No. 318

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Ms Purick to Minister for Primary Industry, Fisheries and Resources

Recreational Fishing Survey

1. When was the tender awarded for the work, Recreational Fishing Survey?

A: The tender was lodged on 5 November 2008 and a notice of acceptance was issued on 1 December 2008.

2. Who was the tender awarded to?

A: The tender was awarded to Kewagama Research.

Kewagama Research is the only consultant to have experience with two previous recreational fishing surveys of the NT in 1995 and 2000. Kewagama Research was identified as the preferred tender for this project over Northern Territory (NT) and interstate potential suppliers due to its comprehensive knowledge of recreational fishing survey methodologies; and the cost savings that could be achieved by using the same consultant that conducted the two previous such surveys in the Territory.

Additionally, Kewagama Research has primary intellectual property rights over the telephone/diary survey methodology and is widely recognised throughout Australia as the expert in this field which was pilot-tested and first employed in the NT in 1995.

The success of that project lead to the refinement and use of the methodology in license database studies in Tasmania and South Australia and ultimately in the first comprehensive assessment of recreational fishing in Australia that was conducted in 2000.

For the last 20 years, Kewagama Research has specialised in recreational fisheries research for government agencies in Australia and was assessed to be best qualified to conduct this consultancy.

provide

3. What is the prime place of residence of the successful consultant?

A: *Kewagama Research is based in Queensland however all on-site staff employed during the survey were NT residents.*

4. What was the cost of the tender work?

A: *The final contract was for a total of $439 803.*

5. What other costs have been incurred in the undertaking of the survey work that is, accommodation, air fare travel and sundries?

A: *No other costs have been incurred by the consultant in the undertaking of the survey work. However, there were other expected costs associated with the training and employment of on-site staff to conduct fisher interviews at designated boat ramps and accommodation venues across the Territory.*

6. What was the timeframe to complete the survey work?

A: *The survey was to be conducted over a 12 month period from April 2009 to April 2010. A final report was to be available by late 2010 however alterations to the scope of the project to address changes in visitor fishing activity and a need to increase sample size for the survey have delayed the completion of the final report.*

7. What were the terms of reference for the tender work?

A: *Refer to attached "Request for Tender".*

8. Who was/is overseeing the tender work?

A: *A Steering Committee was formed to guide development of the survey. The committee included the Amateur Fishermen's Association of the NT, the NT Guided Fishing Industry Association, the NT Seafood Council, the Water Police Section and the Executive Director of Fisheries as Chairman.*

The Manager, Aquatic Resource Management Group with DoR was the project manager for the contract.

9. Has a final report been delivered to Government and if not, why not?

A: *The consultant has provided a penultimate draft of the survey report. It is understood the final report from the survey will be provided to government in April 2012.*

The report has been delayed due to the expansion of scope of the project and complications in the different methodologies required for analysing data for resident and visitor activity.

Northern Territory Government
DEPARTMENT OF
REGIONAL DEVELOPMENT, PRIMARY INDUSTRY, FISHERIES AND RESOURCES
www.nt.gov.au

REQUEST FOR TENDER

Fisheries

TENDER:	DARWIN - CONSULTANCY - RECREATIONAL FISHING SURVEY OF THE NORTHERN TERRITORY
NUMBER:	D08-0515
CLOSING:	2:00 PM AUSTRALIAN CST THURSDAY, 05 NOVEMBER 2008 **(Late Tenders Will Not Be Accepted)**

LODGEMENT OF TENDERS TO:
The Tender Box
Department of Corporate and Information Services

By Hand:
Department of Corporate and Information Services
Ground Floor Enterprise House
28-30 Knuckey Street
Darwin NT 0800
or
Department of Corporate and Information Services
1st Floor, Herbarium (Gaymark Plaza)
4 Mansfield Street
Palmerston NT 0830

By Post:
GPO Box 1551
Darwin NT 0801

By Facsimile:
(08) 8999 1935

By Electronic Delivery
Via the electronic lodgement facility at www.nt.gov.au/tenders
OR Via the e-mail link supplied where the selected RFT is available from an e-mail link.
Note: no other form of e-mail or electronic delivery is acceptable.

