretariat services - for the Trust Board and Guardians Management Committee. This will include:
 - Meetings - managing agendas, papers and logistics
 - Document management - ensuring all key documents are maintained and accessible
- Executive support - especially for the General Management Services provider and for the Chair of the *Biodiversity Hawke's Bay* Board. This will include:
 - Diary management
 - Document preparation and record keeping
- Contractor/contract administration - supporting liaison with key contractors, including administration of contract documentation
- Network and project support - for project leads contracted by and/or collaborating with *Biodiversity Hawkes Bay*, to underpin sound project management and efficient resource use
- Event management support - supporting Forum events with logistical and administrative support
- Membership database management.

Formal accountability for these services is to the Chair of *Biodiversity Hawke's Bay*, while in practice there will be day-to-day reporting to the contracted provider of General Manager Services. In addition, there is likely to be regular interaction with other Trustees and the Guardians (especially the Chair).

The contractor will need to demonstrate the following qualities:

- Self-starter - able to work with minimal supervision
- Accountability for outputs and results - readily understands what's needed and committed to delivering to expected quality standards and timelines
- Can-do attitude - adaptable and flexible, willing to solve problems and respond to emerging and changing needs
- Empathy - with the purpose, goals and strategy of *Biodiversity Hawke's Bay*.
- Commitment to service - supporting general management, governance and project delivery for *Biodiversity Hawke's Bay*
- Strong inter-personal relationship skills - a friendly and professional manner, able to work easily and effectively with a range of internal and external stakeholders.

The individual or entity providing these Administration services has a unique opportunity to support the effectiveness of *Biodiversity Hawke's Bay* during its 'start-up' phase. Ideally, this individual or entity will be based in the Napier-Hastings area, to enable regular and easy interaction with others actively involved in *Biodiversity Hawkes Bay*.

The scale of the services to be provided is negotiable, although we expect this will require 25-40 hours/week. You will need to confirm you are able to invoice *Biodiversity Hawke's Bay* for your services. A fixed rate for the year will be negotiated with the successful service provider, which can be invoiced monthly.