

**Invitation to quote to undertake Resource Development for
WDV Safeguards Project (Phase Two)
Closing date: 9am, Monday 21 August 2017**

[Women with Disabilities Victoria](#) (WDV) is a peak organisation for women with disabilities in Victoria run by women with disabilities for women with disabilities. Our members, board and the majority of our staff live with a range of diverse disabilities. We take pride in our identity as women with disabilities to speak of our experiences and to represent our members who are diverse in their experiences, race, ethnicity, age and sexual preference. We are united in working towards our vision of a world where all women are respected and can fully experience life.

Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities. A key WDV priority is to work to prevent and respond to violence against women with disabilities.

Invitation to Quote

We invite suitably qualified applicants to submit a quotation and proposal to undertake the development and finalisation of a new information resource for women with disabilities on safety, violence prevention and response. The resource will align with WDV's best practice guidelines, be developed in partnership with women with disabilities and will be based on recommendations and expert advice from women with disabilities and other key stakeholders. It will be of sufficiently high quality to be distributed widely to stakeholders as a best practice example of a resource that aligns with the guidelines.

This is a time limited contract commencing 28 August 2017 and concluding 21 December 2017. The available budget is \$35,000.

It is expected that the successful contractor/s have:

- Expertise and experience in communications and the development of a range of media solutions or information resources for diverse audiences
- A track record of delivering engaging and innovative media solutions or resources in short timeframes
- Experience conducting inclusive consultation processes in a sensitive manner
- Highly developed written and verbal communication skills, including the production of high quality reports and resource materials
- Broad understanding of the ways in which gender and disability contribute to the risks and consequences of violence against women with disabilities and compound the barriers to identifying or disclosing abuse and seeking help
- Broad understanding of accessible communication methods for women with different types of disabilities

In addition, it is desired that the successful contractor/s have:

- Experience consulting and/or working with women with disabilities

Closing date: 9am, Monday 21 August 2017

Enquiries: Lydia Phillips, Project Manager, Lydia Phillips Consulting. Ph: 0425 835 116,
lydia@lphillips.com.au

1. Background

The Victorian Government (Department of Health and Human Services) has provided funding for WDV to deliver best practice guidelines and the development of resources about violence and abuse for women with disabilities. The guidelines will be used by organisations developing information resources for women with disabilities about violence and abuse prevention and response.

The Safeguards Project has been divided into two phases. Phase One of the project developed best practice guidelines for the production of resources for women with disabilities, based on a literature review and consultation with relevant experts. Phase One concluded on 30 June 2017.

In Phase Two, WDV will consult women with disabilities on the guidelines and finalise them for distribution. Phase Two also involves the development of a new information resource for women with disabilities about violence and abuse. The resource will be consistent with the best practice guidelines and informed by consultations with women with disabilities. The resource will be used by WDV and circulated to a wide range of stakeholders as an example of a best practice resource that aligns with the guidelines.

2. Project Requirements

WDV requires a suitably qualified and experienced consultant to develop a new resource for women with disabilities on violence and abuse, consistent with the best practice guidelines developed in Phase One and based on the expertise of women with disabilities who will be consulted as part of the project.

The successful contractor will be expected to:

- Attend a project briefing on 28 August 2017
- Using the best practice guidelines, research and scope different media, digital and other resource platform options that could effectively deliver information to women with a range of disabilities on safety, violence prevention and response
- Attend and present at two group consultations with women with disabilities to ascertain and document information, content and format requirements for the development of the resource and showcase different resource options for delivery of information
- Develop a proposal for the development of a resource based on consultations with women with disabilities, the best practice guidelines and the scoping report
- Develop high quality, engaging and empowering content and an appropriate resource medium with the active involvement of women with disabilities as expert advisors, contributors, presenters, testers and evaluators of the resource
- Test the resource at two meetings with a select group of stakeholders. Refine and finalise the resource to a high quality publishable standard, which meets the agreed specifications, information requirements of women with disabilities and aligns with the best practice guidelines
- Produce a final report on the development and evaluation of the resource, including how the resource incorporates advice and input from women with disabilities, WDV and other stakeholders and aligns with the best practice guidelines
- Report to the Consultant Project Manager as required, at minimum on a weekly basis (via telephone) and attend two Project Advisory Group (PAG) meetings.

3. Project Aims & Objectives

Aim

To develop a high quality resource for women with disabilities on safety and violence prevention within the project timeframes that is informed by the lived experience and information requirements of women with disabilities and aligns with the best practice guidelines.

Objectives

- To ensure women with disabilities inform the finalisation of the best practice guidelines
- To develop a resource that appeals to women with a range of disabilities, has a high level of utility and accessibility and facilitates the empowerment of women with disabilities
- To identify and incorporate the key gender and other intersectional considerations in a resource that targets women with disabilities about violence and abuse
- To ensure the experience and voice of women with disabilities is central to the final resource
- To create a safe space for women with disabilities to participate in the development of the resource and further shaping the guidelines.
- To ensure the resource meets the information and technological accessibility requirements for a range of women with disabilities

4. Key Deliverables & Time Frames

The deliverables are:

- a) A report on current research and scoping of different media, digital and other resource platform options that could effectively deliver information to women with a range of disabilities on safety, violence prevention and response (using the best practice guidelines) - **by 11 September 2017.**
- b) A plan for consulting women with disabilities on the content and format requirements of the resource, including key consultation questions and a presentation showcasing different resource options for discussion – **by 11 September 2017**
- c) Presentation to women with disabilities at two consultations **in the weeks of 18 September and 25 September 2017.** One consultation may be held in regional Victoria.
- d) A proposal **by 4 October 2017** for the development of the new resource in appropriate media that will meet the project objectives and:
 - a. Actively involves women with disabilities as expert advisers, resource presenters, testers and evaluators
 - b. Aligns with the best practice guidelines
 - c. Is informed by the scoping report and consultation outcomes with women with disabilities.
- e) A high quality draft resource in the agreed media **by 20 November 2017** for review by, and feedback from, the Project Manager and WDV
- f) Presentation of the draft resource at two review meetings with women with disabilities and other stakeholders **on 27 - 28 November 2017**
- g) Draft final report for review by WDV, incorporating the final resource, methodology, consultation outcomes and discussion of the resource's alignment with the best practice guidelines and project objectives – **by 1 December 2017**
- h) Submission of the final resource and report, incorporating WDV's feedback by **11 December 2017**
- i) Presentation of the final resource and final report to the PAG on **14 December 2017.**

5. Project Management & Governance

The successful contractor will report directly to the Consultant Project Manager, Lydia Phillips, and will be required to participate in a weekly telephone meeting to discuss progress and any issues.

The PAG will support the project, with representation from a range of peak disability, academic, human rights, health, violence prevention and response organisations as well as women with disabilities as expert advisors.

The successful contractor/s will be required to attend at least two PAG meetings during the contract as follows:

1. 5 September 2017 – to inform the development of the sourcing report and consultation plan
2. 14 December 2017 – to present the final resource and final report.

6. Project Coordination & Support

Women with Disabilities Victoria will be responsible for:

- providing relevant Program information and documentation
- providing letters of introduction for the contractor to engage with stakeholders and disability organisations
- providing timely feedback on draft deliverables
- planning and implementation of consultations with women with disabilities and payments for their participation
- facilitating access to consultation and test groups, individual women with disabilities as expert advisors and resource presenters
- obtaining consent from consultation participants for taking photographs, filming and using stories
- coordinating meetings and circulation of relevant documents for presentations to the PAG.

7. Submission Requirements

7.1 Proposed Tasks and Workplan

The submission should provide:

- A clear, brief proposal that sets out:
 - The proposed methodology that would be employed to achieve the project deliverables, including rationale
 - The proposed approach to partner with women with disabilities in the development of the resource, including how the contractor will facilitate a sensitive, safe environment to discuss violence and abuse with women with disabilities (noting WDV will organise the meetings)
 - Quality controls that would be put in place throughout the resource's development
- A clear statement about the personnel involved in the project and details of their involvement.
- Detail of any interests, relationships or clients which may or do give rise to a potential conflict of interest, together with any proposed strategies to address conflict of interest concerns.

7.2 Expertise and Experience

The submission must include a:

- cover letter addressing the selection criteria
- resume for each person involved in the project that outlines:
 - experience relevant to this project
 - similar projects that have been completed and
 - the names, telephone numbers and email addresses of three referees.

Submissions need to demonstrate that the Resource Developer has:

- Expertise and experience in communications and the development of a range of media solutions or information resources for diverse audiences
- A track record of delivering high quality, engaging and innovative media solutions or resources in short timeframes
- Experience conducting inclusive consultation processes in a sensitive manner
- Highly developed written and verbal communication skills, including the production of high quality reports and resource materials
- Broad understanding of the ways in which gender and disability contribute to the risks and consequences of violence against women with disabilities and compound the barriers to identifying or disclosing abuse and seeking help
- Broad understanding of accessible communication methods for women with different types of disabilities

In addition, it is desired that the successful contractor/s have:

- Experience consulting and/or working with women with disabilities

7.3 Additional Resource Requirements

The submission should identify any additional resources required by the applicants from Women with Disabilities Victoria in order to complete their tasks (e.g. information, provision of materials etc).

7.4 Project Cost

The submission should provide details of total fees for completing the project, together with a clear description of what is included in each item.

Details of the fee structure, in aggregate and as daily rates, should be provided. Any travel expenses associated with project tasks should also be included.

An upper limit of \$35,000 (including all expenses, excluding GST) is available for the project.

7.5 Goods and Services Tax

The submission should provide details of the impact of the Goods and Services Tax on project costs.

7.6 Insurance

The submission should include details of relevant professional indemnity insurance and public liability insurance cover.

8. Submissions and Selection Process

Submissions should be emailed **by 9am on Monday 21 August 2017** and enquiries relating to the invitation to quote should be addressed to:

Lydia Phillips, Project Manager

Lydia Phillips Consulting

Phone: 0425 835 116

Email: lydia@lphillips.com.au

Candidates must be available for interview between 10:30am – 12:30pm on 24 August 2017.

Evaluation of Submissions

The evaluation of submissions will be based on whether:

- the proposal will lead to successful and timely achievement of the project objectives;
- the contractor has the experience and expertise to successfully complete all aspects of the project;
- the contractor has the capability to produce a high quality resource for women with disabilities on safety, violence prevention and response;
- similar or related project assignments have been successfully completed; and
- value for money is demonstrated.

9. Submission Timeframes

Submission Closing Date:	9am, 21 August 2017
Notify Short Listed Candidates:	23 August 2017
Interviews held:	10:30am - 12:30pm, 24 August 2017
Notify Successful Contractor/s:	25 August 2017
Signing of Contract:	By 28 August 2017
Commencement & Initial Briefing:	28 August 2017
Contract End Date:	21 December 2017