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RFT NUMBER:	D08-0515
RFT TITLE:	DARWIN - CONSULTANCY - RECREATIONAL FISHING SURVEY OF THE NT

TABLE OF CONTENTS

RESPONSE SCHEDULES ARE PROVIDED SEPARATELY FROM THIS REQUEST FOR TENDER DOCUMENT

PREPARED BY:

Contract and Procurement Services

1. CONDITIONS OF TENDERING

2. CONDITIONS OF CONTRACT

Tenderers please note:

The Conditions of Tendering and Conditions of Contract applicable to this RFT are **Generic Consultant Services V4.1.20 (November 2007)**

Sections 1 and 2 comprising the Conditions of Tendering and Conditions of Contract are not included with this RFT but an electronic copy is available at: www.nt.gov.au/dcis/tendering/conditions. Alternatively a hard copy (paper) is available from the point of issue of the RFT.

You are advised to obtain a copy of the above Conditions to ensure you are familiar with the rules of tendering and with the contractual obligations of the parties under any subsequent contract. You are further advised to reference the Annexure to Conditions of Tendering and Contract, which appear on the following pages, against the above Conditions.

ANNEXURE TO THE CONDITIONS OF TENDERING AND CONTRACT

This Tender is subject to the Conditions of Tendering and Contract for **Generic Consultant Services V4.1.20 (November 2007)**

A copy of these conditions is available at the point of issue of this RFT or from the Internet at http://www.nt.gov.au/dcis/procurement_policy/conditions_contract/index.html.

RFT NO	**D08-0515**

1. For enquiries contact	Name	Kim Arnold
(clause 1.2 – Condition of Tendering)	Telephone	8999 1920
	Facsimile	8999 1966
	Email	kim.arnold@nt.gov.au

2. Designated Time/Day for Site Inspection/Meeting	Not Applicable

3. Performance Plan Required	Yes

(Clause 1.5 – Conditions of Tendering)

4. Alternative Tenders	Alternative Tenders are allowed

(Clause 1.6 – Conditions of Tendering)

Conforming Tender Required	No

(Clause 1.6 – Conditions of Tendering)

5. Change to Conditions of Contract	Changes are allowed

(Clause 1.8 – Conditions of Tendering)

6. Tender Validity Period	30 Days

(Clause 1.4 – Conditions of Tendering)

7. Documents to be lodged with Tender
TENDER FORM DECLARATION OF BUSINESS STATUS SCHEDULE OF ACCEPTANCE SCHEDULE OF INSURANCE CLAIMS AGAINST STANDARD ASSESSMENT CRITERIA CLAIMS AGAINST SUPPLY-SPECIFIC ASSESSMENT CRITERIA

(Clause 1.3 – Conditions of Tendering)

8. Number of Copies of Tender to be lodged	1

(Clause 1.3 – Conditions of Tendering)

9. Part Offer Acceptable	No

(Clause 1.10 – Conditions of Tendering)

ANNEXURE TO THE CONDITIONS OF TENDERING AND CONTRACT

CONSULTANT SERVICES (cont.)

RFT NO	**D08-0515**

10.	Basis of Payment		Lump Sum Fee
	(Clause 2.3 – Conditions of Contract)		
11.	Address of Principal	Title	Chief Executive
	(Clause 2.10.1 – Conditions of Contract)	Address	Department of Regional Development, Primary Industry, Fisheries and Resources GPO Box 3000 DARWIN NT 0801
12.	Principal's Representative	Title	Aquatic Resource Management Officer
	(Clause 2.8.1 – Conditions of Contract)	Address	GPO Box 3000 Darwin, NT 0801
		Facsimile	89992065
13.	Public Liability Insurance required		$10,000,000.00
	(Clause 2.14.2 – Conditions of Contract)		
14.	Professional Indemnity Insurance required		No
	(Clause 2.14.3 – Conditions of Contract)		
15.	Time for Completion		104 Weeks
	(Clause 2.17 – Conditions of Contract)		

3. SCOPE OF SERVICES

3.1 OVERALL OBJECTIVE

The project will provide data on recreational fishing essential for the ongoing sustainable management of Northern Territory Fisheries. Current information on recreational fishing is either not available or based on out-of-date datasets such as the National Recreational Fishing Survey (NRFSNT, 2000/01).

