

REQUEST FOR PROPOSAL

Client: Tasman District Council	Date: 12 October 2018
Name: Cultural Advisor – Māori	
<p>Background</p> <p>Tasman District Council is one of only six Unitary Authorities in the country. As a unitary authority Council is a territorial authority that has the responsibilities, duties and powers of a regional council. Some of Council's functions include issuing resource and building consents, managing freshwater, environmental protection, managing rivers and flood control, managing land use and coastal areas, and providing key services such as roads, water, wastewater, and stormwater.</p> <p>Council's current Māori support and initiatives include:</p> <ul style="list-style-type: none"> ▪ Kaumātua support to the Mayor and Councillors around tikanga Māori and civic ceremonies ▪ Tasman Environmental Policy – Iwi Working Group, a partnership group between staff and iwi representatives to work on and discuss environmental policy matters ▪ Te Ao Māori Working Group – a staff working group that meets regularly to discuss iwi liaison processes, current projects affecting iwi, and ways of improving awareness and understanding of Te Ao Māori at Council. 	
<p>Purpose for this Request for Proposal</p> <p>Tasman District Council wishes to improve our relationships with iwi and the way we work with Māori within our rohe. To do this, we wish to contract a cultural advisor who can provide cultural advice to our Chief Executive and support Council staff in the work we do.</p> <p>A focus area for the cultural advisor will be working with staff to review Council's current practices, identify areas for improvement, and provide advice on how to improve our understanding and capability.</p> <p>The contract offered is for a part-time role, over an approximate seven-month period. For the person with the right set of skills, we will be flexible about the time commitment and duration of this work and are open to negotiation.</p>	
<p>Knowledge / Experience / Key Skills</p> <p>We are looking for someone who:</p> <ul style="list-style-type: none"> • Has an understanding of Council's responsibilities and obligations to Māori in terms of relevant legislation • Has knowledge of iwi rohe boundaries and the iwi within Te Taihira o Te Waka a Maui • Has established networks in the Māori community within Te Taihira o Te Waka a Maui • Is proficient in Te Reo and Tikanga Māori and can be a role model to staff • Has good interpersonal skills and an aptitude to lead and motivate staff • Has a proven ability to relate to a wide range of people and commitment to teamwork • Has good written and oral communication skills, in particular an ability to effectively and concisely present information to others. • Has community, cultural and political awareness <p>The following is desirable but not essential:</p> <ul style="list-style-type: none"> • Knowledge of Māori dynamics in Te Taihira o Te Waka a Maui • Facilitation and/or training experience to build cultural competency within the organisation 	

Key Information

This Request for Proposal (RFP) is an invitation for suitably qualified and/or experienced person to submit a proposal for Cultural Advisor - Māori.

Our timeline for this work is:

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| • Advertise RFP | October 2018 |
| • Deadline for proposals | 7 November 2018 |
| • Deadline for negotiation with preferred party | 30 November 2018 |
| • Award contract | 7 December 2018 |
| • Commencement date | To be negotiated |
| • Anticipated contract completion | 30 June 2019 |

All enquiries must be directed to our point of contact:

Name:	Sharon Flood
Job Title:	Strategic Policy Manager
Email Address:	sharon.flood@tasman.govt.nz

We are looking for a commitment of 20 hours per week. For the successful person we will provide a desk space, computer and access to Council systems.

Developing and submitting your proposal

Proposals must be submitted by email to the following address sharon.flood@tasman.govt.nz. Hard copy proposals will not be accepted.

If anything is unclear or you have questions, please ask us to explain. Please do so at least five working days prior to the deadline for proposals by emailing our point of contact.

The proposal shall be limited to five A4 pages and include your:

- relevant skills and experience
- curriculum vitae
- proposed fee structure including hourly rate

Our evaluation approach

We will select a preferred contractor based on the quality of the proposal received and kanohi ki kanohi hui with you.

We will negotiate the fees, methodology and timeframes with the preferred supplier in order to meet our needs and budget availability. The preferred contractor will be directly appointed by Council.