

Workplace Sexual Harassment and Discrimination Project

Evaluation and Outcomes Measurement

REQUEST FOR QUOTE

Project Background

In its May 2021 Budget, the Commonwealth announced it would be providing \$5.514 million in funding to Western Australia over a four-year period (2021-22 to 2024-2025) for the provision of legal assistance services for people experiencing workplace sexual harassment or discrimination. Specifically, in response to Recommendation 53 of the Australian Human Rights Commission's Respect@Work: National Inquiry into Sexual Harassment in Australian Workplaces.

Recommendation 53: All Australian governments provide increased and recurrent funding to community legal centres, Aboriginal and Torres Strait Islander Legal Services, and legal aid commissions to provide legal advice and assistance to vulnerable workers who experience sexual harassment, considering the needs of workers facing intersectional discrimination.

Circle Green Community Legal is the lead agency delivering the Workplace Sexual Harassment and Discrimination Legal Services Project (**Project**) in Western Australia.

An important part of this Project is ensuring outcomes measurement, social impact, and implement an annual evaluation process.

We seek to engage a consultant to conduct the evaluation and outcomes measurement stage of the Project.

About Circle Green

Circle Green Community Legal (**Circle Green**) is a community legal centre providing workplace, humanitarian, tenancy and family and domestic violence legal advice, further assistance, representation, advocacy, community legal education, referrals, outreach, and support.

Circle Green services include a state-wide telephone service, face to face client interviews, casework, clinics and outreach legal advice, education sessions, legal resources, law reform submissions, and collaborative partnerships with legal and non-legal organisations.

Circle Green Community Legal was formed by a merger of three established and reputable specialist community legal centres in Western Australia; the Employment Law Centre of WA, The Humanitarian Group, and Tenancy WA on 1 October 2020.

Brief for Expression of Interest

We invite Contractors to provide an expression of interest to facilitate an annual evaluation process and deliver an evaluation report including the measurement of outcomes and impact in 2022/23; 2023/24; 2024/25 and 2025/26.

Expressions of interest should include the methodology, timeline, and cost to meet Project Deliverables, timeframe, and budget.

Expressions of interest should be addressed to Ms Heidi Guldbaek, Project Manager:
 Heidi.guldbaek@circlegreen.org.au

Project Deliverables

Description	Deliverables
<p>Project Accountability</p>	<p>Reporting The Contractor is to report directly to the the Project Manager.</p> <p>Meetings The Contractor shall meet with the Project Manager regularly to progress the project. The Contractor may be requested to attend Operational Steering Group meetings. The Contractor may be required to travel to regional areas of WA.</p> <p>Reporting Facilitate an annual evaluation process each year between 2022-2026. Deliver an evaluation report including the measurement of outcomes and impact in 2022/23; 2023/24; 2024/25; and 2025/26.</p>
<p>Project Outcomes</p>	<ul style="list-style-type: none"> • Identify and confirm Project outcomes • Develop an outcomes measurement framework • Develop data collection mechanisms (survey, interviews etc) to inform achievement of outcomes • Train Project partners how to use data collection mechanisms • Conduct an annual evaluation process • Deliver an annual evaluation and impact report • Other considerations as relevant or identified

Project Timeline and Milestones

The proposed timeline for activities and due dates is between approximately 1 July 2022 and 1 Feb 2026

Milestone	Due Date
Appointment of contractor	15 June 2022
Approval of the Project Plan	15 July 2022
Meeting with Operational Steering Group	18 July 2022
Presentation of outcomes measurement framework and data collection tools	25 October 2022
Interim Report	TBC 2023 TBC 2024 TBC 2025 TBC 2026
Feedback from Operational Steering Group	TBC 2023 TBC 2024 TBC 2025 TBC 2026
Delivery and presentation of Final Report	TBC 2023 TBC 2024 TBC 2025 TBC 2026

The above timeframes have been aligned to the Project Reference Group meetings.

The Contractor may be requested to attend these meetings.

Project Budget

Milestone	Payment	Due Date
Appointment of Contractor and approval of the project plan	\$15,000	30 June 2022
Interim Report	\$10,000	1 February 2023
Final Report and Presentation	\$10,000	1 August 2023
Interim Report	\$10,000	1 February 2024
Final Report and Presentation	\$10,000	1 August 2024
Interim Report	\$10,000	1 February 2025
Final Report and Presentation	\$10,000	1 August 2025
Final Report and Presentation (half-year)	\$5,000	1 February 2026
TOTAL	\$80,000	