3.2 BACKGROUND

Recreational fishing in the Northern Territory has long been an important activity for residents and visitors alike – with the highest resident participation rates of any state/territory in Australia and the highest proportion of “imported” fishing effort from interstate fishers (Henry and Lyle 2003). Additionally, total annual expenditure directly related to recreational fishing exceeds $35 million in the NT and the recreational sector also accounts for significant proportions of the total catch of key species, e.g. an estimated 45% of the commercial barramundi and jewfish harvest.

Recognising the importance of recreational fishing, the NT Government has commissioned several major research projects over the years, commencing with the Cam Rungie/Touche Ross Survey in 1986. However, two more recent studies represent the primary assessment source: the *Fishcount* Survey, conducted in 1994/95 and the National Recreational and Indigenous Fishing Survey, 2000/01 (NRIFS), including the NT-specific report from that study (NRFSNT). Since then, no Territory-wide study of recreational fishing has been undertaken.

The absence of up-to-date information for key recreational fishery assessments represents a high risk to sustainable management and impedes effective whole-of-fishery management in the Territory. Indeed, in areas where commercial closures exist, recreational fishing represents the only potential source of data for monitoring purposes.

In May 2006, Kewagama Research was commissioned to evaluate the needs of the NT in relation to recreational fishing data and identify cost-effective research options to meet these needs. Subsequent development work by departmental and consultant staff has identified a preferred methodology to conduct this research and the NT Government is now in a position to engage a consultant for the project.

3.3 KEY OBJECTIVES

While detailed objectives of the project will be the subject of 'output specifications' work in the final development phase, the following over-arching objectives have been identified for the study:-

For the <u>non-indigenous resident population of the NT</u>, to quantify recreational fishing, in terms of:-

i. participation rates among various population sub-groups (age, gender etc) together with other profiling data (e.g. boat ownership/GPS/echo sounder);

ii. annual catch (harvest and release), effort (days/hours fished) and catch per unit effort (CPUE) for the main target fish and other species;

iii. annual expenditure directly-attributable to recreational fishing – disaggregated by expenditure items (tackle, vehicle travel costs, boat fuel, etc.);

iv. fisher awareness and opinions on fisheries-related issues

These objectives largely align (and data are to be directly comparable) with the resident component of the NRIFS. However, two new data elements have been identified for the survey: (i) to routinely obtain 'reasons for release' information (e.g. under-size, inedible etc) for all fish/other species released by respondents; and (ii) to collect size/frequency data for key species (i.e. jewfish, golden snapper and barramundi).

For visitors to the NT (from interstate and overseas), to quantify recreational fishing activity for selected catchments only. At this stage, 6 catchments have been identified from a prioritised listing as being achievable within the budget limitations of the project (Daly River, McArthur River, Mary River, Roper River, Darwin Harbour/Shoal Bay and Nhulunbuy).

The key objective for each catchment should be to obtain data for visitors comparable to Objective ii (above) for residents and therefore to provide optimally exhaustive estimates of total recreational harvest etc. in each case. However, within several catchments, coverage limitations may exist in terms of various spatial, temporal and platform-based factors. As such, boat ramp-based, on-site surveys may need to be conducted during daylight hours only (see Sections 4 and 5 below).

4. SURVEY SCOPE AND OTHER CRITERIA

4.1 Geographic Scope

The geographic scope of the survey should incorporate the whole of the NT, including offshore islands and seaward to the EEZ boundary. For the resident component, a sample should be drawn from across the NT, to provide appropriate statistical strength for each of three residential strata (Darwin, Coastal and Inland). These strata should conform to ABS Census boundaries (SD, SSD and SLA) and related population benchmark data. A more detailed regional system should be used when collecting information on fishing activity (as for the NRFS), including for the visitor component.

4.2 Households in Scope and Primary Sampling Units (PSU)

The Primary Sampling Unit (PSU) for the resident component should be the 'private dwelling household' (ABS definition), with the sample to be drawn from latest Telstra 'White Pages' listings. For the visitor component, the PSU may need to vary in accordance with the sampling strategy for each catchment, e.g. (i) for caravan parks/camp grounds, the PSU may need to be the 'site/night', (ii) for boat ramp surveys, the PSU may need to be fishing party/boat-based.

4.3 People in Scope and Age Criteria

Residents (non-indigenous only) are defined as having their usual place of residence in the NT. Visitors are defined as having their usual place of residence elsewhere in Australia or overseas. Three age criteria should be applied in relation to survey information: (i) all ages for total population/ benchmarking purposes (principally for the resident component); (ii) those aged 5 years or more for recreational fishing assessment; and (iii) those aged 15 years or more for any awareness/attitudinal questioning.

