



Impact Report- Cancer Consumer-led Research Partnership Proposed approach- Expression of Interest

Purpose

A statewide, consumer-led research partnership — convened by the VCCC Alliance in collaboration with Monash Partners Comprehensive Cancer Consortium, Regional Trial Network Victoria, Cancer Council Victoria and the University of Melbourne — is commissioning an independent evaluation and Impact Report to capture systems-level change resulting from the “Consumers Leading Transformational Change in the Cancer Sector” program.

A unique partnership has been established with the VCCC Alliance, Monash Partners Comprehensive Cancer Consortium, Regional Trial Network Victoria, Cancer Council Victoria, and the University of Melbourne to support and amplify consumers throughout the cancer sector. Adopting a collective impact framework, the partnership aims to build lived experience (consumer) capacity and capability for system-wide change in engagement practices.

Background/About Us

In December 2023, the Victorian State Government announced funding for the ‘Consumers Leading Transformational Change in the Cancer Sector’ research partnership. This statewide initiative supports key initiatives, including consumer-led research, and development and implementation of a lived experience leadership program as a pathway to gain knowledge, skills, and confidence to enhance involvement to cancer-related care, research, and education.

The multiorganisation collaboration is committed to addressing lived experience engagement in the cancer sector through collaborative, consumer-led approaches. In addition, to develop a statewide network of consumer leaders whilst building consumer, and organisational capability through implementation.

Scope

The successful tenderer will support the design, evaluation, and dissemination of the program’s impact. The scope covers the necessary work to identify the Cancer Consumer-led Research Partnerships key areas of impact and produce an Impact Report as per the deliverables outlined in Table 1.

The key deliverables:

1. Program Logic

Develop a comprehensive Program Logic that clearly articulates the following and informs evaluation and reporting activities in subsequent programs. The program logic must incorporate existing program data and activity-specific evaluation findings.

Prepare, revise and support submission of a Human Research Ethics Committee (HREC) application to enable qualitative and/or mixed-methods evaluation activities. The pre-prepared ethics material will be reviewed and updated to ensure it aligns with the proposed study design and current governance requirements.

This will include:

- Study design and methodology



- Participant recruitment strategy
- Consent materials and plain-language statements
- Data management and governance plan (storage, access, de-identification)
- Risk mitigation and cultural safety considerations

Outputs:

- Complete HREC application ready for submission
- Supporting documentation pack (participant information sheets, consent forms, interview guides and recruitment materials)

2. Interviews and Analysis

Design and conduct a structured qualitative evaluation, likely including:

- Interviews with lived experience leaders (governance, working groups and pilot participants)
- Interviews with partner organisations and stakeholders
- Thematic analysis of interview data
- Integration of program datasets and pilot evaluation findings

The successful tenderer will identify key impact themes, including (but not limited to):

- Lived experience leadership capability of program membership
- Consumer-led research framework
- Organisational change and readiness
- Statewide engagement and network development
- Influence on the cancer sector

Outputs:

1. Thematic analysis report structured around the five Collective Impact domains

3. Impact Report

Develop a high-quality Impact Report explicitly structured around the five components of the Collective Impact Framework.

- Demonstrate systems-level change rather than isolated program outcomes
- Articulate how the initiative contributes to statewide reform in the cancer sector
- Position the program within current and future government advocacy and funding directions

Outputs:

2. Draft Impact Report for review and feedback
3. Final Comprehensive Impact Report (max 20-25 pages)
4. Two-page Impact Summary (High level overview)

4. Draft Peer-Reviewed Publication

Prepare a manuscript draft suitable for submission to a peer-reviewed journal. The manuscript should:

- Describe the program model and outline evaluation methodology
- Present key findings that articulate implications for consumer leadership in cancer and health sector

Outputs:

5. Draft manuscript ready for journal submission
6. Identification of suitable target journals

The following confidential information will be provided to support the work:



- Original application and program plan submitted to the Department of Health (in confidence).
- Advisory Group comprising Program Manager, Consumer Leadership and Senior Manager Consumer Involvement, VCCC Alliance (project lead)
- Data collected throughout the program
- Activity specific evaluations that have been completed
- Remuneration for lived experience focus groups/interviews

