

Request for proposal (RFP)

Name of project**: *Faith as a strength and part of the solution to preventing gender-based violence***

Our Watch ABN 60 164 123 844

Date: November 2024

Type of proposal requested: Australian organisation to collaborate with Our Watch on a primary prevention project, focused on faith-based settings.

Proposals are sought from organisations with experience working with diverse and multiple faith contexts, for the prevention of gender-based violence.

Key dates for this RFP

* Applicant information session: Tuesday, 19 November 2024. Attending the information session is optional. If you would like to attend, please [register via this form](https://forms.office.com/r/5SS7rt9L4g).
* Question closing date: Thursday, 21 November 2024
* Closing Date for applicant responses: Monday, 9 December 2024
* Notification of preferred supplier: estimate Thursday, 19 December 2024

(Pause contract preparation and review process for holiday period)

* Execution of contract: Friday, 7 February 2025

Our Watch contact person

All communication and proposals should be directed to:

Samantha McGuffie innovation.projects@ourwatch.org.au

Delivery date(s)

Indicative dates for delivery of the project are February 2025 – October 2026. Initial scoping and foundational work for the project has been undertaken by Our Watch.

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, ***Faith as a strength and part of the solution to preventing gender-based violence,*** seeks to build on primary prevention activity and evidence building in faith-based settings.

Our Watch commissioned the University of Melbourne to undertake a literature review and program mapping of evidence and primary prevention practice in three settings, with faith-based settings being one area of focus.

The literature review found that faith-based communities are increasingly involved in efforts to challenge the condoning of violence against women and promote gender equality. The review also identified gaps and opportunities to further explore prevention activity and evidence building in faith-based settings. Our Watch consulted with stakeholders from faith-based settings, to get feedback on the findings and to further explore ideas for expanding primary prevention activity and evidence building for the settings.

## Project overview

This Request For Proposal (RFP) seeks applications from organisations or consultants with expertise in working with diverse faith communities, across multiple faith-based settings and contexts, for the prevention of violence against women. Applications are sought for an organisation to undertake a coordinating role for the ***faith as a strength and part of the solution to preventing gender-based violence*** project.

**Objectives**

* Coordinate effective engagement with diverse faith communities, across multiple faith-based settings and contexts.
* Embed community knowledge and perspectives informing *faith as a strength and part of the solution to preventing gender-based violence.*
* Create primary prevention resources that build on existing evidence and meet the needs of those working in faith-based settings, for the prevention of gender-based violence.
* Participate in evaluation activity to document the project learnings and to inform future primary prevention evidence and practice.

# Project requirements

## Purpose

Our Watch seeks an organisation, or consultant, to undertake a coordination role for the ***faith as a strength and part of the solution to preventing gender-based violence*** project. The successful organisation will be responsible for:

* running a roundtable/information session with faith stakeholders, in collaboration with Our Watch,
* recruiting and supporting a Project Advisory Group (or other consultation/working groups) with national reach, that builds on the sector-engagement work that has occurred to date,
* working with the Project Advisory Group (and optionally with a creative agency or consultant, procured by the successful applicant) to undertake resource-creation focusing on faith as part of the solution in the prevention of gender-based violence and,
* participating in evaluation and data collection about the project’s processes and outcomes to document key learnings and inform future primary prevention work with faith-based settings.

## Reporting

The successful applicant will be required to provide reports to Our Watch, as outlined in the schedule in section 4. Our Watch and the successful applicant will meet to establish ways of working and processes for decision making, aligned with key activity. Our Watch will hold responsibility for overall project management reporting to the funder, the federal Department of Social Services (DSS).

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

* Samantha McGuffie, Project Lead, Innovation (key contact)
* Elli Bicknell, Project Advisor, Innovation
* Ellen Poyner, Portfolio Manager, Innovation
* Tamara Mihalic Tynan, Evaluation Lead, Innovation
* The broader Our Watch project team (including 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.

## Work specifications and timelines

Our Watch seeks to collaborate with an organisation to establish a project exploring *faith as a strength and part of the solution to preventing gender-based violence*. We seek to procure an organisation in a project coordination role, based on their expertise engaging with diverse and multiple faith contexts for the prevention of violence against women.

The successful applicant will:

1. Appoint a Project Coordinator who will liaise with Our Watch in undertaking all key components of the project.
2. Organise a roundtable/Information session, in collaboration with Our Watch, for stakeholders from faith-based settings.

