

Request for Proposal (RFP) – limited tender

Name of project: ***Aboriginal and Torres Strait Islander Community Controlled Organisations (ACCOs) leading culturally safe primary prevention of gender-based violence in Early Childhood Education and Care (ECEC) settings.***

Our Watch ABN 60 164 123 844

Date: May 2025

Type of proposal requested

Our Watch is seeking limited tender proposals from Aboriginal and Torres Strait Islander Community Controlled Organisations (ACCOs), outlining a prevention of gender-based violence project, with an existing Early Childhood Education and Care (ECEC) setting. As a non-Indigenous organisation, Our Watch recognises that Aboriginal and Torres Strait Islander peoples, communities and organisations hold the expertise, cultural and community connections and strengths to lead this work.

Applications from ACCOs with experience working in Domestic and Family Violence and in primary prevention in early years settings with First Nations communities, will be highly regarded. Joint applications will be considered and may include ECEC settings that are not ACCOs, however an ACCO must lead the project.

**Process**

***All applicants must apply by the closing date (COB Friday 25 July 2025) and respond to the eligibility and selection criteria (refer to Part C, pages 10 to 16 of this document)***

Prior to this, *applicants may choose* to participate in additional processes, designed to assist applicants with developing their proposal. These additional processes are *entirely optional and include:*

* Attending the applicant information session
* Asking questions at the session, or via email prior to the closing date for questions
* Reading the FAQ (Frequently Asked Questions) document (which will include a deidentified summary of all questions asked and responses)
* Submitting a Project concept brief (a summary of the project idea). All Project concept briefs received will be provided with summary feedback, via email, from Our Watch.

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| Key dates for this RFP  | optional/compulsory process |
| **19 June**  | * Applicant information session held online
 | * optional attendance
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| **23 June**  | * Question closing date & time
 | * option to ask a question
 |
| **23 June**  | * Project concept brief closes
 | * optional process
 |
| **8 July** | * FAQ document available
 | * provided to all applicants
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| **8 July** | * Project concept brief feedback
 | * Provided to applicants who have submitted a project concept brief
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| **25 July (COB)** | * **Closing date for applications**
 | * **compulsory - must complete this step**
 |

**Approximate dates for outcome of process**

Preferred applicant informed: approx. mid-August 2025

Contract commencement date: approx. late August to early September 2025

**Our Watch contact person**

All communication and proposals should be directed to:

Samantha McGuffie innovation.projects@ourwatch.org.au

**Delivery date**

Indicative dates for delivery of the project are September 2025 – March 2027

Contents

This document consists of:

* Part A: About us
* Part B: Project requirements
* Part C: Applicant response form
* Part D: Terms and conditions of RFP

# About us

## Our Watch background

[Our Watch](https://www.ourwatch.org.au/) is a national leader in the primary prevention of violence against women and their children in Australia. We work to embed gender equality and prevent violence where Australians live, learn, work, and socialise.

Our Watch is a company with an independent Board. The company members include the Commonwealth, State and Territory governments.

## Change the story: a shared framework

* *Change the story* is our evidence-based framework for a national approach to preventing violence against women.
* *Changing the picture* is a resource to support the prevention of violence against Aboriginal and Torres Strait Islander women.
* *Changing the landscape* is a resource to support the prevention of violence against women and girls with disabilities.

See publications [Change the story](https://www.ourwatch.org.au/change-the-story/), [Changing the picture](https://www.ourwatch.org.au/resource/changing-the-picture/), and [Changing the landscape](https://www.ourwatch.org.au/resource/changing-the-landscape/).

## Our values

Our Watch’s [Strategic Plan 2024 – 2029](https://www.ourwatch.org.au/about-us/key-documents/strategic-plan) describes our values as an organisation.

Following on from our [Innovate Reconciliation Action Plan (RAP) 2020–2022, Our Watch is developing a new RAP](https://www.ourwatch.org.au/about-us/key-documents/reconciliation-action-plan).Our Watch shares Reconciliation Australia’s vision of a reconciled, just and equitable Australia, where the voices, experiences and ideas of Aboriginal and Torres Strait Islander peoples are central.

We have a dedicated [strategy to strengthen our intersectional approach](https://www.ourwatch.org.au/about-us/key-documents/intersectional-approach). An intersectional approach recognises the impacts of multiple intersecting forms of social inequality, discrimination and disadvantage.

