

Request for Proposals

Seeking a consultant to assist with developing a Monitoring, Evaluation and Learning Framework (MELF) for the Australian Women Against Violence Alliance (AWAVA)

Online: <https://awava.org.au/2019/08/22/get-involved/seeking-a-consultant-to-help-awava-develop-a-monitoring-evaluation-and-learning-framework>

Issued: 22 August 2019

Proposals due: 12 September 2019 [deadline was updated on 6 Sept]

About AWAVA

Australian Women Against Violence Alliance (AWAVA) is one of the six National Women's Alliances funded by the Australian Government to bring together women's organisations and individuals across Australia to share information, identify issues and contribute to solutions. AWAVA's focus is on responding to and preventing violence against women and their children. AWAVA's role is to ensure that women's voices and particularly marginalised women's voices are heard by Government, and to amplify the work of its member organisations and Friends and Supporters.

AWAVA's members include organisations from every State and Territory in Australia, representing domestic and family violence services, sexual assault services, services for women in the sex industry and women's legal services, as well as organisations representing Aboriginal and Torres Strait Islander women, migrant and refugee women, women in rural and regional areas, young women, women educators and other groups. AWAVA's contract manager is the Women's Services Network ([WESNET](#) Inc.)

Information about AWAVA's Advisory Group members and our Working Methods are online [here](#).

A Monitoring, Evaluation and Learning Framework for AWAVA

AWAVA and its activities represent a substantial commitment of time and resources from Alliance members, staff and our broader network. AWAVA occupies a key position within the policy/advocacy landscape in relation to violence against women. We need to be able to check and reflect on our activities and the impact they are having, making adjustments where needed, to make sure that we are using our position and resources for the best impact. This checking and reflecting needs to be undertaken in a way that is strength-based, conducted for our own purposes and not driven by compliance imperatives or "deficit thinking". At the same time, it should provide important documentation and evidence of our positive impact which can be used to communicate about AWAVA with funders and others.

Work required of consultant

- Assist the AWAVA Program Manager to revise the scoping documents for the project in light of feedback provided by the AWAVA Advisory Group – background information is available online in [PDF](#) and [Word](#) format.
- Run a webinar for the AWAVA Advisory Group members (and potentially others) to improve understanding about the concept of ‘theory of change’, and to refine AWAVA’s theory of change (by 31 December 2019).
- Develop a MELF (a document) in collaboration with the AWAVA Program Manager and in consultation with the AWAVA Advisory Group and other stakeholders, including a theory of change (or similar), which is well-grounded in AWAVA’s [values and principles](#) of human rights, feminism, equity, diversity and inclusivity.
- Conduct a mini-evaluation of an aspect of AWAVA’s work, using the MELF, to demonstrate how it is intended to function, with the details of this mini-evaluation to be negotiated with the Program Manager.

The nature of the MELF to be produced

The AWAVA MELF should be:

- Realistic – about our capacity and limitations of our role
- Achievable – in terms of implementing the MELF
- Open – gathering and integrating feedback/views from members and others
- Transparent – aware of and explicit about the MELF’s limitations
- Reflective – able to address failures and problems in a constructive way
- Usable – a platform for AWAVA staff and Advisory Group to readily conduct our own monitoring, evaluation and learning about our work.

Selection criteria

The consultant will be selected based on the following criteria:

1. Demonstrated experience conducting evaluations and developing monitoring, evaluation and learning frameworks in relevant areas (such as policy and advocacy, organisations working to end violence against women)
2. Demonstrated experience working with alliances and/or non-government organisations, ideally with members who represent diverse constituencies and are geographically dispersed
3. Demonstrated ability to work within an intersectional feminist framework, and to embody this approach within the MELF
4. Experience preparing and delivering webinars (desirable)
5. If not based in Canberra, how you propose to manage communication with AWAVA (as the AWAVA staff team is based in Canberra, consideration will be given to the practicality of working with someone based locally although we do not rule out the possibility of engaging a consultant located elsewhere).

Payment and contract

The consultancy contract will be with WESNET Inc. as AWAVA’s auspicing body. The key contact person for the project will be the AWAVA Program Manager, Merrindahl Andrew.

The 2019-20 AWAVA budget includes \$5,000 (incl. GST) to engage a consultant for this work; however, we have some capacity to negotiate the contract in terms of the payment and the work to be delivered, depending on the proposals received. Payment will be in two parts: one after successful completion of the webinar, and one on completion of the project as a whole.

DISCLAIMER: WESNET Inc. reserves the right to not accept the lowest quote for services and will assess quotes against the selection criteria. It also reserves the right to not proceed with an offer.

What to include in a proposal

Proposals should include:

- A statement against the selection criteria
- Pricing, detailing all exclusions
- Details about your relevant experience including similar projects completed
- A CV for the principal person who would be working on the project
- Where you are based
- Any other relevant details.

How to apply

Proposals should be emailed to pm@awava.org.au by 10 September 2019. If you would like to discuss the project or your proposal further, please contact the AWAVA Program Manager, Merrindahl Andrew, by emailing pm@awava.org.au or phoning 0428 541 396.