The purpose of this event is to further engage with stakeholders from faith-based settings, socialise and build interest in the project, introduce the Project Coordinator and to outline the process and opportunities to participate in the Project Advisory Group (or other consultation/working groups).

The successful applicant will work with Our Watch to establish an Ethical Information Collection and Use Procedures document, prior to engaging with the Project Advisory Group.

1. Recruit and establish a national Project Advisory Group (or other consultation/working groups).

The Project Coordinator will develop a Terms of Reference, in collaboration with Our Watch, and establish and support a Project Advisory Group (PAG) (or other consultation/working groups). The PAG will comprise representatives of diverse faith communities, across multiple faith-based settings and contexts.

1. The project coordinating body will support and convene the PAG and work with members to:
	* Identify ideas that utilise a settings-based approach to the prevention of gender-based violence.
	* Identify themes that contribute to *faith as a strength and part of the solution to preventing gender-based violence.*
	* Build on ideas compiled and documented during the scoping and consultation phase of the Our Watch New Settings project, and other key data sources (for example; the Connecting Communities resources produced by the Multicultural Centre for Women’s Health and Safe and Equal), identified by the Project Coordinator, the PAG and Our Watch.
	* Prioritise up to 5 themes and ideas to develop further through the project.
	* Test resources developed through the project
2. Work with the PAG (and optionally with a creative agency or consultant, procured by the successful applicant), in consultation with Our Watch, to develop and produce up to 5 resources that emphasise messaging of faith as part of the solution to preventing gender-based violence. Resource development should include testing, feedback and review from the PAG, Project Coordinator and Our Watch.

Up to 5 finalised resources will be distributed in collaboration with Our Watch.

1. Work with an external evaluation consultant, appointed by Our Watch. This relationship, roles and responsibilities will be outlined further via the ways of working agreement.

The successful applicant will work with an external evaluation consultant to contribute to an evaluation plan, support evaluation of the project, and liaise with the PAG in the development and implementation of this plan.

The Project Coordinator will liaise with the evaluation consultant and the PAG, to document learnings throughout the project and at the conclusion of the project. The Project Coordinator will also work with Our Watch to collect data required for Our Watch reporting to the funder, the federal Department of Social Services (DSS).

**Indicative Project Milestones**

All final project deliverables must be completed by October 2026. The following table provides indicative milestones and deliverables the project should achieve.

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| --- | --- | --- | --- |
|  **Item no.** |  **Milestone / Deliverable**  | **Lead Responsibility**  | **Indicative Dates**  |
|  | Hold initial meeting to establish the relationship and agree on ways of working.  | Our Watch with successful applicant | Feb – March 2025  |
|  | Project Coordinator recruitment and onboarding. | Successful applicant  | Feb – March 2025 |
|  | Ways of Working agreement finalised. | Our Watch with successful applicant | March 2025 |
|  | Develop Ethical Information Collection and Use Procedures plan | Successful applicant with Our Watch | March – April 2025 |
| 1.
 | Develop stakeholder engagement plan for roundtable event, draft Terms of Reference for PAG and EOI process for appointing PAG.  | Successful applicant  | April 2025  |
|  | Meet for ways of working health check, via meeting cadence outlined in ways of working agreement, or as needed.  | Our Watch with successful applicant | April 2025 – June 2026 |
|  | Review Terms of Reference and EOI process for appointing PAG  | Our Watch | April – May 2025 |
|  | Provide initial progress report to Our Watch | Successful applicant | May 2025 |
|  | Promote and host roundtable event to socialise the project and outline PAG opportunity. | Successful applicant and Our Watch  | May – June 2025 |
|  | Promote EOI process for PAG, as outlined in stakeholder engagement plan | Successful applicant and Our Watch  | May – June 2025 |
| 1.
 | Assess applications for PAG, based on EOI criteria and appoint faith-based settings PAG.  | Successful applicant  | June – July 2025  |
|  | Procurement process and appointment of an external evaluator for the project  | Our Watch  | June – July 2025 |
|  | Convene initial meetings with PAG (up to 3 meetings) | Successful applicant | July – Oct 2025 |
|  | Evaluator meets with Project coordinator, Our Watch and PAG to establish a Learning Agenda (evaluation plan) | Our Watch | July – Oct 2025 |
|  | PAG conducts regular meeting cadence over this period, as per Terms of Reference.  | Successful applicant | Oct 2025 – June 2026 |
|  | PAG identifies themes to explore, that support faith as a strength and part of the solution (building on themes gathered from the Our Watch stakeholder consultations and other data sources). | Successful applicant | Oct – Dec 2025 |
|  | Evaluation activities conducted in collaboration with project coordinator and PAG.  | Our Watch | Oct 2025 – Oct 2026 |
|  | Produce resource development plan | Successful applicant | November 2025 |
|  | Provide interim progress report to Our Watch | Successful applicant | November 2025 |
|  | Our Watch reviews resource development plan and provides feedback.  | Our Watch | December 2025 |
|  | Work with themes identified by the PAG to design, test and produce up to 5 resources (option for successful applicant to procure a creative agency to support this work), in consultation with Our Watch. | Successful applicant | Jan – June 2026 |
|  | Provide draft resources and results of resource-testing to Our Watch | Successful applicant | June 2026 |
|  | Our Watch reviews draft resources and provides feedback.  | Our Watch | July 2026 |
|  | Resources finalised incorporating results of testing and Our Watch feedback (with creative agency if relevant). | Successful applicant | August – Sept 2026 |
|  | Develop dissemination plan for final resources | Our Watch with successful applicant | Aug – Sept 2026 |
|  | Provide final project report to Our Watch | Successful applicant | Oct 2026 |