4.4 Activities in Scope

For all survey purposes, recreational fishing is to be defined as any attempted harvesting (or release) of aquatic animals for non-commercial purposes, including "*prawning, crabbing, spearfishing, or even collecting oysters or aquarium fish*". Commercial fishing activity and indigenous fishing are excluded from the survey scope.

Three terms should be applied to catch information: (i) catch – all aquatic animals captured whether harvested or released; (ii) harvest – the retained component of the catch; and (iii) released – the released component of the catch.

4.5 Temporal and Other Scope

For the resident component, recreational fishing participation should be assessed on a 'previous 12 months' basis as at February/March 2009 (Screening Survey – see Section 5 below) and for the period 1 April, 2009 to 31 March, 2010 (Diary Survey – see Section 5 below). Detailed resident fishing activity (catch, effort, etc.) should also be collected for this (latter) 12 month period, including for all day/night fishing and all platforms (boat/shore). Expenditure data should also be collected for the 12 month diary period.

For the visitor component detailed assessment of fishing activity should be restricted in each selected catchment to the 8 month period from 1 April, 2009 to 30 November, 2009. In many cases the remaining

4 months have been shown to account for a negligible amount of total visitor catch and effort (with some areas totally inaccessible during this time).

For those catchments where a temporary residence-based sampling strategy needs to be employed to assess visitor activity (caravan parks etc – See Section 5 below), no further scope limitations should apply, either temporally (day/night) or platform-based (boat/shore). However, for boat ramp surveys, the scope will necessarily be confined to boat-based fishing in daylight hours.

5. BROAD METHODOLOGIES AND KEY ASSUMPTIONS

It is expected that the resident component for the survey will be based on telephone survey methodologies that largely conform to those employed in the NRFS (and recent studies in SA and TAS), namely:-

- Initial Screening Survey (assumption: gross sample of 2,700 households across the NT) – principally to measure participation and identify 'intending fisher' households for the diary phase

- 12 month Diary Survey – to collect detailed catch, effort and expenditure data (assumptions: > 750 diary households on commencement, with > 670 completing the study);

- 'Wash-up' Survey – conducted among all diary households at the end of the diary period, principally to provide awareness/attitudinal information;

- Non-intending Fisher Follow-up Survey – conducted at the end of the diary period, among a relatively large sample (assumption: 700) of non-diarist households from the original screening to assess unexpected fishing activity and to 'round-out' participation assessment for the diary period.

For the <u>visitor</u> component, face-to-face/on-site interviewing will be required and one of two survey instruments should be applied to each selected catchment (depending on 'coverage' cost-effectiveness) for the proposed 8 month survey period:-

- for 'isolated' catchments where the visitor population is contained in a relatively small area/number of accommodation establishments (e.g. the lower Daly and McArthur areas), a customised sampling of accommodation sites may need to be employed. Interviews should be conducted with eligible visitors only (i.e. residents counted, but excluded) and detailed catch and effort data obtained (comparable with the Diary Survey). Also, benchmark data should be routinely collected from each establishment in terms of site/nights (dissected by numbers of residents and visitors) for the proposed 8 month enumeration period – and preferably for the 4 month, non-sampling period, to at least quantify the 'potential' here;

- for catchments where it is cost-prohibitive to 'cordon-off' accommodation establishments, but where boat-based fishing predominates from a small number of access points (e.g. Mary River), a boat ramp survey methodology should be employed (in daylight hours only) to collect detailed catch and effort data. However, unlike the accommodation-based methodology, both resident and visitor parties should be fully interviewed (with the data 'split' for any joint-parties'). Furthermore, additional boat ramp data should be collected through the telephone/diary survey for these catchments, for validation/comparison purposes.

Whilst detailed sampling design is a major component of development work during the course of the consultancy, a total of 400 'sampling days' is assumed for the on-site/visitor component – an average of 67 days for each of the 6 key catchments over the 8 month period. Clearly, some catchments will require greater sampling intensity/resources (e.g. Darwin Harbour) than others (e.g. the Mary River).

