

# Request for expressions of interest for consultant pool

## Yinhawangka Living Cultures Project

### 1. About this request

Yinhawangka Aboriginal Corporation RNTBC ICN 7837 (**YAC**) is seeking to appoint a pool of suitably experienced and qualified consultants to utilise for service provision in the Yinhawangka Living Cultures Project (**Living Cultures**).

Excellent service provision is required for eight priority areas of the Living Cultures project. The opportunity is for an initial 16-month term with the possibility of extension.

#### 1.1 About Yinhawangka

##### Yinhawangka country

The Yinhawangka people are the traditional owners and native title holders of approximately 11,920 square kilometres of land in the central Pilbara region of Western Australia. Yinhawangka country is rich in natural resources, resulting in an abundant cultural landscape that reflects a history of social interaction and practice affirmed by the presence of many artefact scatters, rock shelters, scarred trees, rock art and ethnographic sites that directly tie into Yinhawangka cultural identity and Lore.

##### YAC

YAC is the prescribed body corporate for the Yinhawangka native title which was determined in 2017. YAC acts as an agent for the Yinhawangka People in respect of their rights and obligations under various land use agreements, undertakes community activities on behalf of Yinhawangka People, and provides support to all beneficiaries of the Yinhawangka Trust.

##### Yinhawangka people and apical groups

Yinhawangka people remain strongly connected to country and continue to practice and observe customary activities, regularly hunt, source bush foods, and bush medicines.

About 360 people currently identify as Yinhawangka. About 80 live in towns or communities within Yinhawangka country, while about half live in coastal Pilbara towns, and the remainder live elsewhere in Western Australia and Australia. The Yinhawangka People are closely related with the surrounding Native Title Groups of Banjima (Panyjima) to the northeast, and Guruma (Kurruma) to the north of Yinhawangka Country. To the south-east Yinhawangka Country is bordered by Jurruru Country, to the west by Puutu Kunti Kurruma Country and to the south by Nharnuwangga Country.

Yinhawangka people have three apical ancestors groups, Minatangunha, Jardunha and Thurantajinha and Wilga. These three apical groups play a role in the cultural governance of Yinhawangka people today, and in the governance of YAC. This is demonstrated within YAC by each apical group electing/nominating two directors and Cultural Heritage and Language Committee members.

### **Yinhawangka cultural heritage**

Major mining has occurred on Yinhawangka country since the 1960's. Mining, exploration, pastoral, and infrastructure activities occur throughout Yinhawangka country today. Existing mining operations and new developments create a high demand for cultural heritage identification and protection.

In order to maximise YACs ability to identify, protect, preserve and safeguard Yinhawangka cultural heritage, in all its forms including cultural practices, social values and living heritage, beyond the scope of heritage statutory protections YAC has designed the Living Cultures project.

## **1.2 Background**

### **Living Cultures project**

The Living Cultures project is a partnership between YAC and Rio Tinto. Rio Tinto has agreed to provide YAC with funding for the project.

The Living Cultures project aims to deliver programs to enhance the practice, protection, and intergenerational sharing of Yinhawangka culture, thereby contributing towards a strong and connected Yinhawangka community.

Living Cultures is intended to be a Yinhawangka community led project for the purpose of undertaking large scale cultural mapping of Yinhawangka cultural heritage, to develop an overarching information knowledge system. This information knowledge system can then be used to better inform commercial activities impacting on Yinhawangka country, enable better co-design processes with proponents that enhance access and connection to country, the sharing of cultural knowledge, and most importantly ensure the best possible way of safeguarding, preserving and promoting Yinhawangka cultural values and pave the way for a sustainable future for Yinhawangka people beyond mining.

The Living Cultures project is intended to include:

- cultural preservation through recording and transferring language, living history and heritage, women's business, arts and culture, song lines, and traditional stories.
- increased local economic development
- improved social and emotional wellbeing for the community
- enhanced cultural land management by Yinhawangka people
- access to and delivery of cultural awareness training
- focus areas and outcomes identified by Yinhawangka people

## Living Cultures priority areas

The Living Cultures project is separated into the following eight priority areas (**Priority Areas**):

1. Community engagement and establishing partnership governance
2. Songlines
3. Women's business
4. Language
5. Cultural awareness and sensitivity training
6. Creative arts and culture
7. Social and emotional well-being
8. History and living heritage

### 1.3 Summary of services for the Priority Areas

YAC is seeking to appoint a pool of suitably experienced and qualified consultants to utilise for specialist services required for the Priority Areas.

Services are required for an initial term of 16-months over 2024-2025. The term may be extended.

Respondents may submit an expression of interest for one Priority Area or all Priority Areas. The expression of interest should be clear as to which areas the expression of interest relates to.