# Applicant Response Form

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

|  |  |
| --- | --- |
| Name of Applicant |  |
| 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 Applicant:

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

# Details of proposal

## Selection Criteria

Your response must address these selection criteria.

### Focus area 1 – Your capabilities and experience

* + 1. Provide a summary that outlines your professional experience and understanding of the primary prevention of gender-based violence. The summary should include examples of primary prevention activity you have led and your experience working with diverse faith communities, across multiple faith contexts. If your networks include access to diverse faith-based settings and include different geographical locations and cohorts, please include this.
		2. Provide a statement describing your proposed methodology to achieve the deliverables and indicative project milestones in section 4.
		3. Provide details of your understanding of intersectional frameworks and the principles of primary prevention of gender-based violence. Please include examples of your work with diverse communities and how you considered overlapping forms of power and discrimination.
		4. Provide details of your experience in co-managing resource design and development processes. Please include examples of your experience overseeing procurement if this is part of your methodology.
		5. Provide a statement about your experience convening Project Advisory Groups or other consultation mechanisms.

### Focus area 2 – Draft contract agreement terms

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

If no, please explain.

## 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. Please also provide your proposed milestone or payment schedule.

The maximum budget for this contract is a total of $325,000 excluding GST.

The budget includes expenses related to project coordination responsibilities, remuneration to be allocated towards the working groups/advisory group, the costs associated with developing up to 5 resources and resourcing to achieve the deliverables in Section 4 above.

| No. | Item description | Rate ($) | No. of items or Time estimate (if applicable) | Subtotal excl GST |
| --- | --- | --- | --- | --- |
|  | *E.g. Project Coordinator*  | FTE rate | FTE | $ |
|  | *E.g. PAG costs, including remuneration* | $ per session |  |  |
|  | *E.g. resource design and development* |  |  |  |
|  | *E.g. Management fee* |  |  |  |
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| --- | --- |
| Total price for proposal (excl GST)  | $ |

## 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** – If the goods or services require working with children or vulnerable people, please outline any safety strategies you will implement. If applicable, does your organisation comply with Working with Children Checks?

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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 proposal 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. Our Watch may decline to accept a response from an Applicant outside Australia.
4. At any time before execution of the contract, Our Watch may seek information from, and enter discussions with, any Applicants in relation to their responses. But Our Watch will not allow any Applicant to substantially tailor or amend their response.
5. No contract will be formed until executed by Our Watch.

Evaluation 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 Applicants 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 Applicant’s name, address and other details about the contract, including contract value and the names of subcontractors.
2. Applicants 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. Applicants 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. Applicants must notify Our Watch immediately if an actual or perceived conflict of interest arises.
2. Applicants and their officers, employees, agents and advisors must not engage in fraudulent, anti-competitive, or similar improper conduct, in connection with this RFP.
3. The successful Applicant 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)).