Importantly, it is expected that ongoing data from Fishing Tour Operators (FTO) will be appropriately utilised in the development, conduct and analysis of the study – with additional detail to be collected during the 12 month diary period, where daily catch and effort information would be dissected on a resident vs. visitor basis.

6. PROJECT STAGES, TIMING AND OUTPUTS

Key project phases and related timing are:-

- Survey Development and Preparation (to be completed by the end of January 2009)
For the overall project, an important first step will be the development of detailed 'output specifications', by collaboration of consultant, departmental staff and the Steering Committee. After this, for the resident component, all sampling plans/selection, questionnaire design work etc., printing, interviewer briefing etc. should be completed by consultant staff prior to the Screening Survey. For the visitor component, it is expected that major inputs will be required by consultant and departmental staff, to determine the most cost-effective strategies for sampling each catchment and to optimise the number of catchments included. Note: whereas virtually all design aspects for the project should be completed by end January 2009, recruitment and training of field staff for the visitor survey are expected to extend into late March;

- Screening Survey - Residents (February and March 2009)
To optimise sampling targets/quotas for the Diary Survey by stratum, the Screening Survey should be conducted in two 'waves'. The 1st wave (around 70% of the total sample) should initially be allocated to interviewers and 'uptake' rates to the Diary Survey monitored in the first few weeks of enumeration. By early March, the 2nd wave of sampling should be determined and allocated to interviewers.

- Diary Survey – Residents (April 2009 to March 2010)
Commencing with a brief Diary Survey Explanation Interview in late March/early April, each diary household should be contacted regularly throughout the diary period – usually monthly, but more frequently for many avid fishers and if required, bi-monthly for infrequent fishers/sensitive cases. Each month, completed 'Event Sheets' (fishing/expenditure activity) should be routinely sent by interviewers to the consultant for progressive data processing. Note: as the diary period ends 31 March, final diary contact interviews will naturally extend into April 2010;

- On-site Surveys – Visitors (April to November 2009)
Interviews should be conducted in accordance with a pre-determined sampling plan for each selected catchment. Regular support of field staff (incl. structured supervision trips) will be provided by relevant departmental staff (see Section 7 below). Field interviewers will be required to despatch completed questionnaires to the Survey Office (departmental) on a monthly basis;

- Wash-up Survey and Non-intending Fisher Follow-up Survey – Residents (April 2010)
The Wash-up Survey should be routinely conducted as part of the final contact with diary households. Commencing no later than the 2nd week of April, the Follow-up Survey should be conducted, with interviews possibly extending into early May (to optimise response);

- Data Editing and Processing – All Survey Components (March 2009 to June 2010)
Data processing for each survey component should be conducted progressively throughout the survey Also, regular data editing should be undertaken to check for completeness, range and logic, etc. in each dataset – both manually (usually before data entry) and computer-based (afterwards);

- Analysis and Reporting (May to October 2010)

  It is expected that the consultant provide quarterly progress reports (detailing survey progress, response rates etc.) to the Steering Committee. The draft final report should be made available to the Steering Committee by the end of August 2010. Following a one-month review period, the revised final report should be provided to the Department in mid-late October 2010, for subsequent formal publication/release by the Department. The format of the final report (and data within) should largely align with previous such reports (including the NRFSNT) and provide exhaustive detail of survey methodologies, sampling systems, response profile information etc. Comprehensive survey results (e.g. participation, catch, effort, expenditure etc.) should be provided on an expanded population basis, along with temporal and spatial disaggregation (as appropriate). Standard error calculations for all data tabulations should also be included as an appendix. Note: as a 'stand-alone' report, no comparative analysis of the results to earlier studies would be included. However, optimum comparability with such studies should of course be sought in all project phases. Similarly, the report should contain no interpretation of the survey results, other than clear definitive information to assist in this regard. The survey database (primarily MS Access) should also be an output of the project, along with appropriate briefing of departmental staff in terms of ongoing interrogation of the data and key definitive documentation (e.g. interviewer manuals).

7. CONSULTANT AND DEPARTMENTAL RESPONSIBILITIES

Departmental responsibilities for the project should be confined to general liaison/oversight of the project (but including a substantial involvement in the development phase) and primary responsibility for the conduct of the visitor/on-site surveys (including, recruitment, training and management of field staff and data editing/processing staff).

