

REQUEST FOR PROPOSAL

Preparation and Facilitation
of Network of Expertise
for

**NEW ZEALAND ASSOCIATION OF SCIENCE
EDUCATORS**



Deadline for Proposals: 11 December 2024
Attention: Donna Sellers
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 (NEX) 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 PLC facilitators. The role could be awarded to one or two individual(s) or organisation(s). This could be a secondment from a school, and could be full or part time for the period of January 1 - December 31, 2025, inclusive. Depending upon Ministry funding, the role may be further extended.

Individual(s)/organisation(s) are welcome to submit a proposal specific to primary, secondary or both sectors.

Summary

- A. Networks of Expertise supports the development, leadership growth and sustainability of peer-to-peer networks of teachers to provide teaching, learning and assessment support through means such as online forums, resource sharing, inquiry clusters and face to face collaboration. This form of PLD builds networked collective capability.
- B. Networks of Expertise will strive to honour and give life to Te Tiriti o Waitangi within their capacity as a NEX. 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 provide a 'for teachers, by teachers' approach – encouraging peer to peer collaboration and sharing of expertise.

Purpose of the Work

PLD Facilitation

- Supporting local, regional, and national initiatives aimed at providing collaborative peer to peer opportunities for teachers to grow their capability, skills, and knowledge of the New Zealand curriculum.
 - Facilitate at least one in-person workshop each term in each of Auckland, Christchurch, Wellington, Waikato, and Dunedin.
 - Facilitate at least two additional in-person workshops per term from across Northland, West Coast, Hawke's Bay, Bay of Plenty, Cromwell, Timaru, Manawatu, New Plymouth, Nelson, and Palmerston North, ensuring these locations are all visited at least once.
 - Host at least 3-4 online sessions per term for secondary and primary teachers.

- Work with NZASE's Communications Manager to promote the available workshops, support, and resources through social media and NZASE's pānau.

Resources

- Develop resources that supports primary and intermediate science Years 1-8 (topics TBC)
 - Literacy in science (~10 resources)
 - Numeracy in science (~10 resources)
 - Safety in science
 - Nature of Science
- Develop resources that supports secondary science Years 9-11 (topics TBC)
 - Literacy in science (~5-10 resources)
 - Numeracy in science (~5-10 resources)
 - Nature of Science
- Create resources that build teacher capability with the NCEA Level 1 Science standards, co-requisites and assessment.
- Promote NZASE's existing resources.
- Update and maintain the existing NZASE resources Google Drive.
- Attend NZASE resource creation events, if applicable.

Teacher and school support

- Support teachers with important sector and education system changes, including the refresh of the New Zealand Curriculum.
- Further develop and grow a robust network, including connections with expertise from outside of schools (eg. Ministry of Education, Regional Associations, and Science Subject Associations) that provides timely, on-going advice and guidance to build capability of teachers.
- Reach beyond existing members to identify and engage with teachers that may have low levels of professional support in their subject area (ie. rural, and small schools and/or overseas trained teachers).
- Support teachers to incorporate Nature of Science principles and capabilities in teaching and learning programmes.
- Effectively lead programmes of work for groups of teachers, to promote learning opportunities that make use of and develop digital capabilities.

Excellence in Science

- Undertake activities that promote linkages between the sector and the Ministry to build shared knowledge and innovation to drive equity and excellence in Science.
- 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 and assessment.
- Demonstrate a commitment to the Code and Standards of the Teaching Profession.

Term

The work will run from January 2025 to December 2025 inclusive 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 Teacher Development Aotearoa (TDA). These reports will be due by the end of March and June, as well as one by the end of November 2025.

The individual(s)/organisation(s) 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(s)/organisation(s) 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

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:

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

C. Referees:

- Provide 3 References

D. Personal/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 Wednesday, 11 December 2024.

Timeline:

- The release date for this RFP by NZASE: 19 November 2024
- Deadline for RFP submissions completed: 11 December 2024
- Target date for NZASE Executive committee evaluation of proposals: 11-13 December 2024
- Target for notification of winning proposal: 14 December 2024
- Intended start date: 27th of January 2025

Conditions:

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

- a) Complete three 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.