

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
AUSTRALIAN HUMAN RIGHTS COMMISSION

**Question No. 28**

**Senator Barnett asked the following question at the hearing on 22 February 2011:**

**Senator BARNETT**—...WestWood Spice is the consultant for the purposes of monitoring and evaluation advice and support services for \$32,780 to conclude on 31 December....

**Ms Branson**—There is a very carefully specified list of tasks that they are required to undertake for purpose of assisting us to ensure that our monitoring and evaluation capacity is strengthened.

**Senator BARNETT**— Would you like to take this on notice and provide a copy of the terms of reference and related material in terms of their work that is so important to the commission?

**Ms Branson**—I will take it on notice.

**The answer to the honourable Senator's question is as follows:**

An extract from the schedules to the contract outlining the tasks and milestones of the consultant are attached to this answer.

## Attachment (question 28): Contract with WestWood Spice Consultants re monitoring and evaluation support

### SCHEDULE 1 – Obligations of Service Provider (EXTRACT)

#### 1. The Services (cl 2)

PROJECT PARTS	TASKS	TIME FRAME
<b>PART 1 ESTABLISHMENT</b>	<ul style="list-style-type: none"> <li>Briefing meetings with SPT and key staff, confirm contractual arrangements, communication and reporting mechanisms</li> <li>Review of relevant documentation etc</li> <li>Explore options for staff M&amp;E Champions Group</li> <li>Explore options for Commission evaluation communication strategy</li> <li><i>Draft project plan with reviewed timeline</i></li> </ul>	July-2010
<b>PART2 CONFIRM NEEDS: SITUATIONAL ANALYSIS</b>	<ul style="list-style-type: none"> <li>Explore diagnostic workshops with staff as method to assess current status/processes, knowledge, needs, areas for strengthening</li> <li>Shared development of consistent organisational terms and common evaluation language</li> <li>Review existing evaluation approaches/reports etc</li> <li>Explore preferred team building/learning approaches</li> <li>On-going liaison with SPT and meet with M&amp;E Champions Group as required</li> </ul>	July 2010
<b>PART 3 PRIORITY PROGRAM/S MONITORING AND EVALUATION STRATEGY</b>	<ul style="list-style-type: none"> <li>Briefing with program team/s and review current status, documents related to Priority Program/s etc</li> <li>Methodology to be confirmed (e.g. conduct mini – workshop with teams) <i>to develop program logic, draft program M&amp;E plan and tools required (this element expected by Sept 2010)</i></li> <li>Assist M&amp;E framework drafting: meetings/mini workshops</li> <li>Assist review and analysis of data</li> <li>On-going liaison with SPT and M&amp;E Champions Group as required</li> </ul>	July –Nov 2010
<b>PART 4 CAPACITY BUILDING WORKSHOPS AND ACTIVITIES AND MENTORING</b>	<ul style="list-style-type: none"> <li><i>Design and delivery or co-facilitation of workshops or agreed alternative to <u>build</u> staff capacity and skills (phase1) -this element anticipated by Dec10.</i></li> <li><i>Design and delivery of training and/or other activities to <u>consolidate</u> staff capacity and skills (phase 2) – anticipated April11)</i></li> <li>Assist development of collaborative inquiry/reflective learning sessions or groups</li> <li>Monitoring and review of project effectiveness and impact of activities</li> <li>Ongoing mentoring and advice to SPT and others as required</li> <li>On-going liaison with SPT and meet with M&amp;E Champions Group as required</li> <li><i>Assist review success of capacity building &amp; training strategies (est Aug 2011)</i></li> </ul>	July 2010-Dec 2011
<b>PART 5 ASSIST POLICY PROJECTS MONITORING AND EVALUATION STRATEGIES</b>	<ul style="list-style-type: none"> <li>Briefing with project team/s</li> <li>Mini – workshops or other methodology with teams to assist <i>drafting M&amp;E plans and tools for other identified projects (this element anticipated by Oct 2010)</i></li> <li>Assist review and refinement of tools and data collection processes</li> <li>Assist review and analysis of data</li> <li>On-going liaison with SPT and meet with M&amp;E Champions Group as required</li> </ul>	July 2010-Dec 2011

<b>PART 6</b> <b>PLANNING FOR</b> <b>2011/12 &amp;</b> <b>EVALUATION</b> <b>OF PROJECT</b>	<ul style="list-style-type: none"> <li>• Assist development of whole of Commission M&amp;E strategy for 2010 to 2011 planning cycle (<i>this element anticipated by April 2011</i>)</li> <li>• Review and reflect on project outcomes and effectiveness.</li> <li>• Meet with M&amp;E Champions Group</li> <li>• Finalise and submit project report (if required)</li> </ul>	<b>Jan - Dec 2011</b>
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## SCHEDULE 2 - Obligations of Commission (EXTRACT)

### 1. Fees, allowances and reimbursements (cl 3.1)

The Commission will pay the Provider in instalments for services provided in accordance with this Contract. The due date for payment is 28 days from the delivery of a correctly rendered invoice to the Commission. Given that each of the project parts overlap each other in terms of timing, the following payment schedule is proposed:

	\$ Amount Ex GST	\$ Amount inc GST
1. On commencement (July 2010)	\$2,980	\$3,278
2. On completion, and acceptance of part 3 priority projects M&E strategy (inc. work plan) (end Sept 2010)	\$9,000	\$9,900
3. On completion of part 4 capacity building - workshops for each policy team [or agreed alternative format] (est end Dec 2010)	\$5,400	\$5,940
4. On completion, and acceptance of part 6 whole of Commission M & E strategy for 2011/12 (end April 2011)	\$7,200	\$7,920
5. On acceptance of part 4 review report of the capacity and skills of policy staff (end Aug) 2011)	\$3,600	\$3,960
6. On acceptance of a part 6 project report (end Dec 2011) final payment of balance	\$1,620	\$1,782
<b>Total</b>	<b>\$ 29,800</b>	<b>\$ 32,780</b>