

Request for proposal (RFP)

Name of project: Preventing violence against women from migrant and refugee backgrounds

Our Watch ABN 60 164 123 844

Date: October 2024

Type of proposal requested: Australian organisation/s to partner with Our Watch on primary prevention project

Key dates for this RFP

* Closing date for applicant responses: 15 November 2024 (close of business)
* Applicant information session: 30 October 2024 (register by emailing [innovation.projects@ourwatch.org.au](mailto:innovation.projects@ourwatch.org.au) by 28 October 2024)
* Question closing date: 8 November 2024
* Selection of successful applicant: end of November 2024
* Execution of contract: December 2024

Our Watch contact person

All communication and registrations of interest should be directed to:

|  |  |
| --- | --- |
| Contact Officer | Priyanka Ajit – Project Lead, Innovation  [innovation.projects@ourwatch.org.au](mailto:innovation.projects@ourwatch.org.au) |

Delivery date(s)

The indicative dates for delivery of project are from December 2024 to December 2026. Initial scoping and foundational work for the project has been undertaken by Our Watch since January 2023.

## 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*](https://www.ourwatch.org.au/change-the-story/) is our evidence-based framework for a national approach to preventing violence against women.
* [*Changing the picture*](https://www.ourwatch.org.au/resource/changing-the-picture/) is a resource to support the prevention of violence against Aboriginal and Torres Strait Islander women.
* [*Changing the landscape*](https://www.ourwatch.org.au/resource/changing-the-landscape/) is a resource to support the prevention of violence against women and girls with disabilities.

## Our values

Our Watch’s [Strategic plan 20](https://www.ourwatch.org.au/about-us/key-documents/strategic-plan)[24–2029](https://www.ourwatch.org.au/about-us/key-documents/strategic-plan) describes our values as an organisation.

Our Watch is committed to our [Innovate Reconciliation Action Plan 2020–2022](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. We understand that violence and gender inequality exist in relation to systems of sexism; racism; colonialism; classism; heteronormativity; cisnormativity; homo-, bi- and transphobia; ableism and ageism; and their corresponding systems of power and privilege ([*Change th**e story*](https://www.ourwatch.org.au/change-the-story/) *(2021, 2nd ed.), p.46*).

## Project overview

Our Watch’s project on preventing violence against women from migrant and refugee backgrounds is funded by the Department of Social Services as part of the *National Plan to End Violence against Women and Children 2022–2032*. This project runs from 2023–2027.

The *National Plan to End Violence against Women and Children 2022–2032* states that gender-based violence, including sexual harassment, can include specific forms of violence that may disproportionately impact women and girls from culturally, ethnically, religiously and linguistically diverse communities and migrant and refugee women and their children[[1]](#footnote-2).

Importantly, the intersectional approach embedded throughout *Change the story* recognises that violence and gender inequality exist in relation to multiple and intersecting systems of sexism, racism, colonialism, classism, heteronormativity, cisnormativity, homo-, bi- and transphobia, ableism and ageism, and their corresponding systems of power, privilege and structured inequality. The gendered drivers set out in the framework have been identified through rigorous research indicating they are the most consistent predictors of men’s violence against women. However, these drivers do not occur in isolation of other forms of discrimination that women from migrant and refugee backgrounds often experience. Prevention approaches need to be integrated with greater understanding of the intersecting forms of oppression that affect migrant and refugee women’s experiences of violence in Australia. This can be effectively achieved by working collaboratively with the multicultural sector who have the expertise and grassroots connections to inform context-specific prevention responses.

This project builds on existing primary prevention approaches to ensure they are responsive and reflect the needs of people from migrant and refugee backgrounds. The objectives of this project are:

* Build a deeper, shared understanding of the nature and drivers of violence against women from migrant and refugee backgrounds.
* Undertake evidence translation to better meet the needs of refugee and migrant-led organisations and/or multicultural communities to undertake primary prevention work.
* Explore opportunities to collaborate with refugee and migrant-led organisations and/or multicultural communities to undertake this work in a mutually reinforcing and coordinated way.

As part of the project’s early scoping, the project team ran a national consultation process to raise awareness of the project, test Our Watch’s emerging ideas, further define the project’s purpose and scope and establish important connections for the project. Findings from the consultations have informed the development of the project requirements outlined below.

## Our Watch’s approach to partnership

Our Watch has over a decade of experience collaborating and working together with the community sector, government, business, sporting associations and more. Collaboration is a core organisational value at Our Watch, and so this way of working is embedded in all we do. Our Watch’s approach to partnership and stakeholder engagement includes principles of transparency, mutual accountability, preparedness, a relational lens, and continuous improvement.

