

# REQUEST FOR PROPOSAL

Preparation and Facilitation  
of Network of Expertise  
for

**NEW ZEALAND ASSOCIATION OF SCIENCE  
EDUCATORS**



**Deadline for Proposals: 6 October 2021**  
Attention: Donna Sellers  
[nzase@xtra.co.nz](mailto:nzase@xtra.co.nz)

# Request for Proposal

## Background

The New Zealand Association of Science Educators (NZASE) has secured a funding agreement with the Ministry of Education as part of the Networks of Expertise and NCEA initiative - to meet the specific needs of teachers at the primary and secondary level. We welcome proposals from experienced and skilled facilitators or teachers with a record of success in the classroom to become NZASE NEX Manager/s. The role could be awarded to one or two individual/s or organisation/s and is anticipated to last for at least two years. This could be as a secondment from a school, and could be full or part time.

## Summary

- A. Networks of Expertise (NEX) support the development, leadership growth and sustainability of peer-to-peer networks of teachers and kaiako to provide teaching, learning and assessment support through means such as online forums, resource sharing, inquiry clusters and face to face collaboration.
- B. Networks of Expertise need to be connected to and engaged with Iwi Māori, who are essential for development of local curriculum informed by mātauranga Māori. Alongside this, they need to be connected to a wide network of practitioners in a range of schools, as well as being able to draw on and learn from expertise in their area of specialism that exists outside of the schooling sector.
- C. Networks of Expertise complements the centrally funded model of PLD, but takes a 'for teachers, by teachers' approach – encouraging peer to peer collaboration and sharing of expertise.

## Purpose of the Work

- To further develop and grow a robust network, including connections with expertise from outside of schools that provides timely, on-going advice and guidance to build capability and adaptive expertise for teachers and kaiako
- Support local, regional and national initiatives aimed at providing collaborative peer to peer connections, to grow teachers' confidence, skills and knowledge to develop rich learning and assessment tasks.
- Effectively lead programmes of work for groups of teachers and kaiako, to promote learning opportunities that make use of and develop digital capabilities.
- Utilise and, where possible, add to research and evidence that informs teacher practice
- Undertake activities that promote linkages between the sector and the Ministry to build shared knowledge and innovation to drive equity and excellence in Science.

- Support teachers with important sector and education system changes, including the refresh of the New Zealand Curriculum, Review of Achievement Standards, and developing local curricula.
- Supporting teachers and kura to incorporate Nature of Science principles and capabilities in teaching and learning programmes.
- Grow leadership within the network, to become more inclusive, sustainable and culturally capable.
- Work with our communications team to provide support and resources to build teacher capability around inclusive NCEA, assessment, and aromatawai practice that aligns to mātauranga Māori.
- Provide support and resources to strengthen the teaching of literacy and numeracy in Science.
- Reach beyond existing members and to identify and work with teachers and kaiako that may have low levels of professional support in their subject area.

## **Term**

The work will run from January 2022 to December 2023 unless terminated earlier in accordance with this Agreement or at law.

## **Reporting formatting and requirements**

Milestone reporting will be followed using a template provided by TRCC. These will be due by the end of February and August each year, as well as one by the end of December 2023

The individual/organisation will report on how they are undertaking activities that promote linkages between the sector and the Ministry to build shared knowledge and innovation to drive equity and excellence in Science.

## **Proposal Guidelines**

This Request for Proposal (RFP) represents the requirements for an open and competitive process.

If the individual/organisation submitting a proposal intends to outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal.

Additionally, all costs included in the proposal must be all-inclusive to include any outsourced or contracted work. Any proposal which calls for outsourcing or contracting work must include a name and description of the organisations being contracted.

All costs must be itemised to include an explanation of all fees and costs, including projected costs for travel.

Contract terms and conditions will be negotiated upon selection of the winning proponent for this RFP. All contractual terms and conditions will be subject to review by NZASE and will include: project description, scope, budget, schedule, reporting and other necessary items pertaining to the project.

All questions and enquiries in relation to this RFP must be submitted to [nzase@xtra.co.nz](mailto:nzase@xtra.co.nz)

Respondents are advised that NZASE is subject to the Official Information Act 1982. Respondents should mark their Proposals "Commercial - In Confidence" if they wish to protect specific information. NZASE will treat all Proposals in the strictest confidence. NZASE cannot, however, guarantee that information marked as such can be protected if NZASE receives a request for information under that Act.

### **Budget:**

Remuneration or total contract value will be comparable to a Senior Leader role in a school. Travel and accommodation is negotiable.

The budget must encompass all planning, design, production and monitoring.

The cost schedule should be reflective of the estimated number of hours of work to be completed on each component of the project: including rate of pay per hour, travel costs, software and licencing tools, and other disbursement, etc., must be submitted. This amount must be inclusive of GST.

### **Submission of Proposal:**

The proposal should include the following information:

A. Cover letter:

- Outlining the understanding of project objectives and requirements and a statement of participation interest from Individual/Organisation;

B. Profile of organisation:

- Name and contact information for the Individual/Organisation;
- Individual/Organisation profile;

C. Referees:

- Provide 3 References.

D. Organisational background

- Successful history of PLD delivery
- Health and Safety

E. Experience and proposed approach

- Specialist knowledge, skills and experience
- Skills and experience
- Proposed solution, taking into account the dynamic nature of the education sector
- Capacity to undertake assignment

F. Budget

- Proposed budget to include travel and estimated expenses

The above criteria will form the basis upon which NZASE will evaluate proposals. Your proposal must be received no later than 4:00 PM on 6 October 2021.

**Timeline:**

- The release date for this RFP by NZASE: 3 September 2021
- Deadline for RFP submissions completed: 6 October 2021
- Target date for NZASE Executive committee evaluation of proposals: 24 – 28 November 2021
- Target for notification of winning proposal: 30 November 2021
- Intended start date: 27th of January 2022

**Conditions:**

In addition to the expected outcomes, the Successful Respondent must:

- a) Complete five milestone reports on key outcomes
- b) Escalate any issues relating to this work to NZASE
- c) Meet Health and Safety regulations

NZASE is committed to protecting the health, safety and wellbeing of staff, managers, workers and others while work is carried out. NZASE has a duty to ensure, so far as is reasonably practicable, the health and safety of all workers on activities who carry out work under NZASEs influence or control. This includes those partners, contractors and other workers.

Accordingly, the successful respondent/s are expected to:

- consult, cooperate and coordinate with NZASE , to the extent required by the NZASE, and to ensure that NZASE and the Successful Respondent will each comply with their respective obligations under the Health and Safety at Work Act 2015 as they relate to this Contract;
- perform its, and ensure that its Personnel perform their, obligations under this Contract in compliance with its and their obligations under the Health and Safety at Work Act 2015;
- comply with all reasonable directions of NZASE relating to health, safety, and security;

- report any health and safety incident, injury or near miss, or any notice issued under the Health and Safety at Work Act 2015, to NZASE to the extent that it relates to, or affects, this Contract.