

Request for quote (RFQ)

Respect and Equality at TAFEs project external evaluation

Our Watch ABN 60 164 123 844

Date: 4 September 2024

Key dates for this RFQ

Closing Date for Supplier Responses

11 AM Friday 20 September 2024

Work/project completion

The date for work/project completion is 29 May 2025.

Our Watch contact person

All communication should be directed to Tamara Mihalic Tynan Evaluation Lead, Design, Impact and Evaluation Team: tamara.tynan@ourwatch.org.au

Contents

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- Attachment: Draft contractor agreement

Part A – About us

1. Our Watch background

Our Watch 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.

2. 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](#), [Changing the picture](#), and [Changing the landscape](#).

3. Our values

Our Watch's [Strategic plan 2019–2024](#) describes our values as an organisation.

Our Watch is committed to our [Innovate Reconciliation Action Plan 2020–2022](#). 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](#). An intersectional approach recognises the impacts of multiple intersecting forms of social inequality, discrimination and disadvantage.

Part B – Requirements

1. Purpose

Our Watch is looking for an evaluator (The Supplier) to complete an end-of-project evaluation for the Respect and Equality in TAFE (RET2) project. The RET2 project has implemented and tested the Respect and Equality in TAFE (RET) framework to prevent violence against women, including sexual violence in four jurisdictions: Australian Capital Territory (ACT), South Australia (SA), Tasmania and Northern Territory (NT).

The RET framework was developed in consultation with five Victorian TAFEs from 2019-2021. The RET2 project aims to identify and develop an appropriate localised approach for each new jurisdiction to support sustained engagement with the RET framework, and in prevention work beyond the life of this project. RET2 is the first co-ordinated attempt to support TAFEs and system actors across four jurisdictions and a national level to promote gender equality and prevent violence against women.

The intended changes (outcomes) at the end of the RET2 project period are:

- Engaged TAFEs have increased commitment and momentum for change, that will be sustained to some degree beyond the end of the project
- Engaged actors at a TAFE and system level have increased recognition of their role in promoting gender equality and preventing violence within TAFEs
- Engaged system actors are active advocates within their sphere of influence for promotion of gender equality and prevention of violence against women
- Engaged TAFEs and system actors have taken actions to address at least one of the domains in the RET framework

Purpose and requirements of the evaluation

The main purpose is to evaluate the implementation (process) of RET framework and emerging outcomes of the RET2 project, and to identify and share key learnings (including barriers, enablers, and future opportunities) from implementing RET framework at TAFEs across four jurisdictions.

Findings from the evaluation will be used to inform the design and implementation of RET framework at other TAFEs across other jurisdictions. These will be used for program continuous improvement, and influence future monitoring mechanisms.

One of the final deliverables of this evaluation will be a Final Evaluation Report to Our Watch in May 2025. This Report will then be delivered to DSS.

An Evaluation Plan was approved by DSS in August 2023. The Evaluation Plan includes key evaluation questions, evaluation approaches, and data collection methods. A summary is provided in section 4.10.

The evaluation must also respond to the needs and priorities of Aboriginal stakeholders in the project and be designed in a way that involves early and appropriate consultation with appropriate representatives of Batchelor Institute of Indigenous Tertiary Education (BIITE) and Charles Darwin University (CDU).

2. Governance

The project will be led by Tamara Mihalic Tynan, Evaluation Lead, Design, Impact and Evaluation, with support from:

- Katie Yates Burgess, Project Lead, Innovation

The supplier will also work day-to-day as needed with:

- Sehar Gupta, Project Advisor, Innovation
- Jenna Hales, Evaluation Advisor, Design, Impact and Evaluation
- Karla McGrady, Portfolio Manager, Innovation
- Acting Manager Design Impact & Evaluation, Innovation

The Supplier will report to Tamara Mihalic Tynan, Evaluation Lead.

3. Standards, guides, and project materials

3.1 The Supplier must ensure goods and services comply with all applicable standards.

3.2 The Supplier should also be prepared to engage with the following materials:

- Our Watch publications, including [*Change the story*](#) suite of resources
- [Respect and Equality: Working with TAFE to prevent violence against women National Guide](#) by Our Watch
- [Respect and Equality: A practice guide for TAFE educators](#) by Our Watch
- [Respect and Equality Intersectionality in Practice: A guide for TAFE](#) by Our Watch
- accessibility requirements, drawing on Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0
- Our Watch style guide.

