

EXPRESSION OF INTEREST
*Community Vaccination
Education & Engagement
2026*

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Community Vaccination Education and Engagement 2026

Expression of Interest (EOI) and Guidelines

1. Overview

This Expression of Interest (EOI) is for the provision of the Community Vaccination Education and Engagement grants across the Central and Eastern Sydney PHN (CESPHN) region.

CESPHN invites community organisations to apply for the Community Vaccination Education and Engagement grants, which aim to expand awareness and understanding of the importance of vaccination in vulnerable communities. The aim is to build the capacity of community organisations to equip their communities with the necessary knowledge to make an informed decision about vaccination.

This initiative supports the [Priority Populations Immunisation Program \(PPIP\)](#), a strategic project by NSW Health to improve vaccination coverage and reduce barriers to vaccination, in alignment with the [National Immunisation Strategy of Australia 2025-2030](#).

Improving vaccination coverage contributes to reducing vaccine preventable disease (VPD) and promotes better health outcomes for the entire community.

The CESPHN region carries a burden of vaccine-preventable diseases, with critical gaps in immunisation coverage and access for vulnerable populations. Without focused and tailored interventions, these disparities will continue to place pressure on healthcare systems and increase illness among vulnerable populations. Addressing these challenges requires culturally responsive outreach, improved service accessibility, and proactive engagement strategies to reduce preventable disease and hospitalisations.

The objectives of this initiative are to:

- empower community to develop tailored approaches that address barriers and increase awareness, confidence, and uptake of vaccines under the National Immunisation Program (NIP) among vulnerable populations in the CESPHN region.
- protect those most vulnerable from vaccine preventable diseases.
- enhance community capacity by equipping local organisations and networks with accurate and accessible information to promote informed decision-making.
- build partnerships with local agencies and community groups to optimise individual and community uptake of vaccination.

Three grants of \$75,000 (excl. GST) are available for 12-month programs commencing in early 2026. There will be three organisations selected through this EOI process to take part in the Community Vaccination Education and Engagement 2026 project.

2. Information about Central and Eastern Sydney PHN

2.1 What are primary health networks?

Primary health networks (PHNs) have been established with the key objectives of increasing the efficiency and effectiveness of medical services for individuals, particularly those at risk of poor health outcomes. They also aim to improve coordination of care to ensure people receive the right care in the right place at the right time.

PHNs are not for profit, regionally based organisations which aim to strengthen primary care by redirecting frontline health services to improve health outcomes of the community.

2.2 Our vision

Our vision is healthy and thriving communities.

2.3 Our region

The Central and Eastern Sydney catchment spans 587 square kilometres. Our region stretches from Strathfield to Sutherland, as far east as Bondi, and includes Lord Howe Island. We are the second largest of the 31 primary health networks across Australia by population, with over 1.5 million individuals residing in our region.

Our boundaries align with those of South Eastern Sydney Local Health District (SESLHD) and Sydney Local Health District (SLHD) and covers twelve LGAs. Refer to this complete list of [postcodes](#) within the CESPHE catchment area.

For more information about our region visit the 'About CESPHE' page on our website at <https://www.cesphn.org.au/>

3. Target population and eligibility

Immunisation is one of the most effective public health measures, preventing over 2.5 million deaths globally each year. However, many population groups experience significant barriers to accessing vaccination. For example, among multicultural communities, language, literacy and cultural barriers may reduce vaccine access and confidence.

Community organisations play a key role in addressing these challenges through trusted relationships and culturally tailored education.

The target population for this initiative is vulnerable populations groups that may experience additional barriers to accessing vaccination. This may include:

- Aboriginal and Torres Strait Islander peoples
- Multicultural communities
- Children aged 0-5 years
- People with Alcohol and/or Drug dependency
- People living in public housing (e.g., via in-reach services to public housing), or who are homeless or at risk of homelessness
- People who identify as LGBTIQ+
- Refugees and newly arrived migrants
- Other At-Risk and/or Vulnerable Persons

Eligibility criteria:

- Target populations accessing services live in the CESPHE region
- Services must be delivered within the CESPHE region
- Applicants must be a legally constituted organisation (e.g. incorporated association, not-for-profit, company).

4. Program Objectives and Outcomes

4.1 Objectives:

Objectives of this initiative are to:

- Support community organisations to address barriers to vaccination and increase awareness and confidence.
- Equip local communities with accurate, accessible information to support informed decision-making.
- Strengthen community partnerships and build capacity to promote vaccine uptake.
- Address community barriers to accessing vaccination and improve coverage rates in the CESPHE region.
- Protect vulnerable groups from VPD and improve community health.