## Project background

This project, ***Aboriginal and Torres Strait Islander Community Controlled Organisations (ACCOs) leading culturally safe primary prevention of gender-based violence in Early Childhood Education and Care (ECEC) settings,*** seeks to amplify, strengthen and support culturally safe, intersectional and holistic prevention approaches and contribute to the evidence base about primary prevention in early years settings.

Our Watch undertook an evidence review and engaged in consultations with those in early years settings and found:

* the early years sector is actively engaged in primary prevention activity
* Aboriginal and Torres Strait Islander communities are leading primary prevention programs in early years settings that promote self-determination, positive representation of Aboriginal and Torres Strait Islander communities and connection to Country and culture.
* opportunities to further explore prevention activity and evidence building in early years settings
* a need for further evaluation to better support primary prevention work being led by Aboriginal and Torres Strait Islander communities.

The project recognises:

* the leadership and strengths of primary prevention work, led by First Nation’s women, communities and organisations,
* the intersecting impacts of gender inequality, colonisation and racism as driving the disproportionate rates of violence against Aboriginal and Torres Strait Islander women, and,
* the role of early childhood educators, their relationships with children and families and, their expertise in early childhood education and care.

## Project overview

The purpose of this project is to amplify, strengthen and support primary prevention of gender-based violence activity led by Aboriginal and Torres Strait Islander Community Controlled Organisations (ACCOs) in Early Childhood Education and Care (ECEC) settings. This Request for Proposal seeks applications from Aboriginal and Torres Strait Islander Community Controlled Organisations (ACCOs) to undertake a coordinating role for the project.

The project is informed by *Changing the picture: A national resource to support the prevention of violence against Aboriginal and Torres Strait Islander women and their children* (Our Watch, 2018) which outlines key principles of prevention in practice. The development of this proposed project recognises the interconnectedness of the gendered drivers of violence and the ongoing impacts of colonisation and racism on First Nations women and communities.

The call for proposals recognises that ACCOs are well placed to lead a prevention project with ECEC settings, and to support areas of action outlined in *Changing the picture* (Our Watch, 2018) including:

* strengthen and support connections to culture, language, knowledge and cultural identity,
* strengthen and support Aboriginal and Torres Strait Islander families,
* implement specific initiatives for Aboriginal and Torres Strait Islander children and young people,
* challenge all forms of racism,
* challenge gender stereotypes and the impacts of colonisation on men’s and women’s roles, relationships and identities,
* strengthen positive equal and respectful relationships between women and men, and girls and boys.

# Project requirements

## Purpose

Our Watch seeks applications from Aboriginal and Torres Strait Islander Community Controlled Organisations (ACCOs), to undertake a coordination role for developing and delivering a prevention of gender-based violence project in or with an existing Early Childhood Education and Care (ECEC) setting.

The focus of proposed projects may include:

* a new project focused on primary prevention in ECEC settings, or
* an expansion or scale-up that builds on existing primary prevention practice, and/ or
* outline a community-led process to explore and expand primary prevention in an ECEC setting.

*The following are out of scope for proposed projects:*

* *Projects that focus purely on academic research*
* *Projects that establish a new early years’ service*

*(the proposed project should take place in or with an existing ECEC setting).*

Proposed projects will expand culturally safe, intersectional and holistic prevention approaches and contribute to the evidence base about primary prevention of gender-based violence in early childhood education and care settings.

The role of the ACCO leading this project is to:

* Appoint a staff member to coordinate the project and liaise with Our Watch and the external evaluator.
* Develop and deliver a program of work to support and strengthen culturally safe, innovative and holistic approaches to primary prevention in or with an existing ECEC setting. This should be outlined in a project plan, identifying outcomes (indicators or measures), process, deliverables and timeframes to achieve the work.
* Establish and support advisory or consultation mechanisms as part of the project (for example; a Project Advisory Group, consultation with early childhood educators, or other methods).
* Participate in evaluation and data collection about the project, to document outcomes, achievements and key learnings and inform primary prevention work with early years settings.

Applications must include a proposed approach to evaluating the project (for the RFP, this involves responding to evaluation planning questions in section 1.7 of the selection criteria, on page 13 of this document). This should indicate whether the lead organisation intends to appoint an external evaluator, or if they prefer that Our Watch manages this process, via procurement of an external evaluator.

Please note: Consultation about evaluation activities will be undertaken in accordance with ethical requirements that apply to research with Aboriginal and Torres Strait Islander People and communities.

