**Our Watch**

**ABN 60 164 123 844**

**Request for Quotation (RFQ)**

**Name of Project:** Process Evaluation of Workplace Equality and Respect in the Victorian Public Service

**Date:** 6 December 2020

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| **Request for Quotation (RFQ)** |

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| **Overview:**The Victorian Public Service (VPS) committed to rolling out Workplace Equality and Respect in line with Recommendation 192 of the Royal Commission into Family Violence. In July 2019, the Victorian Government Office for Women engaged Our Watch to support the initial roll out of *Workplace Equality and Respect* **in up to eight** departments between January 2020 and February 2021. Our Watch is seeking a supplier to undertake a **process evaluation** of the roll out of the Workplace Equality and Respect package in the Victorian Public Service. The Supplier will deliver the following: 1. A draft evaluation framework for discussion and approval
2. Final evaluation framework
3. Data collection and analysis
4. Preliminary findings shared via a validation workshop with key VPS contacts, Our Watch Practice team and Our Watch Consultants involved in the roll out of WER
5. Final report for Our Watch internal use and an additional anonymised version of the report that can be shared with the Office for Women
6. Final PowerPoint of findings
 |
| **Due Date:** 11 January 2021 |

**All communications relating to the RFQ should be directed to:**

|  |  |
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| Contact Officer  | Anu Mundkur, Senior Practice Advisor, Workplacesanu.mundkur@ourwatch.org.auPHONE: 0410125992 |

This document consists of:

 Organisational Overview

 Part A: Specification of Works

Part B: Supplier’s Response Form

**Organisation Overview**

# Our Watch Background

Through the National Plan to Reduce Violence against Women and their Children 2010-2022, endorsed by COAG, the Commonwealth and Victorian Governments identified the need for a national body to be established to address the issue of preventing violence against women and their children by motivating community action.

Our Watch was originally established in July 2013 as the Foundation to Prevent Violence against Women and their Children by the Commonwealth and Victorian governments. The organisation has since developed as a national organisation with all state and territory governments becoming members of the organisation.

Our Watch is a Company Limited by Guarantee with an Independent Board. While Our Watch has partnered with seven governments to date, the majority of Board appointments are independent from government.

As is standard in relation to government funding, Our Watch has reporting and accountability requirements under the Commonwealth Corporations Act 2001 and the Australian Charities and Not-for-Profit Commission.

Our Watch has been established to drive nation-wide change in the culture, behaviours and attitudes that underpin and create violence against women and children.

Our vision is an Australia where women and their children live free from all forms of violence.

Our mandate is to stop violence before it happens.

Our purpose is to provide national leadership to prevent all forms of violence against women and their children.

Our work will always be based on sound research and strong and diverse partnerships.

# Our Watch Strategy

The 2019 Our Watch five-year Strategic Plan outlines four mutually reinforcing goals and ten objectives. The goals of the [[1]](#footnote-2)Strategic Plan are:

1. Australians understand the drivers of violence against women and their children and their role in creating change
2. Australians act to end violence against women and their children
3. We lead a national conversation about ending violence against women and their children
4. We are a sustainable and well-run organisation

Our Watch’s work is underpinned by research and evidence-based information and development of critical partnerships with government, organisations and communities. The outcomes achieved in the long-term will see a reduction in the incidence of violence against women and their children.

# Core Values

Our Watch works to drive nation-wide change in the social norms, structures, attitudes and practices that underpin and support violence against women and their children.

In 2015 Our Watch launched *Change the story: a shared framework for the primary prevention of violence against women*. Developed in partnership with Australia’s National Research Organisation for Women’s Safety (ANROWS) and VicHealth, the framework draws on a significant review of the international evidence on what drives violence against women, as well as comprehensive national consultations with stakeholders. Change the story outlines a national approach to prevention, involving diverse stakeholders.

Our Watch has made a commitment to take an intersectional approach to the prevention of violence against women and their children, acknowledging the diversity of lived experience, and that there is no ‘one-size-fits-all’ strategy for prevention.

While addressing gender inequality is critical for the prevention of violence against women, Our Watch acknowledges that gender inequality cannot be separated from other forms of inequality. We are therefore committed to ensuring that our work considers the complex intersections between various forms of inequality, discrimination and disadvantage, including for example, colonisation, racism, ableism and heterosexism, and the role that these play in driving or contributing to violence against various groups of women. For more information on the Our Watch commitment to take an intersectional approach please see the *Organisational Strategy the Strengthen our Intersectional Approach*.

