

REQUEST FOR QUOTE

Federation of Victorian Traditional Owner Corporations

Independent Governance Advisor – Governance Review

Issued by: Federation of Victorian Traditional Owner Corporations

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Closing date for quotes: 18 September 2026

Contact: Kaley Nicholson
CEO Federation of Victorian Traditional Owner Corporations
kaley.nicholson@fvtoc.com.au

1. About the Federation

The Federation of Victorian Traditional Owner Corporations (the Federation) is the statewide body representing the rights and interests of Victorian Traditional Owner groups. The Federation currently operates under a membership model, with seven of the 12 recognised Traditional Owner Corporations (TOCs) in Victoria as members. For more information, please visit [Strategic Documents - Federation of Victorian Traditional Owner Corporations](#).

2. Background and Purpose of this Engagement

In 2026 the Federation's Board stood up the Governance Alignment Sub-Committee (GAS) to drive and shape the Federation's first-ever governance review. The review will genuinely examine all aspects of the Federation's governance – nothing is off the table – including whether the current membership model remains the right basis for representation and advocacy legitimacy, given that full membership across all 12 Traditional Owner Corporations is not a realistic prospect under the current model.

The Federation is seeking to engage an independent governance advisor to lead this review on GAS's behalf, reporting to GAS and working closely with the CEO and Company Secretary. The review is to be completed by February 2027, well ahead of the development of the Federation's next strategic plan (the current strategy runs to the end of 2027).

3. Scope of Work

The successful consultant will lead a review covering, at minimum:

- The membership model itself, including whether the current membership model should remain the basis for representation and advocacy legitimacy.
- Board composition, nomination rights, and skills/representation balance.
- Decision-making rights and thresholds, including for constitutional change.
- How the Federation engages with, and reflects the interests of, all 12 formally recognised Traditional Owner Corporations – not only current members.
- Entity structure and any legal/constitutional implications of change.

4. Deliverables and Indicative Timeframe

The review is to be delivered in five phases between September 2026 and February 2027, as set out below. Respondents should propose a methodology and timeline against these phases, noting timeframes may be refined in consultation with GAS.

Phase	Timeframe	Deliverable
Phase 1	Sep 2026	Inception meeting with GAS; confirmation of review scope and methodology
Phase 2	Sep – Oct 2026	Current-state assessment and options paper, including benchmarking against comparable Traditional Owner / First Nations peak body governance models
Phase 3	Nov – Dec 2026	Design and delivery of consultation with all 12 recognised Traditional Owner Corporations across Victoria; consultation summary report
Phase 4	Dec 2026 – Jan 2027	Exposure draft governance model, including any constitutional/rules amendments required (with legal review)
Phase 5	Feb 2027	Final governance review report and recommendations, presented to GAS and the Board

5. Governance and Reporting

- The consultant will report to GAS, with day-to-day liaison through the CEO and Company Secretary.
- The consultant will present at key milestones (see Section 4) and respond to GAS and Board questions as required.
- The Board retains ultimate decision-making authority on any recommendations arising from the review, including any constitutional change.

6. Consultant Requirements

Respondents should be able to demonstrate:

- Experience leading governance reviews for membership-based or representative organisations, ideally within the Traditional Owner, Aboriginal community-controlled, or the First Nations sector.
- A strong understanding of Traditional Owner governance, self-determination principles, and the Victorian Traditional Owner landscape.
- Experience designing and delivering genuine, culturally appropriate consultation with multiple community organisations.
- Relevant qualifications and/or a track record in organisational governance, constitutional/rules drafting, or a closely related field (or the ability to engage legal support for drafting components).
- Availability to deliver the engagement within the timeframe at Section 4.

7. Quote Requirements

Quotes should be no more than 10 pages and should include:

1. Proposed methodology and approach, including how consultation with all 12 Traditional Owner Corporations (not only current members) will be conducted respectfully and effectively.
2. Proposed timeline against the five phases at Section 4.
3. Fee proposal – either a fixed price by phase or a day rate with an estimated number of days per phase, inclusive of GST.
4. CVs or profiles of all personnel proposed to work on the engagement.
5. At least two referees from comparable engagements.
6. A declaration of any actual or potential conflicts of interest, including any existing relationships with FVTOC, its members, or Victorian Traditional Owner Corporations.

8. Evaluation Criteria

Quotes will be assessed against the following criteria:

Criterion	Weighting	What we are looking for
Relevant experience and expertise	30%	Demonstrated experience leading governance reviews for membership-based or representative organisations, ideally within the Traditional Owner, Aboriginal community-controlled, or the First Nations sector.
Cultural competency and understanding of self-determination	25%	Demonstrated understanding of Traditional Owner governance, self-determination principles, and the Victorian Traditional Owner landscape.
Proposed methodology and approach to consultation	20%	A credible, well-sequenced approach to engaging all 12 TOCs – including non-member TOCs – respectfully and effectively.
Team capability and referees	10%	Relevant qualifications/experience of proposed personnel; strong referee feedback.
Value for money	15%	Fee proposal relative to scope, deliverables and proposed time commitment.

9. Submission Details

- **Quotes should be submitted by email to kaley.nicholson@fvtoc.com.au by COB Friday 18 September 2026.**
- Questions regarding this Request for Quote should be directed to Kaley Nicholson.
- Late submissions may not be considered.

10. Other Conditions

- FVTOC is not bound to accept any quote, including the lowest-priced quote, and may negotiate with one or more respondents.
- All information provided by respondents will be treated as confidential and used only for the purposes of this procurement.
- Shortlisted respondents may be invited to present to GAS as part of the evaluation process.