The Departmental Liaison Officer for the overall project will be Steven Matthews, Aquatic Resource Manager, Fisheries: Phone - (08) 8999.2145; Email – steven.matthews@nt.gov.au; Address – GPO Box 3000, Darwin NT 0801.

Consultant responsibilities embrace the vast majority of all project functions and costs – and especially, for the resident component of the study. Consultant staff will also have primary responsibility for all design and analysis/reporting work.

8. STEERING COMMITTEE

A Departmental Steering Committee will be formed with the Executive Director of Fisheries, Director of Aquatic Resources, the Executive Officer of the Amateur Fishermen's Association of the Northern Territory, the Executive Officer of the Northern Territory Guided Fishing Industry Association, the Chief Executive Officer of the Northern Territory Seafood Council and the Officer in Charge of the Police Fisheries, Marine Enforcement Section.

The Consultant will be briefed by the Steering Committee on commencement of the project and will be expected to provide quarterly progress updates to the Committee during the course of the consultancy. The Committee will review the draft final report and will provide comments to the Consultant.

9. CONFIDENTIALITY

All survey designs and consultant/departmental staff will comply with relevant privacy legislation/requirements and all information collected through the various surveys will be treated in the strictest confidence and used for statistical purposes only.

10. INTELLECTUAL PROPERTY

All information collected, all survey designs, material etc. developed through the proposed project will remain the property of the Department for the purposes of any future repeat of the study, including where different consultants might be used. Yet, this ownership does not extend to the provision (by sale or otherwise) of any such survey designs, material etc. to any 3rd party, for use elsewhere or in another application.

11. PROJECT PLAN

The contractor is required to submit a comprehensive project plan, which will be assessed as part of the supply-specific assessment criteria.

Information required in the project plan

Information to be provided in the project plan includes, but is not limited to:

- A schedule of anticipated works identifying key individual tasks/milestones.
- Expected durations and deadlines.
- Personnel and/or sub-contractors involved in undertaking each of the tasks.
- A communication plan indicating the key contact for the tenderer, a formal reporting schedule, including the anticipated delivery dates for draft and final report components allowing time for report review and feedback from the Steering Committee prior to finalisation.
- A risk assessment of the project implementation indicating potential issues that may arise and contingency measures of how they will be managed to ensure the final deadline is still met at the proposed date.
- A lump sum break-up, outlining the component unit costs of the project. This must include unit rates for personnel, travel, accommodation etc.

12. TRAVEL

The contractor will be required to make all travel arrangements, including accommodation bookings. Travel is to be summarised in the project plan and travel costs including accommodation are to be included as a separate item in the contract price.

13. ASSESSMENT CRITERIA

PAST PERFORMANCE

- Tenderers are required to provide an overview demonstrating experience, technical knowledge and skills in contracts or projects of this nature, scope and size. The overview should include references for current or recently completed projects.

WHOLE OF LIFE COST

- Tenderer to provide details of any progress payments required.

LOCAL DEVELOPMENT AND VALUE ADDING

- Provide details of any local indigenous participation, including details of any indigenous trainees, apprentices or employees who will be involved in the delivery of this contract.
- Provide details of the local suppliers and services who will be used in the delivery of the contract (where relevant).
- Provide details of local representation or presence (where relevant) and number of employees.

TIMELINESS

- Tenderer to provide details of how they will complete the requirements of the review in line with this Request for Tender.

CAPACITY/CAPABILITY

- Tenderers are to provide details of any current contractual commitments which may impact on their capacity to provide the services in accordance with this Request for Tender or which may represent a conflict of interest.
- Tenderers must provide detail of any legal action pending that may impact on the tenderer's ability to meet the requirements of the Request for Tender.

INNOVATION

- Tenderer to provide details of any methods offered that provide increased efficiency and effectiveness in achieving the required output, i.e. new technology, methods which may reduce cost and/or time required without influencing performance.

SUPPLY SPECIFIC

- The Tenderer is required to submit a comprehensive project plan, to deliver on the requirements of the project in keeping with the scope outlined in section 11, to also include
    - the personnel to be utilised (project leader, other Consultants and sub contractors)
    - their qualifications, demonstrating their experience in delivery of similar services (examples of prior work and the outcomes for each need to be included),
    - the methodology to be used,
    - estimated dates of completion of each stage (a timeline is to be included) and,
    - lump sum break-up, outlining the component unit costs of the project, including unit rates for personnel, travel, accommodation etc.