Table 1 Major Deliverables for Impact Report

Activity	Deliverables	Outputs	Due
1. Program Logic Design	Develop a comprehensive Program Logic (visual and narrative) explicitly incorporating existing programme data and activity-specific evaluation findings already collected.	1. Program Logic (visual and narrative format)	30 July 2026
2. Ethics Application	Submit Human Research Ethics Committee (HREC) application Draft and revise supporting documentation: participant information sheets, consent forms, interview guides and recruitment materials.	1. Complete HREC application ready for submission 2. Supporting documentation (participant info sheets, consent forms, interview guides)	31 August 2026
3. Interviews and Analysis	Conduct structured qualitative evaluation, including interviews with lived experience leaders and partner organisations	1. Thematic analysis report structured around five Collective Impact domains	10 October 2026
4. Impact Report		1. Final Comprehensive Impact Report (20–25 pages) 2. Two-page high-level Impact Summary	30 November 2026
5. Draft Peer-Reviewed Publication	Prepare manuscript suitable for peer-reviewed journal submission. Ensuring alignment with the program’s authorship guidelines	1. Draft manuscript for review 2. Identification of suitable target journals	30 June 2027



Respondents are to provide an itemised quote (excluding GST) including a payment schedule linked to the schedule of works and deliverables (table 1). The work is to be delivered at a **fixed fee**. Total project budget range up to **\$40,000** (inclusive of GST)

Table 2 Expression of Interest response inclusions

Criteria / Section	Instructions for Respondent
Impact Reporting	Describe experience and knowledge in impact reporting in a health, research, and/or education environment. Provide 2–3 examples of previous work demonstrating this experience. Include methodology and outcomes.
Stakeholder Mapping and Engagement	Provide examples of experience mapping and engaging stakeholders, including consumers. Outline approaches and resources used to ensure broad and diverse participation, including digital or other platforms to support equity.
Cancer or health sector in the Australian Context	Outline understanding and experience related to cancer and/or health sector in Australia.
Impact Evaluation Scorecard	Provide examples of developing an impact evaluation scorecard or similar tool that presents evidence supporting strategy implementation in a clear and accessible format.
Schedule of Work	Provide a proposed schedule of work linked to Table 1 deliverables. Include: <ul style="list-style-type: none"> • Key deliverables • Methodology and tools • Resource allocation • Proposed start and end dates
Quotation of Works	Provide an itemised quote (excluding GST) including a payment schedule linked to Table 1 milestones . Confirm that the work will be delivered at a fixed fee .
Identified Risks and Issues	Note potential issues or risks with the proposed work and describe mitigation or management strategies.
Other Relevant Information	Provide any other relevant information demonstrating capability or experience for this project.
Referees	Provide contact details for two referees who can speak to your experience and performance.



Key Selection Criteria

Key Selection Criteria	Description	Weight (%)
1. Experience in the field of Impact Reporting	Demonstrated experience preparing comprehensive Impact Reports, ideally in health or research sectors	25%
2. Stakeholder Engagement Experience	Evidence of engaging with multiple stakeholders, including lived experience leaders, organisations, and government agencies	20%
3. Experience in understanding and implementing health policy and frameworks	Experience applying health policy or frameworks; desirable: experience in cancer sector	20%
4. Budget Approach and Cost-Effectiveness	Ability to demonstrate efficient use of resources and value for money	15%
5. Overall Experience and Evidence of Past Performance	Demonstrated success in similar projects, quality of past work, references	20%

Timeline

Request for quote process opens 27 May April 2026 till the close of business 5 June 2026.

- Potential providers to submit queries until the 26May 2026
- Application review: 5-12 June 2026
- Potential providers will be notified and might be invited to meet with the VCCC Alliance team for interviews if required by 26 June 2026

The EOI panel will consist of:

Consumer Involvement, VCCC Alliance Senior Manager, Program Manager Consumer Leadership

NOTE:

* The EOIs received will be reviewed by a panel from the program governance members, as well as any external experts as required.



* Strict confidentiality regarding any submissions by respondents will be adhered to and is noted in the *Terms and Conditions*. Respondents should sign and return this form together with their response to the EOI

* Please note that costs associated with additional staff salaries and/or third-party fees are not considered in scope for this EOI. Respondents should limit details of their indicative costings to the provision of the services outlined above.

* Respondents may be called upon to provide additional details, and/or to meet with the project management team to clarify any aspect of their submission.

* The successful respondent/potential vendor will be asked to undertake a process to enter into a contract with the VCCC Alliance, under VCCC Alliance standard Terms and Conditions for outsourcing.

* The applicants must declare any conflicts of interest and enter into confidentiality agreement with the VCCC Alliance, via completing a VCCC Alliance Conflict of Interest and Confidentiality Undertaking Deed.

The VCCC Alliance procurement processes will be adhered to at all times. These processes aim to align with the Victorian Government Purchasing Board policies.

Next Steps:

Please submit an Expression of Interest, including an itemised quote and responses to the requested inclusions, to Pauline Ryan (pauline.ryan@vccc Alliance.org.au) by close of business on 20 May 2026.

Contact Details

Program Management: Pauline Ryan pauline.ryan@vccc Alliance.org.au

Contract Management: contracts@vccc Alliance.org.au

General Queries: Craig Zanker craig.zanker@vccc Alliance.org.au