3.3 In addition, Our Watch may provide confidential project material or data that is directly relevant to the project. This includes:

- Project plan and reports
- Evaluation Plan with initial Theory of Change
- Midterm review report with updated project Theory of Change

- Collated (aggregated and anonymous) data collected through the duration of the developmental evaluation relevant to the key project activities.
- Data collected from project events, including attendance data and feedback surveys.
- Other project documents, including gender equality action plans that might be identified in the course of the evaluation.

3.4 The Supplier must be prepared to work in accordance with ethical requirements, including the National Statement on Ethical Conduct in Human Research (2023), DSS Guidelines for Ethical Conduct of Research (2022), and Our Watch’s Ethical Information Collection and Use Policy. The Supplier will be required to identify, mitigate, and monitor ethical issues related to the evaluation.

The supplier will need to submit an Ethical Information Collection and Use Plan to the Our Watch Internal Ethics Committee (OWIEC) prior to beginning the evaluation activities. The OWIEC may consult with the Our Watch Aboriginal and Torres Strait Islander Steering Committee and/or external consultants, Goorlil, for advice before approving the Plan.

4. Work specifications and timelines

4.1 The Supplier will deliver professional service activities, including:

- Work in collaboration with Our Watch staff as required.
- Undertake evaluation planning, management, and implementation.
- Develop a detailed evaluation methodology, including:
 - Responsibilities and timelines for aspects of the evaluation.
 - Recruitment and sampling strategies.
 - Constructs and approaches that may be used to make evaluative judgements about whether the project outcomes have been achieved and identify key learning from the project.
 - Approaches to ensuring ethical requirements and an intersectional approach are upheld throughout the evaluation.
 - Limitations and risks associated with the evaluation methodology.
- **Note:** The methodology should seek to align with the approved Evaluation Plan, however Our Watch invites suggestions from the evaluator if there are gaps or opportunities to strengthen the evaluation plan.
- Design data collection tools and complete data collection. Data collection activities include:
 - Document review, including existing data and previous evaluation.

- Complete the Ethical Information and Use form, and submit to the Our Watch internal ethics committee
 - Interviews and surveys with representatives from five participating TAFEs, members of working groups and Communities of Practice from five participating TAFEs, attendees of both the RET2 Summits, RET2 project team and Our Watch staff and other stakeholders that might be identified during the evaluation consultations.
 - Project staff reflection sessions and interviews/focus groups.
 - Complete data analysis and interpretation, including producing integrated findings for key evaluation questions.
 - Ensure that all evaluation activities and deliverables are always undertaken in an accessible, trauma-informed and inclusive way.
 - **Note:** Our Watch anticipates the supplier to undertake intensive data collection in late November and December 2024 to align with the project activities. Some data will likely be collected during January 2025.
- Provide verbal presentations, and slides to Our Watch on interim and final results and their implications. Develop a First Draft Evaluation Report (early February 2025) and Final Evaluation Report with recommendations to be delivered to Our Watch (1 April 2025), with the Final Evaluation Report for subsequent delivery to DSS. We anticipate the report will be provided in the Our Watch branding template.
 - Revise and update the theory of change to reflect the RET2 team 'real word' experience of the implementation and the learnings gained during the project implementation, based on a workshop with the project team (May 2025).
 - Develop evaluation/learning briefs and/or other formats (such as webinar presentations) to share learnings with a range of audiences, including participating TAEFs, broader workplaces and stakeholders engaged in preventing violence against women.
 - Deliver fortnightly briefings with the Our Watch team throughout the evaluation to discuss work in progress, arising challenges and emerging findings.
- 4.2 The work must commence in mid-October 2024, Final Evaluation Report completed by 1 April 2025, Theory of Change workshop in May 2025, and any additional evaluation briefs/formats to disseminate learnings be developed by the end of May 2025.

4.4. The following table provides indicative milestones and deliverables the project should achieve: **Note:** these timings are indicative only and there is need for flexibility in response to changes in project activity. However, the deadlines for submission of the draft and Final evaluation report are fixed.