Our Watch is also committed to reconciliation between Indigenous and non-Indigenous Australians and understands its role and responsibilities in achieving reconciliation. Our Watch shares Reconciliation Australia’s vision of a reconciled, just and equitable Australia: an Australia where the voices, experiences and ideas of Aboriginal and Torres Strait Islander peoples are central, and where violence against Aboriginal and Torres Strait Islander women and their children is a thing of the past.

More information can be found in the *Changing the picture*.

Our Watch is committed to the safety of children and young people that engage with our organisation. Where relevant, Suppliers may be asked to meet child safety policies and requirements, including having Working with Children Checks and signing the Our Watch Child Safety Code of Conduct.

# Expectations of Contractors

Where possible, and appropriate, Suppliers and Our Watch can identify opportunities for joint-capacity building. This might include presenting the outcome of your work to the Our Watch Staff, or a reciprocal exchange of expertise from the Our Watch Staff (e.g. Our Watch might upskill Suppliers in prevention of violence against women).

Suppliers are asked to consider how an intersectional approach can be brought to the project. We recognise this is a complex exercise, and that the nature of such an approach will vary according to the demands of specific projects. Suppliers who are successful will be provided with the relevant documents to ensure their work product is reflective of the Our Watch organisational values.:

1. The Our Watch Style Guide (e.g. referencing formats, preference for terminology)
2. Accessibility requirements
3. *Organisational Strategy to Strengthen our Intersectional Approach*
4. *Reconciliation Action Plan 2017-18*
5. Other key Our Watch publications (e.g. *Change the story*)

# Part A – Specification of Works

# Purpose of the Engagement

The Victorian Government is committed to rolling out Workplace Equality and Respect in line with Recommendation 192 of the Royal Commission into Family Violence. In July 2019, the Victorian Government Office for Women engaged Our Watch to support the initial roll out of *Workplace Equality and Respect* in 5-8 Government departments between January 2020 and February 2021.

Our Watch is seeking the services of a Supplier to undertake a process evaluation.

The Supplier will deliver the following:

1. A draft evaluation framework for discussion and approval
2. Final evaluation framework
3. Data collection and analysis
4. Preliminary findings shared via a validation workshop with key VPS contacts, Our Watch Practice team and Our Watch Consultants involved in the roll out of WER
5. Final report for Our Watch internal use and an additional anonymised version of the report that can be shared with the Office for Women
6. Final PowerPoint of findings

The Supplier must be located in Victoria, or upon short notice from Our Watch, be able to travel to Victoria at their own cost and resourced to conduct the evaluation across Victoria.

The purpose of this process evaluation is to provide an insight into the mechanisms at play in successful/unsuccessful roll out WER so that it can be reused and developed for other contexts.

The impacts of COVID 19, has resulted in amendments being required to the format and delivery for WER in the VPS as well as compressed timelines. As such, it is not possible to measure the results of applying WER within the participating organisations. Further, each VPS department has adapted parts of the WER package according to current capacity and workload prioritisation. At a minimum, it is expected that all departments will conduct the WER self-assessment which will inform the development of a Gender Equality Action Plan. There are significant variations in how the self-assessment is being carried out. Hence, a process evaluation will be useful in unpacking what worked, why and how. Quarterly progress reports are submitted to the Office for Women and training reports are prepared by consultants at the completion of sessions. A final report on activities with each department will be available by the end of February.

The primary audience for this evaluation is the Our Watch Practice Systems team and the Office for Women. There are no plans at present to make the evaluation publicly available. Findings will also be share with the eight VPS departments that participated in the WER project.

Key evaluation questions

* To what extent were the activities implemented as intended? If not, what has been changed and for what reasons? Are there alternative ways of rolling out the WER package – if yes, what are they? Were materials adapted – if so, how and why?
* What characteristics of the project implementation (approach/resources and context) have enabled or hindered the achievement of project goals?
* How suitable were materials or activities for the intended participants?
* What can be learnt about how to implement a process like this in other workplace contexts? Exploring what works, how & why in the different VPS departments through case studies. Any identified good practice?
* What constraints/challenges were encountered in delivering the program; how were these addressed; and to what extent did the strategies used to address these constraints/challenges achieve their aims?
* To what extent did the program reach targeted populations and was both the number and frequency of program activities adequate?

