Call for Expressions of Interest

E1-A7: Enhancing innovation and research utilisation in the disaster risk reduction sector

Expressions of Interest due **5pm AEST, 23 July 2025**
to research@naturalhazards.com.au

Overview

Natural Hazards Research Australia (hereafter the Centre) is seeking Expressions of Interest from project teams for the following project:

E1-A7 - Enhancing innovation and research utilisation in the disaster risk reduction sector

Project description	This project will:
	→ assess the innovation and research utilisation capability maturity of end-user organisations
	→ identify opportunities for the Centre, in partnership with others, to assist in building end-user organisation innovation and research utilisation capability
	→ develop a strategic roadmap to realise the identified opportunities.
	Research findings will be used to assist in defining future research utilisation and innovation to support the Centre in achieving its vision and mission.
Estimated duration	Four months
Budget	The budget is a maximum of $90,000 (ex GST)
	The research team should note that this is a competitive process. Expression of Interest submissions will be assessed on value for money and justification for any funds requested.
Centre contact	For any questions regarding this Call for EOIs, please email research@naturalhazards.com.au.
Submission of EOI	EOIs must be prepared using the Centre's EOI submission form and Budget Template. EOIs are to be submitted to research@naturalhazards.com.au by **5:00pm AEST, 23 July 2025**

Statement of requirements

Background and context

Natural Hazards Research Australia (the Centre) plays a pivotal role in supporting end-user organisations in disaster risk reduction through research and innovation via its partnerships with 32 different Participant organisations.

There are opportunities to:

→ understand the extent of innovation and research utilisation capability maturity within the Centre's Participant organisations

→ understand how the Centre, in partnership with others, can assist in building Participant organisation innovation and research utilisation capability

→ develop a strategic roadmap for the Centre to identify and pursue partnership opportunities that enhance innovation and improve the research utilisation capabilities of the Centre's Participant organisations.

This project will:

→ assess the innovation and research utilisation capability maturity of the Centre's Participants

→ identify opportunities for the Centre, in partnership with others, to assist in building innovation and research utilisation capability of its participants and develop a strategic roadmap to realise these.

Findings will be used to assist in defining future research utilisation and innovation support directions of the Centre in achieving its vision and mission.

A list of Participants is available in the Centre's progress report here.

Project description

The project will explore:

→ **Innovation and research utilisation capability of Centre Participant organisations:** Assess innovation and research utilisation capability and the extent to which Participant organisations use research to improve disaster risk reduction practices, including:

  - strategic alignment between end-user strategic directions and research

  - understand examples of how research is already being used

  - awareness of strategies to keep up to date with research

  - perceived effectiveness of end-user research utilisation processes

  - efficacy of Centre research translation products and strategies

  - opportunities and barriers to enhancing end-user research utilisation

  - opportunities and barriers to enhancing innovation.

→ **Strategic roadmap:** The project will provide recommendations and a roadmap, outlining how the Centre can collaborate with partners to assist Participant organisations to build and accelerate innovation and research utilisation capability. These recommendations and the roadmap will provide a strategic investment opportunity for the Centre's Board to consider. The Centre will also use the recommendations and roadmap to review the Centre's 10-year research strategy.

Suggested approach

→ General

- Consider the Centre's existing 10-year research strategy and [Biennial Research Plan.](#)
- The project should broadly consult with Participant organisations.
- Regular progress meetings will occur with the Centre to ensure the timely and effective delivery of the project.

→ Innovation and research utilisation capability

- The approach should utilise a survey methodology to measure capabilities, supported by interviews with a sample of Centre Participants to identify improvement opportunities.
- The survey should utilise a methodology consistent with the Bushfire and Natural Hazard CRC (BNHCRC)-AFAC [research utilisation maturity matrix](#), consisting of the following:
  - people
  - culture
  - communication and engagement
  - resources and professional development
  - polices, procedures and doctrine
  - structures
  - governance
  - products

→ Additional criteria should be designed and added to the matrix to measure innovation capability of participant organisations.

→ The survey is to be designed in consultation with the Centre.

→ Methods and questions should enable comparison with previous BNHCRC-AFAC research utilisation surveys.

→ Analysis should provide benchmarking by different size and type of Participant organisations and jurisdictions.

→ The methodology is to have a repeatable component that ensures recurrent evaluation over time.

Expected outputs

Outputs are the products that are expected to be delivered by this project.

Core outputs

→ a comprehensive report detailing an executive summary, methodology, findings, recommendations and roadmap

→ spreadsheet of survey data

→ presentations to key stakeholders (x3) including a PowerPoint slide deck with speaker notes

→ a two-page executive summary of results to be provided to stakeholders

→ an article for an industry publication.

Additional outputs

→   project plan and plain language statement
→   project evaluation report
→   relevant communications outputs including but not limited to a
     Board presentation and a conference/event poster.

Collaborative approach

Researchers are expected to undertake the research using a collaborative approach to assist in the translation and transfer of knowledge to end-users and to ensure the project meets their needs. Researchers are encouraged to outline their approach to ensuring effective collaboration which could include embedding researchers within end-user organisations for a period to time.

Anticipated outcomes

Anticipated outcomes include:

→   enhanced understanding of end-user research utilisation and opportunities for improvement
→   enhanced understanding of opportunities to work with end-users on innovation capability.

Quality control and reporting

The project will be overseen and supported by a Project Management Committee (PMC) comprising the Principal Researcher, a Centre representative, and at least one stakeholder representative. Composition of the PMC will be determined in consultation with the Principal Researcher.