No.	Milestones and deliverables	Due date	Responsibility
Initiation			
1	Contract finalised and supplier commences work	30 September 2024	Our Watch and Supplier
2	Inception workshop	September TBC	Our Watch and Supplier
Data collection and analysis for evaluation			
3	Review of existing data	21 October 2024	Our Watch to share and Our Watch to review
4	Develop detailed evaluation methodology, including of updating the current evaluation plan.	21 October 2024	Supplier in consultation with Our Watch
5	Design of data collection tools.	21 October 2024	Supplier
6	Submission of Ethical Information Collection and Use Plan to the Our Watch Internal Ethics Committee for approval. This includes providing an engagement plan that identifies early and appropriate consultation with appropriate Aboriginal stakeholders in the project.	28 October 2024	Supplier
7	Collection, and analysis of data Note: some data may need to be collected in January 2025 to align with the project activities.	November – December 2024	Supplier and facilitated access to stakeholders by Our Watch where needed
8	Integrated analysis and reporting across data collection methods and sources	December 2024 – January 2025	Supplier
Submission of evaluation findings and report			

No.	Milestones and deliverables	Due date	Responsibility
9	Emerging results presented to Our Watch through briefing meetings.	Every two weeks during data collection/analysis	Supplier, with Our Watch
10	Submit draft <u>evaluation report</u> (Our Watch to provide timely feedback), including: <ul style="list-style-type: none"> ▪ Before submission, a briefing/presentation of results for and opportunity for verbal discussion with key Our Watch representatives. ▪ The report should be provided in Word format, be no longer than 30 pages and including a 1–2-page Executive Summary. 	3 February 2025	Supplier
11	Address the changes and requests for additional input from Our Watch.	February 2025	Supplier, with input from with Our Watch
12	Final results presented to Our Watch. <ul style="list-style-type: none"> ▪ Prior to submission, a briefing/presentation of results for and opportunity for verbal discussion with key Our Watch representatives. 	3 March 2025	Supplier, with Our Watch
13	Submit final evaluation report (Our Watch to provide timely feedback), including: <ul style="list-style-type: none"> ▪ The report should be provided in Word format, be no longer than 30 pages and including a 1–2-page Executive Summary. 	14 March 2025	Supplier
14	Conduct a Theory of Change workshop with the project team and update Theory of Change.	May 2025	Supplier
15	Develop additional evaluation briefs/formats to disseminate learnings.	May 2025	Supplier

4.10 For reference, details of key evaluation questions, approaches, and data collection methods as per the Evaluation Plan are provided below.

The questions to be answered in the evaluation have been organised into four sections:

1. Implementation: How are we implementing the project, including responding to the different context in each jurisdiction?
2. Principles: How are the project principles influencing project implementation and outcomes?
3. Learning: To what extent are we learning about what works to support changes to promote gender equality and prevent violence against women in TAFEs?
4. Changes: What type and level of changes are we contributing to?

The Evaluation Plan draws on principles-focused, utilisation-focused, and developmental evaluation approaches.

The evaluation reflects a mixed methods design, using quantitative and qualitative data collection methods designed to provide warranted conclusions in response to the key evaluation questions. Methods include document review, stakeholder interviews, surveys, collated data from developmental evaluation, and project staff reflection sessions.

5. Budget

The budget range for the evaluation is between \$70 – 80k, excluding GST.

Part C – Supplier Response Form / Quote

Please incorporate this **Part C – Supplier Response Form** as part of your quote.

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

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

Signature	
Name and role	

1. Evaluation Criteria

Your response must address these evaluation criteria.

Focus area 1 – Ability to deliver the requirements

1.1 Are you able to deliver all the Requirements in Part A? [Yes/No]

If no, please explain.

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

If no, please explain.

- 1.3 Our Watch anticipates the supplier undertaking intensive data collection in late November and December 2024 to align with the project activities. Some data will likely be collected during January 2025. Please tell us about your availability to meet this requirement.

Focus area 2 – Your capabilities and experience

- 1.4 Tell us about your experience conducting similar evaluations, including experience with mixed methods designs and evaluation experience of testing frameworks implementation.

- 1.5 Tell us about your experience evaluating projects, programs, or strategies relating to preventing violence against women and/or focused on creating change in educational institutions.

- 1.6 Describe how your data collection methods and evaluation design meet appropriate ethical and quality standards. In your response, refer directly to the ethical principles established in the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research. Principle 1: Indigenous Self-Determination, Principle 2: Indigenous Leadership, Principle 3: Impact and Value, Principle 4: Sustainability and Accountability.