Our Watch defines a partnership as a working relationship between two or more organisations who come together for joint work. The partnership is centred on a common purpose, emphasising collaborative decision-making and problem-solving.

The purpose, terms, and details of the relationship between Our Watch and the successful applicant in this project will be scoped and determined together at the outset of the engagement. This will be facilitated by Our Watch’s Partnership Broker, who will assist both organisations in scoping, planning, and working together throughout the partnership.

For this partnership, we will be using a Partnership Brokerage model that may involve:

* The successful applicant/s and Our Watch deciding together on how they will work together, and developing a Ways of Working Agreement that reflects this;
* ‘Health Checks’ about the relationship at regular intervals; and
* Reflection/evaluation process about the partnership during and at the conclusion of the project as part of the project evaluation.

# Part B - Project requirements

## 1.1 Purpose

Our Watch is seeking to partner with an individual or consortium of Australian organisation/s to:

1. Co-lead the establishment and co-management of either expert working groups or technical advisory group/s, including recruiting participants and co-convening meetings. The project team’s preference is expert working groups to provide their insight and knowledge to inform what needs to be captured in the resources described below. However, the project team is open to workshopping alternative options with the successful applicant. The membership of working groups will comprise of third-party organisations and the successful applicant’s role will be to provide advice to and co-facilitate sessions with Our Watch.
2. Work with a creative agency to develop comprehensive resources that explore two key topics raised during the national consultation process:
   1. the contributing factors and forms of oppression which contribute to violence experienced by women from migrant and refugee backgrounds. Several key contributing factors were raised during project consultations, including the impacts of racism, different migration and settlement experiences, along with corresponding systems of power that result in unequal power dynamics.
   2. an understanding of family and community dynamics in prevention approaches and messaging, including recognition of how these dynamics play a role in both perpetuating and addressing violence against women from migrant and refugee backgrounds. Based on insights from project consultations, the Our Watch team heard the need to expand understanding of community collectivist thinking when doing prevention work with people from migrant and refugee backgrounds.

Resources may include a range of different formats, including a mix of written, audio and visual resources such as videos, films, theatre productions, podcasts, short reference guides etc.

## 1.2 Project governance

The project is sponsored by the Our Watch Innovation Director. Our Watch will partner with the successful applicant to establish processes for strategic and operational decision making for the project. Our Watch will hold responsibility for overall project management and reporting to the funder, DSS.

The successful applicant will work day-to-day with:

* Priyanka Ajit, Project Lead, Innovation (key contact)
* Tiana Vasiliadis, Project Advisor, Innovation
* Karla McGrady, Portfolio Manager, Innovation
* Moshi Haque, Evaluation Lead, Innovation
* The broader Our Watch project team.

## 1.3 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 landsc**ape*](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's *Ethical Information Collection and Use Policy* and *Privacy and Data Protection Policy*
* Our Watch style guide.

## 1.4 Work specifications and timelines

**Proposed approach to the project**

Our Watch is seeking to partner with an individual or consortium of organisation/s to co-lead the development of resources that promote understanding of the intersecting experiences and forms of oppression which contribute to violence against women from migrant and refugee backgrounds. The partner organisation/s will also co-lead the development of resources that support an understanding of family and community dynamics in prevention approaches and messaging.

The successful organisation/s must demonstrate:

1. Experience working in close collaboration with a project team, including establishing clear reporting and communication processes.
2. Experience in leading projects informed by inclusivity for all participants, with input from a range of different stakeholders, and capacity to work at a national scale or scale up the work of the project to a national scale.
3. Demonstrated experience and understanding of the history and work of multicultural and settlement sectors, and working with and/or for people from migrant and refugee backgrounds, particularly in the prevention against women (PVAW); and,
4. Demonstrated understanding of primary prevention, gender-based violence and intersectional frameworks.

**Deliverables**

Our Watch is seeking proposed approaches for the following deliverables. The successful applicant will work with Our Watch to:

* Undertake project planning, including scheduling consultation meetings (as required and under the direction of the Project Lead) with key Our Watch staff including the Director of Innovation, Executive Team, and other relevant staff.
* Support the establishment and engagement of project advisory structures (e.g., expert working group/s or technical advisory group/s), including recruiting participants and co-convening meetings.
* Develop and deliver evidence, information, and content to further develop understanding of the intersecting drivers of gender-based violence against people from migrant and refugee backgrounds.
* Through the above activities, support Our Watch’s internal capacity building around inclusive practice when working on prevention with people from migrant and refugee backgrounds.
* Other roles and responsibilities as determined by Our Watch and the successful applicant as part of the contracting process.

