

Request for Quote

Monitoring and Evaluation Consultant/Consultancy

Brief details

Working Women's Centre Vic ('WWCVic') seeks an experienced monitoring and evaluation consultant/consultancy to develop a Monitoring and Evaluation Framework.

Title	Monitoring and Evaluation Consultant
Tender release date	Monday 6 October 2024
Proposal deadline	10:00 AM Monday 28 October 2024
Work to commence	November 2024

Project Background

In March 2020 the release of the Australian Human Rights Commission (AHRC) Respect@Work Report (Jenkins Report) made the groundbreaking recommendation (Number 49) that:

Australian governments provide increased and recurrent funding to working women's centres to provide information, advice and assistance to vulnerable workers who experience sexual harassment, taking into account particular needs of workers facing intersectional discrimination. Australian governments should consider establishing or reestablishing working women's centres in jurisdictions where they do not currently exist.

As a result, the Department of Employment and Workplace Relations (DEWR) has funded the expansion and establishment of Working Women's Centres across the country to provide crucial legal, education, and advocacy services to women and non-binary people who are experiencing workplace issues, with a focus on sexual harassment and discrimination. Legal advice and representation the Centres provide is free, confidential, and trauma informed.

While Working Women's Centres had already been operating in SA (1979), NT (2004), and QLD (2004), this funding has helped establish a national body Working Women's Centre Australia (WWC Australia) and expansion of Centres to every other state and territory.

WWCVic is a not-for-profit consortium that provides holistic, trauma-informed services to women and non-binary people who experience workplace sexual harassment and other workplace issues. It is comprised of four community legal centres with significant expertise and experience in employment, discrimination, and sexual harassment law, as well as training and capacity building. The WWCVic partners are South-East Monash Legal Service (SMLS), Women's Legal Service Victoria (Women's Legal), Westjustice, and Northern Community Legal Centre (NCLC).

Our collaborative service offering includes:

- Legal advice and information about workplace rights and entitlements, including sexual harassment, discrimination, unfair dismissal, underpayment, and non-payment of wages, general protections, and sham contracting claims.
- Ongoing legal representation and casework, including advocacy and support in mediation, conciliation, tribunals, and courts for women and non-binary people who have experienced sexual harassment and other workplace issues e.g., the Victorian Civil and Administrative Tribunal, the Australian Human Rights Commission, the Fair Work Commission, the small claims jurisdiction of the Federal Circuit and Family Court, and the Industrial Division of the Magistrates Court.
- Community engagement and legal education and training for workers on workplace rights and entitlements and to promote safe and supportive workplaces.
- Professional development for intermediaries who work with women (such as community workers, teachers, youth workers, and settlement workers) and training for small to medium businesses that cannot obtain this training from other providers.
- Systemic impact gender equality work, focusing on industry, sector and occupation-specific sexual harassment prevention, advocacy, and primary prevention strategies.

Scope of work

The successful consultant/consultancy will be responsible for developing a Monitoring and Evaluation Framework, including:

- Program Theory and Program Logic
- Evaluation Questions
- A Monitoring Plan
- An Evaluation Plan

- Data collection, management, analysis and synthesis tools
- An implementation plan, including reporting, training and communications strategy
- Support to develop the first Monitoring and Evaluation Report (due June 2025)

Summary of deliverables

Deliverables	Detail	Timeframe
Attend half day workshop at a Melbourne CBD location	Meet all 4 consortium partners of the WWC Vic and observe strategic planning	9:30 AM - 12:30 PM 6 November
Scoping the work	Researching and consulting all four WWC Vic consortium partners and relevant stakeholders to identify approaches, parameters and set agreement.	Start Nov 2024 - due Nov 2024
Develop program theory, program logic and evaluation questions	In consultation with stakeholders, plan draft evaluation questions, scope data and resources available and final endorsement.	Start Nov 2024 - due December 2024
Develop monitoring and evaluation plans	Identify focus and approach, develop performance indicators and targets, identify data collection processes and tools, determine responsibilities and timeframes	Start Nov 2024 - due January 2025
Data collection, management, analysis and synthesis tools	Develop data collection and management plan, data analysis and synthesis approach and provide evaluative conclusions.	Start January 2025 - due March 2025
Implementation plan	Work plan for implementation including reporting and communications strategy	Start January- due March 2025
Capacity development	Developing WWCVic capacity to implement the framework, including data collection processes, and learning strategy to help maximise evaluation conclusions	From November 2024 to June 2025

Support implementation including the development of the first Monitoring & Evaluation report	Prepare quantitative and qualitative data to support Women's Legal Project Team preparation of the first Monitoring and Evaluation report	Due June 2025
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Methodology considerations

The methodology should help WWCVic understand its impact, identify opportunities for capacity building and/or advocacy interventions, and improve service and project delivery.

Application process

A more detailed information pack, including a confidentiality agreement, will be provided to interested consultants/consultancies. To request the information pack, please contact Jess Lintermans, Senior Policy and Project Officer, via email jess.lintermans@womenslegal.org.au.

Proposals are to be submitted by 10:00 AM on 28 October 2024.

Proposals should include:

- No more than ten pages outlining how you would approach the work, including the proposed methodology and work plan.
- A brief summary of no more than two pages detailing your relevant skills, suitability and experience, including two examples of previous work.
- A CV of no more than two pages for each consultant to be involved.
- The roles of each consultant if a partnership or team is applying for the tender.
- A price proposal in the format highlighted in the next sub-section.

Price proposal format

Task	Input (hours)	Price (GST excl.)	GST	Total price (GST incl.)
(Insert)	(Insert)	(Insert)	(Insert)	(Insert)
(Insert)	(Insert)	(Insert)	(Insert)	(Insert)
Total Amount			(Insert)	(Insert)

Proposal evaluation criteria

The submitted proposals will be assessed based on the following:

1. Demonstrated understanding of project requirements.
2. Relevant expertise, qualifications and experience to undertake the project.
3. Capacity to deliver the project and meet project timelines.
4. Budget

Contact

Jess Lintermans, WWC Vic Senior Policy and Project Officer

jess.lintermans@womenslegal.org.au