4.2 Outcomes:

Expected outcomes include:

- Enhanced awareness of vaccination benefits among target population group
- Increased vaccination coverage among the target population.
- Delivery of culturally safe and linguistically appropriate accredited health information.
- Strengthened community partnerships between CESP HN, local agencies and community groups.
- Increased vaccination coverage in CESP HN region.

5. Program Model

Service providers are expected to propose a program to reach the vulnerable communities in the target populations described above, to increase understanding of immunisation, build community capacity and improve vaccine acceptance, uptake and health outcomes.

There are range of ways in which the intervention or program could be designed and delivered. Applicants are encouraged to take an **innovative approach** in the development of their proposed initiatives. Some suggested activities include education workshops with respected leaders in community; or social media, radio, and other media to educate using existing resources by various Government and health agencies. It is preferred that no new resources are produced unless there is an obvious gap in the market.

Service providers should consider the following factors in the program design:

- Engaging with appropriate stakeholders within the community your organisation serves to design a program that builds trust with target audience.
- Existing vaccine hesitancy from ‘vaccination fatigue’ and current sources of misinformation.
- Adapting delivery to meet language and cultural requirements.

6. Who can apply

Eligible organisations must be an organisation or individual with established legal status (e.g., under Corporations Law, Health Services Act, Trustee Act) understand the agreement and include:

- Not-for-profit incorporated associations registered with the Australian Charities and Not-for-profits Commission.
- Incorporated under the Corporations Act 2001.
- Working in consortia or partnerships, with one lead agency working as the legal entity.

7. Responsibilities and Reporting

The successful service provider will be required to do the following activities:

- Meet with people from one or more target audience populations and provide practical support and guidance to help them understand immunisation and its health benefits.
- Raise awareness of immunisation in the community more generally through community engagement activities.
- Engage vulnerable groups within the target audience such as older people and (parents of) children using a range of communication approaches.
- Form partnerships with local councils, libraries, and community organisations to promote the service and encourage referrals via talks/ meet and greet opportunities.
- Create awareness among GPs and other health professionals of the service.
- Provide culturally appropriate and safe care, that includes people from diverse backgrounds, such as Aboriginal and Torres Strait Islander People, people who identify as LGBTQI+, people living with a disability and people from CALD+ backgrounds.
- Enter into a Service Agreement with CESP HN.

Successful applicants will be required to provide:

- Client demographic data (e.g. age, gender, language spoken at home, ethnicity).
- No personal information of clients will be collected.
- Description of activities undertaken to meet the needs of the target population receiving services under the program, including details on successes, challenges, and outcomes.
 - Description of activities undertaken to meet the needs of the target population.

- Description of successes, challenges and outcomes/key learnings.
- Description of marketing, promotional and advertising strategies undertaken to promote program.
- Description of engagement and reach to population type.
- Establish and maintain the security, integrity and confidentiality of data and compliance with the Privacy Act 1988 to prevent any misuse or unauthorised access or disclosure of the data.
- Seek and record informed consent from clients to collect their personal information and for CESPHE to use their de-identified information for evaluation purposes.
- Maintaining and providing a detailed budget, demonstrating use of grant funding for intended objectives.

Successful applicants are responsible for:

- Ensuring terms and conditions of the Agreement are met and that the program is managed in an efficient and cost-effective manner.
- Employing and managing qualified, experienced, and culturally appropriate staff, to deliver appropriate services and health information.
- Maintaining contact with CESPHE and advising of any emerging issues that may impact on the success of the activities.
- Identifying, documenting, and managing risks and putting in place appropriate mitigation strategies.
- Ensuring outcomes and output reporting in accordance with the agreement; and
- Participating in activity evaluation as necessary.

Activities that are not considered to be in scope for this program:

- Duplication or replacement of existing services or resources provided by other organisations, including state and territory government services.
- Provision of a service which could, in the same location for the same population group, be provided through other locally based service providers.

8. Contract Term

Successful providers will enter into a Services Agreement with CESPHE. The contract term will be 12 months from contract signing (expected start early 2026).

Attached to this EOI is a draft Services Agreement which will form a legally binding agreement on signing by the parties. The service must retain all insurances (Public liability, Professional Indemnity, Cyber Liability Insurance and Workers Compensation) according to the terms outlined in the Agreement.

