



REQUEST FOR PROPOSALS

Assessor for the
**Assessment of the Implementation of Safeguarding Culture Standards of
the Catholic Church in Aotearoa New Zealand**

Project name:

Assessment of Safeguarding Culture Standards

Organisation:

Te Rōpū Tautoko

Request for proposals released:

30/06/23

Deadline for Questions:

5pm NZST 31/07/23

Deadline for Proposals:

5pm NZST 15/08/23

Key point of contact:

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Request for Proposals

1. Introduction

On behalf of the bishops and congregational leaders and the National Safeguarding and Professional Standards Committee, Te Rōpū Tautoko (TRT) is seeking proposals from suitably qualified and experienced individuals or entities (**assessors**) to conduct an assessment of the implementation of the Safeguarding Culture Standards of the Catholic Church in Aotearoa New Zealand. The assessment will focus on two standards: Standard 3 - Responding to Complaints or Concerns, and Standard 4 - Monitoring Compliance with National Policy.

The purpose of this assessment is to evaluate compliance, effectiveness, and appropriateness of the standards, as well as identify areas for improvement.

2. Background on requesting organisation

Te Rōpū Tautoko exists to co-ordinate and manage cooperation and engagement between the Royal Commission of Inquiry into Historical Abuse in State Care and in the Care of Faith-based Institutions (**the Inquiry**) and the Catholic Church in Aotearoa, represented by the Catholic Bishops and Congregational Leaders of Aotearoa New Zealand.

Tautoko has collected, collated, and reported on data through its [Information Gathering Projects](#), begun in March 2019. Tautoko is also mandated to engage with the Crown (through its [Response Unit](#)) as it considers the Commission's recommendations. In addition, Tautoko has developed a [Roadmap](#) to assist stakeholders by setting out the approach, commitments, and actions that are considered vital to respond to the work of the Inquiry. Tautoko is committed to assisting, and if required challenging, church leaders to implement these actions and more. The Roadmap will continue to evolve and be updated as more work is undertaken and commitments agreed.

This request for proposals and the associated Terms of Reference responds in part to item 2.5 of that roadmap:

The National Safeguarding and Professional Standards Committee and Te Rōpū Tautoko to work together to ensure that a robust and independent assessment processes for the current Catholic Church redress and safeguarding system is undertaken.

More information on Te Rōpū Tautoko can be found on its website: www.tautoko.catholic.org.nz

More information on the work of National Safeguarding and Professional Standards Committee, its implementation office – The National Office for Professional Standards (NOPS) and the safeguarding culture standards can be found on the website: www.safeguarding.catholic.org.nz

3. Proposal Guidelines

Interested assessors are invited to submit a comprehensive proposal that includes the following information:

- i. Overview and Understanding:**
 - a. Provide an overview of your understanding of the assessment objectives and scope as outlined in the Terms of Reference.

- b. Demonstrate knowledge and experience in conducting institutional or compliance assessments, preferably within a faith-based context.
- ii. Qualifications and Experience:**
- a. Detail the qualifications, relevant experience, and expertise of the assessor(s) and the team assigned to the assessment.
 - b. Include CVs of key personnel, highlighting their specific experience in conducting similar assessments and trauma-informed practice.
 - c. Describe any professional memberships, accreditations, or certifications held by the assessor(s).
- iii. Methodology and Approach:**
- a. Outline the proposed assessment methodology, including the assessment procedures, tools, and techniques you intend to employ.
 - b. Describe how you plan to assess compliance with the specified standards and evaluate the effectiveness and appropriateness of the implementation.
 - c. Explain how you will engage with stakeholders, including survivors of abuse, and ensure trauma-informed practice throughout the assessment process.
 - d. Illustrate knowledge of the social context of Aotearoa New Zealand, Te Tiriti o Waitangi and/or proven ability to work in cross-cultural contexts.
- iv. Work Plan and Timeline:**
- a. Provide a detailed work plan that outlines the key activities, milestones, and deliverables for the assessment.
 - b. Specify the estimated timeline for each phase of the assessment, including the starting date and expected date of the final report submission.
- v. Quality Assurance:**
- a. Describe your approach to ensuring the quality and reliability of the assessment process and the resulting report.
 - b. Explain how you will document your work, maintain working papers, and adhere to applicable professional standards.
- vi. Conflict of Interest:**
- a. Confirm your independence from church leaders and Catholic entities.
 - b. Disclose any actual, potential, or perceived conflicts of interest and propose a plan for managing and mitigating them.

4. Questions, Clarifications, and Changes to the RFP

Questions and/or clarifications about the RFP process or Terms of Reference will be accepted until the date notified on the information page of this document. TRT reserves the right to provide the question or nature of the questions/clarifications, and any responses, to any parties who have expressed interest in responding to this process.

TRT reserves the right to change the requirements set out in this document or Terms of Reference until the deadline for questions notified on the information page of this document.

In the event of any changes, TRT will provide updated documentation to any parties who have expressed interest in responding to this process.

5. Proposal Submission

Please submit your proposal electronically to the Key Contact identified on the information page of this document via email, no later than the deadline for proposals stated on the information page of this document.

The proposal must be provided in PDF and can be formatted as the proposer desires – referencing how they will fulfil the Terms of Reference.

For ease of review, it would be desirable that the proposal covers in items in section 3 of this RFP in the numbering format of that section. However, this is not required and will not impact evaluation.

The subject line of the email should be "Proposal Submission: Assessment of Safeguarding Culture Standards."

Potential submitters can express interest in responding to this RFP by emailing the Key Contact identified on the information page of this document. This will enable potential submitters to receive updates.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- a. Qualifications and expertise of the assessor(s) and team.
- b. Understanding of the assessment objectives and scope.
- c. Methodology and approach proposed for the assessment.
- d. Work plan and timeline for completing the assessment.
- e. Demonstrated knowledge of trauma-informed practice and cultural sensitivity.
- f. Compliance with conflict-of-interest requirements.
- g. Cost-effectiveness of the proposed approach.
- h. Knowledge of the social context of Aotearoa New Zealand, Te Tiriti o Waitangi and/or proven ability to work in cross-cultural contexts.

7. Selection Process

Following the proposal submission process, TRT will conduct a comprehensive evaluation of the received proposals based on the evaluation criteria. Shortlisted candidates may be invited for an interview or presentation (online/video conference) to further assess their suitability for the assessment. The successful assessor will be notified in writing.

TRT may share general information, in confidence, with unsuccessful proposer(s) as to why their proposal was not accepted. However, TRT reserves the right to limit any communication on the process to that itemised in the Terms of Reference.

TRT reserves the right to appoint or not appoint assessors at its discretion.

A process to develop an agreement/contract will be confirmed for the assessment with the successful candidate.

8. Contractual Terms

The selected assessor will be required to sign an agreement/contract with TRT that outlines the terms and conditions of the assessment, including deliverables, timelines, payment terms, and confidentiality obligations.

9. Confidentiality

All proposals received will be treated as confidential by TRT. However, please note that TRT reserves the right to use any ideas or concepts contained within the proposals for evaluation purposes.

10. Contact Information

For any inquiries or clarifications regarding this RFP, please contact the Key Contact identified on the information page of this document.

We look forward to receiving your proposal and working with an assessor to conduct this important assessment.