

# INVITATION FOR EXPRESSIONS OF INTEREST

Production of the 2024 ASTA National Science Week teacher resources

*Closing date: Friday, 1 September 2023*

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## Overview

The Australian Science Teachers Association (ASTA) oversees the production of the teacher resources for National Science Week each year. This is a part of an arrangement ASTA has with AusIndustry, which sits within the Department of Industry, Science, Energy and Resources, to provide grants and resources to schools for National Science Week.

Every few years, ASTA puts out a call for expressions of interest in producing the resources on ASTA's behalf.

In the past, our writer has worked directly with a designer on a single contract, but whilst a bundled writing and design contract is preferable, it's not imperative, and ASTA would consider contracting a separate designer as per the payment schedule outlined. It's of primary importance to ASTA that we have the publication well written and researched, teacher-friendly and that it is closely aligned with the curriculum.

## Background

National Science Week provides a chance to focus on the impact that STEM has on our lives, our economy, our society and our world.

The National Science Week schools program is a partnership between the Australian Science Teachers Association (ASTA), and the Australian Government through the Department of Industry, Science, Energy and Resources. National Science Week is implemented nationally through the [Inspiring Australia program](#).

Each year the ASTA Board chooses a schools' theme for National Science Week to provide a focus for schools and students. This is generally closely aligned with the UN-declared "International Year Of" for that year. The 2024 theme will be "Species Survival: More than just sustainability".

To encourage and assist schools and teachers to engage students with the theme for National Science Week, ASTA is seeking expressions of interest from individuals or organisations to research and write ASTA's 2024 National Science Week Resource Book for Teachers.

The content of the book is required to support and model an inquiry-oriented, student-centred approach to science learning. It will include a range of information, activities and experiments that can engage Australian school students from early childhood to senior secondary. It should highlight and make links to innovation and research of the Australian scientific community and the relevant applied sciences. Activities should also be written to engage the broader community, for example local community groups such as scouts, service clubs, local libraries, school holiday programs, and families with National Science Week.

We estimate that in excess of 20,000 copies will be downloaded or accessed digitally from February 2024 via [ASTA's website](#), Inspiring Australia's official [National Science Week website](#) and through the [digital flip-book](#) hosted on Paperturn.

## Project Information

### **Purpose**

To provide content for quality science education resources for teachers and students that will encourage and support school and community participation in National Science Week 2024.

### **Deliverables**

#### A. Resource Book

Research and write content (information, activities and experiments) for a 50-page book (minimum) consisting of original text, diagrams, illustrations, and images (as appropriate) to support the content.

The Consultant will be required to:

1. Develop a concept for approval by ASTA, prior to producing content.
2. Prepare at least 50 pages of original material.
3. Provide a concept and three drafts of content for review and approval by ASTA.
  - I. Concept will outline the book's themes/topics and key concepts.
  - II. The first draft will be at least five sample pages including sample activities/experiments and factual text.
  - III. The second draft will be a text draft of at least 50 pages including activities/experiments, text, diagrams, and illustrations and photographs where appropriate.
  - IV. The final draft will be the final text including all activities and experiments, other text, diagrams and illustrations where appropriate ready for design and layout.
4. Supply ASTA with copies of the publication-ready documents, including completed text, associated illustrations and photographs, and the full work files (eg. InDesign package) in electronic form at the completion of the project.

**Note:** ASTA reserves the right to make changes to content as required.

#### B. Student Journal

Design an associated workbook with blank spaces for students to use when undertaking Resource Book activities.

#### C. National Science Week Schools Poster

Design an engaging and thematic A3 poster that schools/community groups may download and print to place around their campuses.

## ***Project Management***

The Consultant will:

1. Manage all communication and coordination of the writing team, including communication of tender and contractual guidelines to the writing team;
2. Attend a virtual face-to-face briefing with the ASTA Program Manager and National Science Week's National Manager;
3. Set in place a process whereby the scientific accuracy of materials to be incorporated in the resource book is verified by a suitably qualified and recognised review team;
4. Provide to ASTA copies of the scientific validation approvals;
5. Establish an education review team to review text draft;
6. Seek written and verbal feedback and approval from the ASTA National Science Week Program Manager for the material at each stage outlined in *timing* below; and
7. Incorporate direction and feedback from the ASTA National Science Week Program Manager into subsequent development stages.