#### Scope of Priority Areas

Scope of works for the Priority Areas are as follows:

#### **Priority Area One: Community engagement and establish partnership governance**

##### Target outcomes:

- The Living Cultures project is resourced to ensure delivery on behalf of Yinhawangka members.
- The Living Cultures project is well-governed to ensure good decision-making and allocation of funding to community projects and programs on behalf of community.
- Yinhawangka community consultation processes are in place so that the ongoing priorities of Yinhawangka members, relative to the objectives of the partnership, are reflected and outcomes are regularly communicated.

##### Deliverables in year 1:

1. Design and deliver community-led consultation and workshops to discuss, map and mutually agree community social and cultural priorities, programs, and activities to inform the annual plan, and taking account of respective apical family requirements to conduct programs and activities jointly or separately; and determine process to engage with YAC members to agree on the programs that will be prioritised and delivered over the project.
2. Assist YAC to define scope and standards for an Annual Delivery Plan for first 12 months and prepare and provide the Annual Delivery Plan to YAC based on the consultation and workshops with Yinhawangka representatives.

3. Prepare and provide a six Year Living Cultures Strategic Plan to YAC, including an evaluation plan, based on the consultation and workshops with Yinhawangka representatives.

### **Priority Area Two: Song lines**

#### Target outcomes:

- Yinhawangka song lines are mapped, registered and safeguarded
- Yinhawangka people feel a greater connection to country
- Yinhawangka people know more about Yinhawangka culture and country
- Yinhawangka people are trained in archiving, mapping, videography, and photography to build internal capacity to preserve Yinhawangka culture and share knowledge as appropriate

#### Deliverables in Year 1 and Year 2:

1. Lead up to three on-country trips with Yinhawangka elders and men per annum including procuring appropriate equipment to be used on an ongoing basis
2. Lead one on-country trip with young people, women and the community per annum
3. Identify and implement a suitable training program that can support YAC to train members with appropriate skills to photograph, video, document, store and record on-country trips
4. Train a minimum of two members in identified program
5. Record one x on-country trip, store appropriately and make available for community members as appropriate.

### **Priority Area Three: Women's business**

#### Target outcomes:

- Yinhawangka women's business is mapped, registered and safeguarded
- Yinhawangka women feel empowered to be strong leaders
- Yinhawangka women feel more connected to their country
- Yinhawangka women feel more confident in developing ideas and being successful in business

#### Deliverables in Year 1 and Year 2:

1. Lead an intergenerational camp to set priorities, develop program, and establish Yinhawangka women's apical group
2. Lead up to three on-country trips with/for women per annum including procuring appropriate equipment to be used on an ongoing basis
3. A minimum of one representative from each apical family to attend a key Indigenous Women's leadership conference
4. Engage with a minimum of twenty Yinhawangka women to understand how leadership is conceptualised, better understand leadership development goals, and ascertain current gaps.

5. Develop a family tree that displays interactive genealogy ties to family connection to place, language, cuts across all priorities, reclaiming of identity
6. Develop a capacity building program on business, social and cultural entrepreneurship specifically for Yinhawangka women

#### **Priority Area Four: Language**

##### Target outcomes:

- Yinhawangka people are learning their language
- Yinhawangka people are prioritising the preservation of their language
- Yinhawangka place names are displayed on road signs and on-country

##### Deliverables:

1. Hold one language course per week for Yinhawangka people and community to attend.
2. Define project schedule with embedded male and female linguist engaged for all meetings
3. Develop place name list and prioritisation schedule to erect appropriate signage across town and Country
4. Hold a minimum of three archival language workshops in collaboration with Wangkamaya to have YAC members listen to collective archival tapes
5. Develop Yinhawangka language digital application and make available to Yinhawangka Traditional Owners and members

#### **Priority Area Five: Cultural awareness and sensitivity training**

##### Target outcomes:

- Yinhawangka people and the community have access to cultural awareness training packages
- Yinhawangka people can deliver the cultural awareness training
- Yinhawangka people benefit from the delivery of cultural awareness training through business opportunity

##### Deliverables:

- Develop cultural awareness training content and design program with fee-for-service model established
- Identify and train YAC members to deliver cultural awareness training
- Deliver a minimum of five cultural awareness training opportunities per year from 2024

#### **Priority Area Six: Creative arts and culture**

##### Target outcomes:

- Yinhawangka people are connected to their culture and Country through art
- Yinhawangka people develop art skills and techniques
- Yinhawangka artists participate in exhibitions regularly throughout the year
- Yinhawangka people have a good understanding of the business of selling their art through a range of channels

Deliverables:

- Establish Yinhawangka Art group as a stand-alone business overseen by a board of directors.
- Hold a minimum of one artefact making camp for men per year.
- A minimum of five artists undertake secondments to Yinhawangka Country to build skill and art business development.
- Develop a strategic plan including YAC members that will upskill and improve opportunities in the arts sector
- Hold a minimum of four workshops focused on skills development, marketing, professional practice, business development, intellectual property, copyright, legal and contracts in Karratha, Onslow, Paraburdoo and/or Wakathuni
- Identify and collaborate with a minimum of one art group (i.e. Cheeditha Art Group in Roebourne, Tjanpi Desert Weavers (Women)
- Yinhawangka artists attend a minimum of one art fair to understand market and selling opportunities

**Priority Area Seven: Social and emotional wellbeing (mental health)**

Target outcomes:

- Yinhawangka people are aware of and can access programs to support good mental health.
- Yinhawangka people have access to training on intergenerational trauma.
- Yinhawangka people are mentally strong.