9. Funding

Three contracts (\$75,000.00 per contract) will be awarded under this EOI process, with a total funding pool of \$225,000 (excluding GST).

10. Timeline

EOI Released	18 December 2025
Deadline for questions from potential applicants	2 February 2026
Deadline for CESPHE to respond to questions	5 February 2026
Deadline for EOI application submission	9 February 2026
Applications evaluated	10 February – 17 February 2026
Clarification/negotiations with preferred provider(s)	17 February – 3 March 2026

Contracts awarded

3 March 2026

This timeline is provided as a guide. CESPHN reserves the right to make alterations to the timetable for this EOI process.

11. Submitting your application

Please read this EOI guidance and the services agreement prior to applying for the Community Vaccination Education and Engagement grants. Applications can be submitted through the CESPHN online application form which can be accessed [here](#).

This form cannot be saved to come back to at a later date, so it is recommended to prepare your answers (Section 12 below) before filling out the submission form.

Application will close **9 February 2026**.

12. Selected scoring criteria

Responses to the questions set out below will be scored individually by each member of the assessment panel. Panel members will then meet to discuss scores for each of the responses and a final score will be determined following panel modifications. CESPHN may negotiate changes to an applications proposal to meet the desired outcomes.

Number	Header	Weight	Question
1	Experience and Expertise	20%	<ul style="list-style-type: none"> a. Detail the experience of your agency (or each joint venture agency) that will enable the delivery of effective, evidence-based services to target populations within CESPHN. (Max. 300 words) b. Explain how you will ensure establishment and roll out of services within timeframes. (Max. 300 words)
2	Service Model	40%	<ul style="list-style-type: none"> a. Briefly describe the model of service that your agency will implement for this project. (Max. 300 words) b. Explain the strategies for engagement for your model of service, including addressing the service model requirements in Section 5 of Part A EOI (Max. 300 words) c. Detail outcome measures and evaluation processes. (Max. 300 words)

			<p>d. Describe the workforce; including qualifications, how workers will be sourced and how you will establish and roll out service delivery by the required project commencement date. (Max. 300 words)</p> <p>e. Provide a document, detailing the project team that will be responsible for implementing and operationally delivering the proposed service. This should detail their experience leading similar initiatives (CVs of key personal are acceptable) (Max. 300 words)</p>
3	Service Value	20%	<p>a. What is the estimated total number of persons who will benefit from your proposed model of service? (Max. 100 words)</p> <p>b. Detail the demographic breakdown of the target market and how you plan to reach this population group (Max. 100 words)</p> <p>c. Submit a detailed financial budget using the template provided. (Attachment B)</p>
4	Capacity	10%	<p>a. Provide detailed organisational chart showing where the management of this project will sit within the organisation. (Max. 100 words)</p>
5	Governance	10%	<p>a) Describe your organisation's commitment to effective governance and outline your organisation's experience with and approach to:</p> <ul style="list-style-type: none"> ▪ Risk identification, assessment, and management ▪ Performance monitoring and quality improvement (including collection and analysis of experience and outcome measurement)

			<ul style="list-style-type: none"> Ensuring the workforce is appropriately experienced, qualified, and supported to deliver high quality care (Max. 300 words).
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13. Mandatory criteria and weighting

The mandatory criteria contribute 100% to the overall assessment of a submission. All questions, including each component part of each question, must be addressed in your submission. Failure to address any component of the above criteria will terminate further assessment of a submission.

Responses to the questions will be scored individually by each member of the evaluation panel to make assessments against the criteria listed above. Panel members will then meet to discuss scores for each of the responses and a final consensus or average score will be determined following panel moderation. CESPHN may negotiate changes to an applicant's proposal to meet the desired outcomes.

Each question will be marked out of ten (10) regardless of weighting. The score will be attributed by the panel according to the assessment criterion set out in the following table:

Score	Rating	Criteria for awarding score
0	Noncompliant	Does not meet any of the requirements stated or demonstrated by the applicant
1	Unacceptable	Requirements not met. Claims unsubstantiated and unworkable
2	Very Poor	Requirements inadequately dealt with in most or all areas
3	Poor	Requirements poorly addressed in some areas or not at all
4	Marginal	Requirements not fully met. Response demonstrates marginal capability
5	Acceptable	Requirements addressed to a consistent acceptable standard with no major shortcomings
6	Fair	Requirements are addressed well in all areas. Claims are well substantiated in most areas
7	Good	Requirements met to a high standard in all areas. Claims are well substantiated
8	Very good	Requirements met to a very high standard in all areas
9	Outstanding	Requirements are exceeded in most key areas
10	Exceptional	Meets and exceeded requirements in all areas

