



An Australian Government Initiative



## NORTHERN RIVERS

### Request for Quote (RFQ)

### Northern Rivers Regional Skills Audit

**Date:** 19 February 2025

**Closing Date for Submission:** Close of Business 21 March 2025

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#### Background

Regional Development Australia (RDA0 Northern Rivers is dedicated to driving sustainable and inclusive economic growth in the region. To achieve this, we seek to critically evaluate current workforce skills and address perceived shortages through a comprehensive, localised skills audit. This project is essential to identify regional strengths, pinpoint specific skills gaps, and enable data-driven decisions to attract investment, support workforce development.

#### Purpose of the Study

1. **Assess Regional Strengths** – Provide a clear analysis of the region’s existing workforce capabilities.
2. **Identify Skills Gaps** – Highlight shortages that may be limiting economic growth.
3. **Drive Investment** – Use data to attract businesses that align with the region’s workforce potential.
4. **Support Workforce Development** – Work with education and training providers to address current and future skills needs.
5. **Foster Collaboration** – Encourage coordinated efforts among local councils, industry groups, and training providers to ensure an effective workforce strategy.

#### Scope of Work

- **Data Collection:**
  - Surveys and interviews with businesses, industry groups, education providers, and employees.

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- Analysis of existing workforce data from government reports, educational institutions, and industry bodies.
- **Skills Gap Analysis:**
  - Identify critical skills shortages and forecast future needs based on industry trends and economic forecasts.
- **Workforce Profiling:**
  - Map the current skills against industry needs to create a regional workforce profile.
- **Recommendations for Action:**
  - Develop targeted strategies for closing skills gaps, including training programs, education pathways, and government interventions.
- **Stakeholder Engagement:**
  - Consultation with local councils, businesses, industry leaders, and education providers to ensure the relevance and applicability of findings.

## **Deliverables**

The successful vendor will provide:

- A detailed **Regional Skills Inventory** report for the Northern Rivers region.
- A comprehensive **Skills Gap Analysis** report.
- A **Workforce Profile** mapping current skills against industry needs.
- **Actionable Recommendations** for targeted training programs and workforce development initiatives.
- Regular progress reports and a final presentation of findings to RDA Northern Rivers and identified partners.

## **Submission Requirements**

Proposals should include:

- Company profile, highlighting relevant experience in trade, economic analysis, or similar studies.
- Proposed methodology and approach to the study, including data sources and stakeholder engagement strategies.
- Project timeline, including key milestones and deliverables.
- A detailed cost breakdown, including professional fees and other expenses.
- Contact details of key personnel and references for similar projects.

## **Selection Criteria**

Submissions will be evaluated based on:

1. Experience and expertise in trade, economic development, or market analysis.
2. Methodology and ability to deliver a comprehensive and practical report.
3. Value for money.
4. Capacity to meet the project timeline.

## **Submission Process and additional information**

Please submit your proposal by **COB 21 March** via email to:

### **Anthony Schreenan**

Director of Regional Development

Regional Development Australia Northern Rivers

Email: [Director@rdanorthernrivers.org.au](mailto:Director@rdanorthernrivers.org.au)

Phone: 0407 724 110

Late submissions may not be considered.

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## **Contact Information**

For any queries or further clarifications regarding this RFQ, please contact Anthony Schreenan at 0407 724 110 or via email at [Director@rdanorthernrivers.org.au](mailto:Director@rdanorthernrivers.org.au).

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\*RDA Northern reserves the right to not progress with any or all quotes received