Reports

The Centre expects that the outputs delivered by this project will meet the highest scientific standards and will be suitable for publication on the Centre website and in industry newsletters, as well as in high-quality scientific journals.

The successful research organisation/s must co-develop with end-users a project plan and project summary using the Centre's templates. The project summary should explain in plain language what the project is about, what questions it intends to answer and describe the expected practical outputs that will make use of the research findings. The project plan must be approved by the PMC and will become an attachment to the contract.

Reports (and any supporting material) must be submitted to the PMC's satisfaction and will be subject to review by PMC members. The project team will be required to ensure an internal peer review process is undertaken prior to the final report being submitted.

Milestone reporting

The project team must report all milestone deliverables and engagement activities into the Centre's Project Management System. This will include sufficient justification for the completion of milestones to the satisfaction of the PMC and the Centre.

Communication

To further assist with quality assurance, it is expected that:

→ regular PMC meetings will be held
→ the project team will use a consultative approach, documented in quarterly reports
→ the Principal Researcher will give periodic presentations to key stakeholder groups to gain critical feedback on project milestones.

Additional quality control processes may be agreed as part of the project planning process.

Contractual arrangements

A copy of the Short Form Services Agreement, the proposed form of contract for the purposes of this project, can be found here.

The Centre reserves its rights to make amendments to the form of contract.

This agreement should be reviewed by applicants as part of the EOI submission.

If you would like to request amendments to any of the terms and conditions set out in the proposed form of contract, details of the proposed changes and the reason the changes are requested must be included in the EOI submission form. Requests for any changes will be at the sole discretion of the Centre.

Selection as a shortlisted or preferred provider does not give rise to a contract (express or implied) between the shortlisted or preferred provider and the Centre for the supply of goods or services. No legal relationship will exist between the Centre and the shortlisted or preferred provider until such time as a binding contract in writing is executed by both parties.

In the case of consortiums, the Centre requests that one consortium member be nominated as Lead Research Provider and take responsibility for subcontracting other parties.

Submitting an Expression of Interest

Application and review process

The Centre will conduct an independent assessment process for the selection of a research provider to deliver the research project. An Assessment Panel will conduct evaluation of the EOIs that are received. Where required, the Panel may conduct interviews, request presentation or referee checks as part of the assessment process.

Following the assessment process the Centre may appoint one or more successful Applicants on the Centre's contract terms. Under the Centre's contract, the preferred provider will co-develop a detailed Research Plan with input from key stakeholders.

Key dates

25 June 2025	Call for EOIs opens
23 July 2025	Due date for EOIs

Submission requirements for this EOI

Project teams responding to this EOI are required to submit their response using the Centre's EOI submission form and Budget Template. Submissions must include:

→ a statement of capability (max 600 words), including the proposed contributions of each research team member to the project

→ a statement (max 400 words) about the diversity of the project team

→ a statement (max 400 words) about the project's inclusion and respect of First Nations peoples, philosophies, cultures, rights and/or knowledges

→ an outline (max 1000 words) describing how the project team intends to approach the project, strategies for effective collaboration and an indicative methodology

→ an indicative schedule of work and interim milestones/project outputs as described in this document

→ a proposed project budget in line with the budget envelope provided, including details of any in kind contribution from research organisation/s – a detailed budget to be provided using the downloadable Budget Template provided on the Centre's website

→ a clear statement (max 400 words) describing the outcomes that will be delivered for this project and how they will be used by stakeholders

→ a clear statement (max 400 words) describing the outputs that the proposed approach to this project will deliver and how the findings could translate into practice

→ a statement (max 500 words) demonstrating the project team's relevant industry and stakeholder engagement

→ a risk management statement (max 500 words)

→ any requested changes to the Centre's proposed form of contract

→ up to two-page CVs for each proposed project team member.

Additional information

Frequently asked questions

Additional information provided to individual respondents will also be published on the Centre's website to ensure access to all interested parties. Respondents are encouraged to check the website for any additional information via these published FAQs, prior to the closing date.

Evaluation criteria

After the closing date, the Centre will review submitted EOIs against the evaluation criteria below. The evaluation criteria provide an indication of those matters that should be included in the EOI and supporting material – details are provided in the table below.

The Centre reserves the right not to offer the work, or only allocate a proportion of the available funding, if a proposal does not meet the Centre's needs. The Centre reserves the right to invite any other specific researchers as it sees fit to submit proposals before or after the closing date.

Mandatory evaluation criteria

→ **Registered Australian Business:** The Respondent holds a valid Australian
   Business Number (ABN) or Australian Company Number (ACN)

→ **Public Liability Insurance:** The respondent has or will obtain appropriate insurance

Evaluation criteria	% weighting
Research capability: the capacity and capability to deliver an excellent research project in an Australian environment	25
Project approach: a demonstrated understanding of the project requirements and a proposed project approach and methodology that is appropriate, feasible and robust Relevant outline of a collaborative approach to assist in the translation and transfer of knowledge to end-users and to ensure the project meets their needs.	20
Project outcomes and outputs: demonstrate a high-level understanding of the intentions of the project and how outputs/outcomes translate to practice	20
Industry engagement: strong track record of industry engagement with the ability to support and influence Australian disaster management at a national or state/territory level through interaction with key stakeholders	15
Value for money: value with money refers to an application representing an efficient, effective, economical and ethical use of Centre resources. Consideration of the relevant financial and non-financial costs and benefits of each application including, but not limited to: → the quality of the application and activities represented by the technical assessment → fitness for purpose of the application in contributing to the Centre's objectives → the potential Research Provider's relevant experience and performance history → whole of life costs (in-kind , other costs, risks, legal risks)	20