14. Conditions of this expression of interest

CESPHN will not be held accountable for any costs incurred in responding to this EOI, including responding to any secondary evaluation processes. CESPHN does not assume any liability whatsoever arising under or in connection with any response to this request for proposal, or in respect of the respondent's participation in this process. In no event will CESPHN be liable to respondents for any lost profits, lost savings or incidental, indirect, special, or consequential damages arising out of any activities associated with responding to this request for proposal.

ABN/Taxation requirements

CESPHN will only deal with Respondents who have an Australian Business Number (ABN).

Acceptance	Non-complying submissions may be rejected. CESP HN may not accept the lowest priced proposal and may not accept any proposal.
Additional information	If additional information to that requested in this document is required by CESP HN when proposals are being considered, written information and/or interviews may be requested to obtain such information at no cost to CESP HN. CESP HN may also provide additional information or clarification.
Assessment	CESP HN reserves the right to engage a third party to carry out assessments of a Respondent's financial, technical, planning, and other resource capability.
Conflicts of interest	Respondents must declare to CESP HN any matter or issue which is or may be perceived to be or may lead to a conflict of interest regarding their submission or participation in the supply of the Services described.
Costs	Each Respondent will meet its own costs associated with the preparation and presentation of its proposal and any negotiations.
Explanations	Verbal explanations or instructions given prior to acceptance of a proposal shall not bind CESP HN.
General	Respondents should familiarise themselves with the EOI documents and ensure that their proposals comply with the requirements set out in these documents. Respondents are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive, or misleading practices in structuring and submitting the proposal.
Legal entity	CESP HN will only enter a contract with an organisation or individual with established legal status (e.g., under Corporations Law, Health Services Act, Trustee Act), or a natural person at least 18 years of age with mental capacity to understand the agreement.
Lobbying	Any attempt by any Respondent to exert influence on the outcome of the assessment process by lobbying CESP HN staff or evaluation panel members, directly or indirectly, will be grounds for disqualification of the proposal from further consideration.
Services Agreement	Respondents who will be selected to provide services which meet funding option A accept in principle the terms of the Services Agreement (Attachment C) which can be downloaded and reviewed as part of this EOI process. The submission by service providers in response to this EOI, as well as documentation detailing any negotiations or clarifications, will form part of the contractual agreement which governs an agreement between the Applicant and CESP HN.
Multiple Submissions	CESP HN will accept alternate submissions from a single entity. Each submission must independently meet all criteria for compliance in order to be considered by the evaluation panel.
Negotiation	CESP HN reserves the right to negotiate with short-listed Respondents after the EOI submission closing time and allow any Respondent to alter its submission.
Notification of Probity Breach	Should any applicant consider that the EOI process has failed to accord it fair right to be considered as a successful Respondent or that it has been prejudiced by any breach of these terms and conditions or other relevant principle affecting EOI submissions or their evaluation, the Respondent must provide to CESP HN immediate notice including details of the alleged failure or breach via the feedback form located on CESP HN's website .

Ownership	All applications and any accompanying documents become the property of CESP HN. Ownership rights of all information, reports or data remain unchanged. The Respondent shall not, without the written approval of CESP HN, use CESP HN's information other than in the development of the proposal or the delivery of the Services. Such information, in whatever form provided by CESP HN or converted by the Respondent, must be destroyed in a secure fashion following advice of the outcome of the EOI process or at completion of the provision of the Services.
Part applications and derogations	<p>CESP HN reserves the right to accept applications in relation to some and not all the scope of activity described, or contract with one, more than one or no Respondent based on the proposals received.</p> <p>Derogations must be explicitly set out in the respondent's proposals. CESP HN reserve the right to adjust the value for money component of proposals for analysis purposes where significant derogations prevent comparison between competing responses.</p>
Process	CESP HN reserves the right to withdraw from or alter the EOI process described in this document for whatever reason, prior to the signing of any agreement/contract with any party for the delivery of the Services described in this document.

15. How to contact us

All questions related to the EOI are to be directed through to immunisation@cesphn.com.au. All questions and answers will be posted on the [CESPHN website](#). Applicants are encouraged to review these before submitting.