ASTA Program Manager will:

1. Facilitate the initial brief via virtual meeting;
2. Monitor progress;
3. Provide written feedback and review comments to the consultant at each of the stages outlined above;
4. Liaise directly with the Consultant author; and
5. Provide oversight and act as liaison between the Consultant and other stakeholders.

## ***Content***

The resource book will need to:

1. include a range of activities, experiments, challenges and projects that support and model students working scientifically – investigating, constructing and testing ideas and explanations about the world;
2. include information and activities relevant to and appropriate for Australian school students at early childhood, primary, middle school and senior secondary levels;
3. focus on an aspect/s of science not readily catered for in the extensive collection of school resources already available;
4. include appropriate resources and web links to further information, references, topics and projects that will support and promote teacher/student understanding of the topics;
5. include activities and experiments that will engage young people and encourage them to explore the sciences and their applications; and
6. address science as a human endeavour, highlighting and making links to innovation and research of Australian scientists and First Nations connections, and to appropriate applied sciences and fields.

## ***Structure***

The structure of the resource book will need to:

1. reflect current pedagogy;
2. demonstrate an appropriate blend of background information for teachers and practical, engaging activities for their students;
3. reflect the topic as creatively as possible, in an appealing and accessible style;
4. demonstrate a multi-disciplinary approach;
5. reflect the stages of learning/schooling – preschool/lower primary, primary, middle school and senior secondary; and
6. make links to the Australian Curriculum – Science.

## ***Timing***

The successful submission will be announced by **Friday, 1 September 2023**.

The Consultant should provide to the ASTA National Science Week Program Manager, for review and/or approval:

- **22 September 2023** – concept: an overview of the book, including key concepts
- **20 November 2023** – first draft: sample activities and pages and organisational style
- **18 December 2023** – second draft: complete text draft
- **25 January 2024** – final draft, including all images and text

## ***Reporting***

1. The Consultant will at all times accept and act on direct review and feedback from ASTA.
2. Progress of work will be assessed against the given timeline as above and the detail in this brief.

## ***Intellectual Property***

Copyright in the work shall reside with ASTA. The contents page shall carry the name/s of the Consultant writing team as author/s and designer/s of the text of the book.

## ***Insurance***

All insurance for workers compensation, professional indemnity and other legal requirements for the Consultant and persons working for the Consultant on the project shall be the responsibility of the Consultant.

## Consultancy Payment Schedule

Payment will be made upon delivery and ASTA approval of each stage of the work, according to the schedules below:

Amount	Milestone	Date (or on delivery)
25%	On signing of contract	On signing of contract
50%	Full text draft	18 December 2023
25%	Delivery of completed resources	25 January 2024

## Expressions of Interest

Suitably qualified individual(s) and/or organisations are invited to submit a proposal and costing schedule to ASTA by close of business on **Friday 1 September 2023 (5pm)**. The proposal should be as specific as possible and include the following information:

1. Name, address and qualifications, including previous experience, of the main Consultant.
2. Names and qualifications, including previous experience of research and writing curricula material for school students, of writing team (if relevant).
3. Names and qualifications of the scientific validation team (at least two members).
4. A proposed idea and/or outline of the book.
5. A work plan outlining the stages and timing of the development and delivery of the resource book.
6. A budget that details a total figure (including GST) for the research, writing and editing, including consultation with the ASTA National Science Week Program Manager.
7. Names and contact details of referees who can verify claims made.

Samples of work produced previously by the applicant(s) should be attached.

## Evaluation Criteria

The criteria used to assess proposals will be:

1. Breadth and depth of expertise relevant to this project.
2. Strength of the proposal from an educational and scientific perspective.
3. Demonstrated ability to undertake high quality research, constructively engage stakeholders and achieve the project scope.
4. Level of professional recognition of consultants, including writers and scientific team. Editor and writers must have a high level of experience and skill in writing for publication. Samples of work should be attached.
5. Ability to deliver the content of the book according to schedules in this tender document.
6. Ability to undertake the entire project including writing and design.
7. Referees, including name, title, place of employment and contact details.

## Disclaimer

This invitation is not a commitment to proceed with any proposal.

## Further Information

Examples of National Science Week resources from past years are available at <https://asta.edu.au/programs/national-programs/national-science-week/books-and-resources/>.

For further information contact:

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