Scope of work

* Develop an ethical approach to data collection, management and use
* Develop the process evaluation framework/methodology (mixed method) using multiple sources of evidence including surveys, stakeholder interviews (VPS key contacts, key Our Watch staff and Our Watch Suppliers, sample of VPS employees who participated in the program), data from workshop evaluations (if any). The sample comprising VPS key contacts, key Our Watch staff and Our Watch Suppliers is defined. The sample of VPS employees who participated in the project will have to be defined by the Supplier in consultation with Our Watch
* Develop a process evaluation planner which maps the key questions against key considerations, evaluation methods and data collection tools and anticipated schedule for data collection and analysis
* Develop three case studies (see KEQ 3) based on discussions with Suppliers delivering the WER roll out, representatives from the project steering committee and WER VPS Practice lead.

Outputs:

* Final evaluation report of no more than 20 pages excluding annexes
* Summary report for an external audience (OfW)
* Power point summary for Our Watch
* Three case studies attached as an annex

# Methodology

Our Watch will provide the Supplier with key background documents at the commencement of the evaluation. These will include:

1. Approved project plan
2. Quarterly Progress reports
3. Final project report for each department (if available)
4. VPS Department’s Gender Equality Action Plans (if available)

Any documents provided in confidence cannot be shared or distributed by the respondent.

The Supplier will be required to undertake the following key phases of work:

**Project Initiation and Planning**

The successful Supplier will meet with the Senior Practice Advisor Workplaces, Our Watch, at the commencement of the evaluation to clarify scope and develop an evaluation plan.

The Supplier will be provided with and will review, all necessary background documents and related documentation deemed relevant to the project by Our Watch.

Our Watch will provide feedback on the proposed evaluation plan, and the Supplier will use reasonable endeavours to respond to and incorporate the feedback, prior to commencing data collection.

**Project delivery**

The Supplier will meet with the Senior Practice Advisor Workplaces no more than three times during the course of the evaluation to discuss progress of the evaluation.

**Final product**

The Supplier will provide Our Watch with two versions of the final evaluation report (one for internal use and an anonymised version for external circulation) no later than 31st March 2021.

Outputs:

* Evaluation report of no more than 20 pages (excluding annexes)
* Summary report for an external audience (OfW)
* Power point summary for Our Watch
* Three case studies attached as an annex

# Project Governance Arrangements

The Our Watch Project Lead is Anu Mundkur, Senior Advisor, Workplaces. The Our Watch Project Lead will be the key point of contact for the Supplier and will work closely with them for the duration of the contract.

# Project timelines and deliverables

# The following table provides indicative key milestones and delivery dates. Timelines assume appointment of a supplier by early- January 2021 and project completion by March 2021.

Please note, project delivery dates are provided as a guide only and there is flexibility in regard to the completion of milestones

|  |  |  |
| --- | --- | --- |
| **Milestone / Deliverable** | **Responsibility** | **Completion Date** |
| **Project initiation phase** |
| RFQ released  | Our Watch  | 10 December 2020  |
| Response to RFQ   | Supplier  | 11 January 2021  |
| Supplier Interviews   | Our Watch  | 15th January 2021  |
| Selection of Supplier  | Our Watch  | 18th January 2021  |
| Execution of contract  | Our Watch  | 20th January 2021  |
| **Project planning, delivery and closure** |
| 1. Supplier’s meeting with Our Watch  | Our Watch  | 22nd January 2021  |
| 2. Draft evaluation framework for discussion and approval    | Supplier  | 29th January 2021  |
| 3. Final evaluation framework  | Our Watch  | 5th February 2021  |
| 4. Data collection and analysis  | Supplier  | Between 8th February and 8th March  |
| 5. Primary findings shared via a validation workshop with key VPS contacts, Our Watch Practice team and Our Watch Suppliers involved in the roll-out of WER.  | Supplier  |  19th March 2021  |
| 6. Final report for Our Watch internal use and an anonymised version that can be shared with the Office for Women  | Supplier  |  26th March 2021  |
| 7. Final PowerPoint of findings  | Supplier  | 31st March 2021  |

*\*There might be some flexibility with respect to deliverables 4- 7 (possibly later due dates) which will be confirmed during contracting*

# Special Conditions

The Supplier may be required to provide a record of their police check prior to selection, prior to commencement of work, and/or otherwise upon request.

The Supplier may be required to sign confidentiality agreements and will keep secret and confidential all Confidential Information provided in the delivery of the project and will not, nor allow any third party to, disclose the Confidential Information without prior written consent or as required by law.