Further evaluation and ethics planning will take place, with those leading the project, once the project is established.

## Reporting

The successful applicant will be required to provide 3 reports to Our Watch, as outlined below. Templates and format will be discussed in more detail with the successful applicant. The timing of these reports will align with Our Watch reporting responsibilities to the funder, the Commonwealth Department of Social Services (DSS).

Initial progress report (max. 1 page) Nov 2025

Interim report (approx. 2 - 3 pages) May 2026

Data collection snapshot (max. 1 page) Nov 2026

Final project report Feb 2027

Our Watch and the successful applicant will meet to establish a way of working agreement, with support from a partnership broker. More information about this process will be negotiated and discussed with the successful applicant.

The successful applicant will work with Our Watch staff, including:

* Samantha McGuffie, Project Lead, Innovation (key contact)
* Sehar Gupta, Project Advisor, Innovation
* Ellen Poyner, Portfolio Manager, Innovation
* Moshi Haque, Evaluation Lead, Innovation
* The Our Watch Aboriginal and Torres Strait Islander Strategy team
* other Our Watch project teams as required (including Ethics, Marketing and Communications).

## Standards, guides, and materials

The successful applicant must ensure goods and services comply with all applicable standards.

The successful applicant should be prepared to engage with the following materials:

* Our Watch publications, including [*Change the story*](https://www.ourwatch.org.au/change-the-story/), [*Changing the picture*](https://www.ourwatch.org.au/resource/changing-the-picture/)*,* and [*Changing the landscape*](https://www.ourwatch.org.au/resource/changing-the-landscape/) and associated suite of resources*.*
* Accessibility requirements, drawing on Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0.
* Our Watch style guide.
* Our Watch Ethical Information Collection and Use plan policy and template

In addition, Our Watch may provide its own policies, confidential materials, or data that is directly relevant to the goods or services.

## Work specifications and timelines

Upon execution of the contract, the successful applicant will be responsible for leading and managing the project. This will include:

1. Supplying a dedicated staff member to coordinate the project and be a point of contact for Our Watch and the external evaluator
2. Developing a project plan, identifying key deliverables, processes and timeframes
3. Completing all Our Watch Ethical and Information Collection and Use processes and requirements
4. Establishing and documenting advisory or consultation mechanisms to support the project
5. Communicating with Our Watch as mutually agreed via the ways of working agreement and in relation to items to be outlined in the project plan, as needed.
6. Meeting and complying with the National Principles for Child Safe Organisations
7. Supplying all reporting as agreed and as outlined
8. Working with an external evaluator, to contribute to the development of the evaluation plan, and
9. Supporting evaluation activity and data collection requirements.

# Supplier Response Form

Please include this Part C – Supplier Response Form as part of your proposal.

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| --- | --- |
| Name of Supplier |  |
| ACN or ABN |  |
| Address |  |
| Contact name, phone and email |  |

I accept the terms and conditions of this Request for Proposal. Signed by [INSERT NAME], who represents they have the authority to act on behalf of the Supplier:

|  |  |
| --- | --- |
| Signature |  |
| Name and role |  |

# Details of proposal

## Selection criteria

Your response must address these criteria. All applications will be assessed in relation to these criteria.

### Focus area 1 - confirm eligibility

* Provide a brief statement (no more than 1 paragraph) confirming your status as an Aboriginal and Torres Strait Islander Community Controlled Organisation or, where your project involves multiple partners, explain how the project is ACCO-led.
* As this project includes [cultural safety](https://www.snaicc.org.au/wp-content/uploads/2023/09/210501_8_Keeping-Our-Kids-Safe.pdf) and ECEC settings, provide a brief statement (no more than 2 paragraphs) outlining how your organisation, or your proposed project considers the [National Principles for Child Safety](https://childsafe.humanrights.gov.au/national-principles/about-national-principles).

(Please note: Part C, section 3.4 relates specifically to working with children and vulnerable people and compliance requirements.)

### Focus area 2– capabilities and experience

* + 1. Provide details about your understanding of primary prevention of gender-based violence and include examples of how you have applied this in your work. If your work has included working in Domestic and Family Violence and in primary prevention with First Nations communities and/ or examples of primary prevention in early years settings, please include these. (approx. 250 words)
		2. Provide details about how your project will be informed by the drivers of gender-based violence and by the essential actions articulated in *Changing the picture*. (approx. 250 – 500 words)
		3. Provide a statement (approx. 500 words) outlining your proposed project and indicate how your project will work with an existing ECEC setting to:
* expand or build on existing primary prevention practice, **or**
* develop and trial a new and innovative primary prevention approach **and/or,**
* undertake a community-led approach to primary prevention.