If no, please explain.

- 1.7 Provide a statement of your proposed methodology or workplan for the project.

- 1.8 Describe your ability to prepare clear, succinct, and accessible reports that include qualitative and quantitative data and answer evaluation questions.

1.9 Tell us about your ability to apply an intersectional lens¹ in evaluation process?

1.10 Tell us about how your work with various stakeholders is safe and respectful. This might include Aboriginal or Torres Strait Islander peoples, Culturally and Linguistically Diverse people, and women with disabilities.

Focus area 3 – Your organisation and personnel

1.11 Provide the names of key personnel who will work on this project, and a summary of their roles and experience.

1.12 Describe your ability to meet deadlines and be adaptive to project timelines.

1.13 Are you able to provide 1 or 2 referees we can talk to about your work?

2. Pricing

2.1 Please provide your pricing below. Amounts should be stated exclusive of GST. The price is all-inclusive and covers expenses, unless otherwise stated. Prices quoted must be valid for sixty (60) days.

No.	Item description / Rates	No. of items or Time spent	Subtotal excl GST
1	E.g. Final report	25 pages	\$
2	E.g. Project manager (X per hour)	15 hours	
3			

¹ For information on applying an intersectional lens, see *Putting the prevention of violence against women into practice: How to Change the story* (page 60, and pages 70–71).

No.	Item description / Rates	No. of items or Time spent	Subtotal excl GST
4			
5			

Total price for quote (excl GST)	\$
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- 2.2 If your quote is successful, please list your proposed milestone payments below. Payment of a milestone will be subject to Our Watch's written acceptance of milestone completion.

No.	Milestone	Subtotal excl GST
1		\$
2		
3		
4	E.g. Final report (25% of total price)	

3. Quality, Risk and Compliance

- 3.1 **Insurance information** – Provide details of your relevant insurance(s) including:

- Name of insurance company
- Policy type (e.g. public liability, professional indemnity, cyber, etc)
- Amount / limit
- Expiry date

- 3.2 **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.

- 3.3 **Employment conditions** – Does your organisation have lawful practices in occupational health and safety, wages, and superannuation entitlements?

- 3.4 **Working with children or vulnerable people** – If the project requires working with children or vulnerable people, please outline the safety strategies you will implement. If applicable, does your organisation comply with Working with Children Checks?

- 3.5 **Modern slavery** – If your yearly consolidated revenue over \$100 million, is your organisation compliant with Modern slavery laws?

- 3.6 **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.

4. Other

Include any additional information about your quote here.

Part D – RFQ terms and conditions

5. Our Watch may amend the RFQ at any time before the Closing Date.
6. Our Watch, acting in good faith, may stop or pause this RFQ process, decline to accept a response, decline to issue a contract, or fulfill its work requirements separately from this RFQ process.
7. Our Watch may decline to accept a response from Vendors outside of Australia.
8. At any time before execution of the contract, Our Watch may ask information from, and enter discussions with, potential Vendors in relation to their responses. But Our Watch will not allow any potential Vendor to substantially tailor or amend their response.
9. Potential Vendors agree their quote will remain valid for sixty (60) days from the Closing Date.
10. No contract will be formed until executed by the successful Vendor and Our Watch.

Evaluation of RFQ

11. Our Watch will assess the extent to which the response meets RFQ requirements and will determine the best value outcome for Our Watch.
12. 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

13. Our Watch may publicly disclose the Supplier's name, address and other details about the contract, including contract value and the names of subcontractors.
14. 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 or prudent.
15. 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.
16. Where Our Watch provides confidential or sensitive information as part of this RFQ process, Potential Suppliers agree to keep that information confidential and only use it for the purpose responding to this RFQ.

Conflict of interest & proper conduct

17. Potential Vendors must notify Our Watch immediately if an actual or perceived conflict of interest arises.
18. Potential Vendors and their officers, employees, agents and advisors must not engage in fraudulent, anti-competitive, or similar improper conduct, in connection with this RFQ.
19. 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)).

Attachment 1: Template Contractor Agreement

Refer to template [Contractor Agreement](#) attached. Note, a Master Services Agreement may be used, if additional statements of work might be added.

Negotiation on the terms and conditions may be considered on a case-by-case basis.