

Terms of reference

Fitness Expert

Background

The Australian Seasonal Worker Programme (SWP) offers seasonal labour to Australian employers in the agricultural industry, and employers in selected locations in the accommodation industry, who can't meet their seasonal labour needs with local jobseekers. The program, which is managed in Australia by the Department of Jobs and Small Business and is open to nine Pacific countries and Timor-Leste, contributes to the economic development of the ten participating countries by providing access to work opportunities, and therefore skills and income, in the Australian agriculture and tourism sectors. For more information see <https://www.jobs.gov.au/seasonal-worker-programme>. The Labour Mobility Assistance Program (LMAP), managed by Cardno, provides capacity-building support in each sending country to strengthen their participation in the SWP.

The SWP is managed in Samoa by the Seasonal Employment Unit (SEU) within the Ministry of Commerce, Industry and Labour. The SEU maintains a register of people interested in participating in the SWP, a register which currently includes details of around 3,500 people. Individuals will then be selected from this pool for specific assignments in response to recruitment requests from employers in Australia.

Australian employers have indicated that physical fitness is one of the key criteria of importance in the selection of workers, particularly for the agriculture sector, where the work is physically demanding and requires strength, stamina and sometimes flexibility. A good attitude, including mental stamina, a willingness to persevere, and a willingness to take direction and follow instructions is also regarded as important by Australian employers.

The SEU, in association with LMAP, would like to undertake a programme of health and fitness screening for people who have expressed an interest in joining the Work Ready Pool for employment opportunities in Australia. To successfully complete this task, the SEU will seek proposals from a suitably qualified Physical Fitness Assessment Specialist capable of developing a relevant and objective way of assessing and screening WRP candidates, thereby ensuring that the workers selected to go to Australia have the attributes required by their employers.

Purpose and requirements of the position

The Physical Fitness Assessment Specialist will assist LMAP and the SEU to develop, and implement an efficient and effective mechanism to assess the physical fitness (stamina strength and flexibility) of those currently registered in the SWP Work Ready Pool. Specifically, the Specialist will:

- Work collaboratively with the SEU and LMAP to develop a short, appropriate physical fitness assessment process to assess the fitness of those currently registered for the SWP Work Ready Pool (up to 3,500 people). The assessment must be efficient (enable large numbers of applicant to be assessed in a relatively short period of time).
- Provide a written assessment plan template for physical fitness assessment, including the type of assessment, the resources / environment (likely venues) / time required to undertake the assessment and the level of skill required to successfully make a reasonable assessment of physical fitness.
- Pilot the process with a small sample of members from the SWP Work Ready Pool (up to 30 participants).

- Based on lessons learnt from the pilot process and in consultation with the SEU and LMAP, refine the physical fitness assessment tool and update the assessment plan. The final plan should include:
 - a plan for how to conduct the screening of all registered members of the Work Ready Pool and SWP register; including an indicative schedule with proposed dates and venues for holding each of the assessment appointments;
 - indication of how many staff the successful Specialist will have available to ensure accurate input of information and results into the SWP Work Ready Pool database;
 - indication of the location of the testing (Upolu and Savai'i), and any equipment the successful Specialist will use; and
 - indication of the resources (if any) required from the SEU to support the fitness testing process.
- Conduct the fitness assessments and capture all relevant data on the SWP Work Ready Pool database, which includes incorporating an accurate reflection of the fitness level of each member of the SWP Work Ready Pool, according to a rating scale agreed with the SEU and LMAP.

Timing

The work is expected to entail a total of *up to* 45 working days between July and August 2018. Fitness Assessments will be run on both Upolu and Savai'i. Note that this is not a full-time role. The actual scheduling and location of the work and fitness tests will be determined in discussions between the SEU, LMAP and the successful applicant.

Other requirements

In addition to the requirements set out above, the successful Specialist will be also responsible for:

- all logistical arrangements to secure suitable venues to run the fitness assessments on both Upolu and Savai'i, including travel arrangements for staff engaged by the successful Specialist to complete the work;
- providing enough staff to manage the accurate collection and recording of assessment results in the SEU SWP Database;
- ensuring qualified medical supervision while assessments are being undertaken.

Indicative budget

LMAP and the SEU have an indicative budget of WST45,000 inclusive of all associated costs and taxes to develop, test, launch and complete the fitness assessment of up to 3,500 participants, including recording all relevant information about each of the participants into the SEU Work Ready Pool database.

Expected outputs and schedule of payments

Output	Timing (indicative only)	Milestone payment
Assessment plan for pilot assessment	27 June 2018	15%
Completion of pilot assessments	04 July 2018	15%
Final assessment plan	11 July 2018	20%
Report on fitness assessment results	22 August 2018	50%

**Please note that timing may be adjusted in consultation with LMAP, the SEU and the successful applicant*

Contracting arrangements

The Physical Fitness Assessment Specialist will be contracted by Cardno, the manager of the LMAP. Day-to-day supervision will be provided by a senior staff member within the SEU. Payments will be made upon completion of each milestone (above) accompanied by an invoice for the amount agreed for that milestone payment.

Selection criteria

- Evidence of tertiary or certificate-level qualifications in a relevant field and/or extensive experience as a physical fitness instructor, assessor or trainer.
- Experience in designing and implementing fitness assessments.
- Demonstrated strong interpersonal skills and the ability to work effectively with individuals and teams, including government staff and contractors.
- Skills in data entry and management in Excel or similar program.
- Demonstrated organisational and problem solving skills.
- Written and oral fluency in both Samoan and English would be an advantage.

Application details:

Applications should be submitted by email to CardnoEM@lmaprogram.org. Alternatively, hard copy applications can be provided directly to the SEU in a sealed envelope addressed to:

Ms Venus Tupai
Ministry of Commerce, Industry & Labour
Level 4, ACC Building
PO Box 862 Apia, Samoa

Applications must be submitted by no later than **4.30pm on 11 June 2018**. Late applications will not be considered. Applications should include:

- A short covering letter addressing the selection criteria above (maximum 300 words per criterion).
- An Up-to-date CV
- Certified copies of qualifications and/or Certificates for relevant trainings
- A detailed budget (in WST), including: your proposed hourly and daily rate, the cost of any other staff (administrative and medical), venue hire, and refreshments during assessment times
- Contact details (phone, email and mailing address)
- Confirmation of nationality and country of residence

Following a selection process, the preferred applicant will be invited to attend an interview during the week commencing **18 June 2018**, at which they will be asked to provide a brief presentation on their proposed approach to the fitness testing.

For further enquiries please contact Mr Matt Gibbs (matt.gibbs@lmaprogram.org) or Ms Venus Tupai (venus.tupai@mcil.gov.ws).