This statement should outline:

* the community that is expected to engage with and benefit from the program of work
* what will be developed and delivered as part of the project (for example; document ways of working and case studies, development of resources, documented approaches to engaging educators, families, community and children in the prevention of gender-based violence, expanded and documented practice, tools, guides, etc) **and/or,**
* the method that will be undertaken as part of the project, to inform what is developed and delivered (for example; via community consultation, project advisory groups, engagement with educators, etc)
* consideration for how project outcomes, process and/or resources developed could be used in the future, beyond the life of the project.
	+ 1. Provide a statement (approx. 250 – 500 words) outlining how your project planning and concept will connect to a ‘whole of setting approach’, in relation to preventing gender-based violence. For example; engaging a range of people within the setting (leadership, educators and families), embedding policy and practice as part of the Early Childhood Education and Care setting, building on existing early childhood education frameworks, development of resources, etc.
		2. Provide a high-level overview of your methodology or plan (approx. 500 words) for how you will deliver your project (e.g. outline roles and responsibilities of project partners and others who will be involved in the project, identify key items (e.g. resources, document processes, etc) that will be developed or delivered through the project, identify key timeframes. A more comprehensive plan can be developed as part of your project.
		3. Evaluation planning

Additional resources (up to $100,000) will be available to support an external evaluator for the project. The role of the external evaluator is to capture learnings, key achievements and outcomes, so as to inform future primary prevention work.

The evaluation work will be undertaken in accordance with ethical requirements, including:

* [*National Statement on Ethical Conduct in Human Research (2023)*](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023)*,*
* [*Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders*](https://www.nhmrc.gov.au/about-us/resources/ethical-conduct-research-aboriginal-and-torres-strait-islander-peoples-and-communities),
* [*AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research (2020*](https://aiatsis.gov.au/sites/default/files/2020-10/aiatsis-code-ethics.pdf)*),*
* Our Watch’s Ethical Information Collection and Use Policy and Procedures.

Please complete the evaluation planning checklist (1.7), indicating your approach to evaluation planning for your project.

The purpose of the evaluation planning checklist is for applicants to provide an initial indication of your preferences and intentions regarding external evaluation of the project.

Follow up discussions will then take place between the successful applicant and Our Watch. Please note: ***Both options*** (contracting of the external evaluator by the successful applicant or by Our Watch) will involve an assessment panel which will include a staff member from Our Watch, a staff member from the ACCO leading the project and an additional panellist. Both options require the organisation leading the project to be involved in evaluation activity (for example, working with the external evaluator as agreed, providing input on the evaluation plan, providing access to the PAG for input, assisting with data collection in relation to key learnings, achievements and outcomes, etc).

* + 1. Evaluation Planning Checklist
* Is it your preference to manage your own procurement process and appoint an external evaluator for this project (via an assessment panel as described above)?
	+ - Yes/no
		- If you answered yes; please provide a statement (approx. 500 words) outlining your experience managing procurement processes and effective evaluations with external evaluators.
		- If you answered yes: Please provide a brief statement (approx. 250 words) describing your experience with ethical requirements and compliance, as part of previous evaluation and consultation processes.
* Would you prefer that Our Watch manages the procurement process and appoints an external evaluator for this project (via an assessment panel as described above)?
	+ - Yes/no
		- Do you have any concerns or suggestions about this process or is there anything you would like to say about this?
		1. Desirable but not essential:

Proposals for activity that will engage with early years settings in rural, regional and remote communities will be highly regarded. If this is relevant to your project, provide a statement addressing how this relates to your proposed approach.

### Focus area 3 – Draft contract terms

Will you use the Our Watch Contractor Agreement (Attachment 1) as the basis to reach a fully signed agreement? [Yes/No]

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If no, please explain.

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## Proposed pricing

* + 1. Please provide your proposed pricing below. Amounts should be stated exclusive of GST. The price is all-inclusive and covers expenses, unless otherwise stated.

**The range of this project is between $380,000 and $400,000**. This indicative budget includes consideration for staffing costs (project coordinator), advisory/consultation mechanisms for the project (e.g. reimbursement for those involved and/or event costs), liaising with ECEC staff and supporting implementation or activity, resource design and development costs, documentation of processes.