**Indicative Project Milestones**

All final project deliverables must be completed by 30 June 2026. The following table provides indicative milestones and deliverables the project should achieve.

|  |  |  |  |
| --- | --- | --- | --- |
|  | . **Milestone / Deliverable** | **Responsibility** | **Indicative Completion Date** |
|  | Partnership brokerage completed and Ways of Working Agreement finalised. | Successful applicant and Our Watch | February 2025 |
|  | Develop implementation plan, including initial stakeholder engagement plan and proposed structures for expert working group/s or technical advisory group/s. | Successful applicant and Our Watch | March 2025 |
|  | Recruit members for expert working group/s or technical advisory group/s and develop Terms of Reference. | Successful applicant and Our Watch | April – May 2025 |
|  | Develop design briefs for resource production, including key messages and target audiences. | Successful applicant and Our Watch | May 2025 |
|  | Support Our Watch with the recruitment of creative agency and develop resource development plan with the appointed creative agency. | Successful applicant and Our Watch | June 2025 |
|  | Based on the resource development plan, work with the creative agency and the expert working groups to develop resources, including various iterations of edits. | Successful applicant and Our Watch | July – September 2025 |
|  | Conduct resource testing and make edits to resources based on feedback. | Successful applicant and Our Watch | October – November 2025 |
|  | Work with Our Watch and creative agency to finalise resources. | Successful applicant and Our Watch | December 2025 |
|  | Develop dissemination plan for final resources. | Successful applicant and Our Watch | February 2026 |
|  | Distribute final resources via appropriate community and/or broader public channels. This may involve a mix of in-person promotion at events and promotion via media channels. | Successful applicant and Our Watch | March – December 2026 |

**Budget**

The maximum budget for this contract is a total of $400,000 excluding GST over 2 years from December 2024 to December 2026.

This budget includes expenses related to project coordination responsibilities, remuneration to be allocated towards the working groups/advisory group and resourcing/staff to achieve the deliverables in Section 1.4 above.

The budget does not include the costs associated with engaging the creative agency.

As a guide, an additional 15 input days of personnel time to be allocated for partnership related activities to be included in the Applicant Response Form (below).

# Part C - 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 statement describing your proposed methodology to achieve the deliverables and indicative project milestones sections 1.1 and 1.4.
    2. Provide details of your organisation’s ability and approach to working in collaboration with key stakeholders and staff, including other multicultural organisations. Please indicate your willingness to work with Our Watch through a Partnership Brokerage approach. Provide the names of key personnel who will work on this project, and a summary of their roles and qualifications/experience.
    3. Provide details of your organisation’s expertise and understanding of the history and work of the multicultural and settlement sectors and working with and/or for people from migrant and refugee backgrounds.
    4. Provide details of your organisation’s approach to ensuring inclusivity for all participants and your infrastructure and capacity to undertake a project on a national scale or scale up the work of the project to a national scale.
    5. Provide details of your organisation’s understanding of the principles of primary prevention, gender-based violence and intersectional frameworks.
    6. Provide details of your organisation’s experience in overseeing or co-managing resource development processes, particularly a mix of written, audio and/or visual resources.

### Focus area 2 – Draft contract 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 milestones or payment schedule.

| No. | Item description | Rate ($) | No. of items or Time estimate | Subtotal excl GST |
| --- | --- | --- | --- | --- |
|  | *E.g., Project lead* | *FTE rate* | *FTE* | *$* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| 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
       - Policy type (e.g., public liability, professional indemnity, etc)
       - Amount / limit
       - Expiry date
    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. **Employment conditions** – Does your organisation have suitable practices in occupational health and safety, wages, and superannuation entitlements?
    4. **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?
    5. **Modern slavery –** Is your yearly consolidated revenue over $100 million? If so, is your organisation compliant with [Modern Slavery](https://www.ag.gov.au/crime/people-smuggling-and-human-trafficking/modern-slavery) laws?
    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.

## Other

Include any additional information about your proposal here.

# Part D - 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 Applicant 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)).

1. Commonwealth of Australia (2022). The National Plan to End Violence against Women and Children 2022-2032, pp.42-44. [↑](#footnote-ref-2)