**Part B – Supplier’s Response Form**

***The supplier is requested to fill in the details in the form below and include this Part B “Supplier’s Response Form” as part of your quotation:***

|  |  |
| --- | --- |
| Name of Supplier: |  |
| Australian Business Number: |  |
| Address of registered office |  |
| Contact name, telephone and email details  |  |

I have read and accept all terms and conditions assigned to this **Request for Quotation**.

Agreed on behalf of the Supplier by (who represents that they have authority to bind the Supplier):

Signed………………………………………………………………………………….

Name and position……………………………………………………………………

The successful supplier’s response will inform the contract terms with Our Watch.

# Details of Quote

Please complete your response to this RFQ for Services in the spaces provided below. Additional information can be attached as required.

## Evaluation Criteria

**Your response must address the evaluation criteria and respond to the Specification of Works (Part A).**

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| --- | --- | --- |
|  **(1)** | **Evaluation criteria: Compliance**  | **Response** |
| **1.1** | **Compliance with the Specification of Works**Will you comply with the specifications of the RFQ (Part A)? Yes or No If No, please explain |  |
| **1.2** | **Compliance with the Proposed Contract including the Terms & Conditions**Will you comply with the terms of the proposed contract, terms & conditions? Yes or No If No, please explain |  |

|  |  |  |
| --- | --- | --- |
| **(2)** | **Evaluation Criteria: Engagement Specific Capabilities**  | **Response**  |
| 2.1 | Good knowledge and experience of conducting small sample size evaluations, particularly process evaluations |  |
| 2.2 | Demonstrated methodological knowledge of evaluations, including quantitative and qualitative data collection and analysis |  |
| 2.3 | Experience undertaking similar evaluations and producing reports which include both qualitative and quantitative data. |  |
| 2.4 | An understanding and experience working on cultural change processes in workplace settings.  |  |
| 2.5 | Demonstrated knowledge/understanding of gender equality and/or primary prevention in workplace settings. |  |
| 2.6 | Understanding of/ experience working with Victorian public service an advantage. |  |
| 2.7 | Proficiency in English |  |

## Schedule of insurance information

Provide details of all relevant insurances maintained by the Supplier covering:

* 1. Name of insurance companies
	2. Policy type (e.g. public liability, professional indemnity, etc)
	3. Policy number(s)
	4. Expiry dates
	5. Limit of liability
	6. Relevant exclusions

## Costs

The maximum number of days available for this evaluation is 20 days.

**Instalment Schedule**

The Supplier is to nominate an instalment schedule using selected milestones, with reference to the guidance in Project Timelines (Part A.4).

The following is an example.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Milestone** | **Instalment Amount** | **Due Date** |
| 1 | Acceptance of approved evaluation plan (10%) | $[insert] (exclusive of GST and expenses) | [insert date] |
| 2 | Preliminary validation workshop (%) | $[insert] (exclusive of GST and expenses) | [insert date] |
| 3 | Acceptance of Final Report by Our Watch (%) | $[insert] (exclusive of GST and expenses) | [insert date] |
|  | **Total** | **$[insert]** (exclusive of GST and expenses) |  |

Subject to the Terms & Conditions, Our Watch will pay the Supplier within thirty (30) days of the submission of each Tax Invoice detailing the services which have been performed and the fees and expenses incurred in accordance with the Agreement.

**All prices quoted must be valid for three months and not subject to fluctuation.**

## Conflict of interest

Provide details of any interests, relationships or clients which may or do give rise to a conflict of interest and the area of expertise in which that conflict or potential conflict does or may arise. Provide details of any strategy and actions for preventing conflicts of interest.

Outline the processes you have in place to handle any future conflict of interest (actual or perceived).

## Special Requirements/ Conditions

If engagement with ‘vulnerable people’ is required please outline any safety strategies that you will implement, such as Working With Children Checks. Please outline how the organisation will manage handling and storage of confidential information.

## References

Please nominate up to three (3) referees (and contact details) who can provide comment on your knowledge and expertise. Referees will be expected to be able to comment in respect to the individuals proposed for this engagement.

|  |  |
| --- | --- |
| **Name/Position/Organisation or Company** | **Contact Details** |
|  |  |
|  |  |
|  |  |

## Other – should we ask to see a sample of their work? I.e. an evaluation report?

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| --- |
| **Include any additional information that relates to your quotation here:** |

1. A copy of the Strategic Plan will be made available as part of this project. [↑](#footnote-ref-2)