**Additional resources (between $80,000 - $100,000)** will be provided to support evaluation of the project. Further information regarding this process will be discussed with the successful applicant, based on the evaluation planning checklist.

If it is your intention to manage the procurement of an external evaluator, please include your proposed pricing for this within the range of $80,000 - $100,000.

If you have indicated that Our Watch should manage the procurement process for an evaluator (in consultation with the successful applicant), you do not need to include proposed pricing for an evaluator.

| No. | Item description | Rate ($) | No. of items or Time estimate | Subtotal excl GST |
| --- | --- | --- | --- | --- |
|  | E.g. Project Coordinator and management fee | $# per hour |  | $ |
|  | E.g. Project Advisory Group members reimbursement and/or consultation/event costs and materials | $ per session |  |  |
|  | E.g. resource design and development |  |  |  |
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| --- | --- |
| Total price for proposal (excl GST) [insert OR delete this if a fixed total is not proposed] | $ |

## Quality, Risk and Compliance

* + 1. **Insurance information** – Provide details of your relevant insurance(s) including:
			- Name of insurance company

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* + - * Policy type (e.g. public liability, professional indemnity, etc)

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* + - * Amount / limit

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* + - * Expiry date

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* + 1. **Compliance and legal** – In the past 2 years, has your organisation had Court proceedings, orders or legal rulings against it for breach of any laws? If so, please list.

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* + 1. **Employment conditions** – Does your organisation have suitable practices in occupational health and safety, wages, and superannuation entitlements?

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* + 1. **Working with children or vulnerable people** – This project involves working with Early Childhood Education and Care settings and may include working with children or vulnerable people. Please outline safety strategies you will implement and confirm that your organisation complies with Working with Children Checks, and that all staff involved in the project have a current Working with Children Check. Please note that the successful applicant will be required to provide evidence of current Working with Children Checks for all staff involved in the project.

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* + 1. **Modern slavery –** Is your yearly consolidated revenue over $100 million? If so, is your organisation compliant with [Modern slavery](https://www.homeaffairs.gov.au/criminal-justice/Pages/modern-slavery.aspx#:~:text=Modern%20Slavery%20Act%202018,-The%20Commonwealth%20Modern&text=The%20Act%20established%20a%20national,at%20least%20AUD%24100%20million.) laws?

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* + 1. **Conflict of interest** – Provide details of other interests, relationships or clients that create a conflict of interest, or might create one. Outline the processes you have in place to manage a conflict of interest.

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## Other

Include any additional information about your quote here.

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# RFP terms and conditions

1. Our Watch may amend this RFP at any time before the Closing Date.
2. Our Watch, acting in good faith, may stop or pause this RFP process, decline to accept a response, decline to issue a contract, or fulfill its work requirements separately from this RFP process.
3. At any time before execution of the contract, Our Watch may seek information from, and enter discussions with, any Potential Suppliers in relation to their responses. But Our Watch will not allow any Potential Supplier to substantially tailor or amend their response.
4. No contract will be formed until executed by Our Watch.

Assessment of RFP

1. Our Watch will assess the extent to which the response meets RFP requirements and will determine the best value outcome for Our Watch.
2. Our Watch may consider if a response helps Our Watch to deliver social procurement outcomes, including gender equality, the environment, and social enterprise.
3. Our Watch will notify all Potential Suppliers of the final decision and, if requested, will provide a debrief following award of the contract.

Use of information and confidentiality

1. Our Watch may publicly disclose the Supplier’s name, address and other details about the contract, including contract value and the names of subcontractors.
2. Potential Suppliers acknowledge that Our Watch has reporting and transparency requirements, including responsibilities to its funders, and company members (“reporting requirements”). Our Watch may disclose information to its funders or company members, where this is reasonably necessary.
3. Potential Suppliers must identify any of their information they consider confidential or sensitive. Our Watch will treat information as confidential, subject to any laws and Our Watch’s reporting requirements.

Conflict of interest & proper conduct

1. Potential Suppliers must notify Our Watch immediately if an actual or perceived conflict of interest arises.
2. Potential Suppliers and their officers, employees, agents and advisors must not engage in fraudulent, anti-competitive, or similar improper conduct, in connection with this RFP.
3. Suppliers may need to engage with Our Watch’s Australian government stakeholders. Our Watch is required to note that giving false or misleading information to the Commonwealth is an offence (Criminal Code Act 1995 (Cth)).