Deliverables:

- Engage with Yinhawangka people to understand what mental health looks like to YAC members and Aboriginal people collectively (year 1)
- Identify opportunities post engagement with Yinhawangka people on what levels of support will provide improved mental health outcomes and implement (year 2 and beyond)
- Develop strategy to embed mental wellness/ health into all on Country trips
- Identify primary service providers that can support Yinhawangka people and build relationships and promote access across community
- Engage appropriate, qualified external training provider to hold a minimum of one training session per year focused on better understanding intergenerational trauma

**Priority Area Eight: History and living heritage**

Target outcomes:

- Yinhawangka past and present history and living heritage (including cultural landscape values) is mapped, registered, and safeguarded in an inventory.
- Yinhawangka people feel a greater connection to country by registering their history through storytelling and yarning.
- Yinhawangka people residing 'off-country' know more about their history, culture, and country.

- Yinhawangka people are trained in conducting cultural mapping to register, safeguard, archive, videography, and photograph to gather, store, maintain, and preserve Yinhawangka culture and share knowledge as they determine, is appropriate.

#### Deliverables in Year 1 and Year 2:

1. Lead three on-country trips, one with each of the apical families' representatives, per annum to share knowledge about Yinhawangka history, people, and their living heritage.
2. Identify and implement a suitable program that can support Yinhawangka members to gain the appropriate skillsets to photograph, video, document, record, store, analyse, access, share and safeguard the gathered information.
3. Train a minimum of three Yinhawangka members in this program (one per apical family).
4. Conduct three on-country trips to inform this process then gather and store the cultural discourse and make available for member-checking by family and Yinhawangka members as is culturally appropriate and provided in an agreed format.
5. Using qualitative description as the methodology, prepare for publication in either peer reviewed journals, chapter, book, or other publication subject to the relevant Yinhawangka apical family/s authorisation (include visual maps and/or illustrations of Yinhawangka country, people and culture as is culturally appropriate, required, and approved)

#### **1.4 Pricing**

The proposed cost must cover the completion of activities listed in the deliverables including face to face time, online workshops, report writing, data analysis and more.

Respondents are requested to provide budget estimates for the work and/or their cost schedule in the form of the Payment Tables below.

Budget estimates show breakdowns of activities against Specified Personnel, where day rates and hourly rates apply, as well as include a schedule of rates for the completion of activities.

YAC would provide all transport, accommodation and meals during the field trips and workshops.

#### **1.5 Proposed key dates**

YAC expects that Priority Areas One and Eight will commence from mid-2024. This work will then inform work plans and engagements for the other Priority Areas to progress in late 2024 and in 2025.

## **2. EOI preparation**

### **2.1 Preparing an EOI**

Respondents are responsible for preparing the tender and ensuring that all its contents, along with any other information that they believe to be relevant is included for the assessment.

Respondents are required to prepare an expression of interest addressing all sections in the Content Requirements.

Respondents must specify if they are expressing an interest for a specific Priority Area or to provide services that can be applied across multiple Priority Areas.

## 2.2 Content Requirements

### 1. Identification requirements

- |   |
|---|
| <p><b>(a) name of legal entity:</b></p> <p><b>(b) ACN (if a company):</b></p> <p><b>(c) Registered address:</b></p> <p><b>(d) Business name:</b></p> <p><b>(e) Contact person and position title:</b></p> <p><b>(f) Email:</b></p> <p><b>(g) Phone:</b></p> <p><b>(h) Address/email for service of contractual notices:</b></p> |
|---|

### 2. Criminal convictions

The Respondent must confirm that neither the Respondent, nor any of the Respondents senior officers nor any person included in the Specified Personnel has been convicted of a criminal offence that is punishable by imprisonment or detention.

**Respondent to Complete:**

Has the Respondent or any of the Respondent's senior officers or any person included in the Specified Personnel been convicted of a criminal offence that is punishable by imprisonment or detention?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, provide details:

### 3. Conflict of interest

The Respondent must declare and provide details of any actual, potential or perceived conflict of interest including disclosing any engagements with Rio Tinto

**Tenderer to complete:**

Does the Respondent have any actual, potential or perceived conflict of interest in relation to the performance of the services of this project or have any existing engagements with Rio Tinto?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, the reasons why/disclosure of engagements with Rio Tinto:



#### 4. Priority Areas in the tender

<b>Priority Area</b>	<b>Respondent to place an “X” against the Priority Area interest in providing services for</b>
Priority Area One: Community engagement and establish partnership governance	
Priority Area Two: Song lines	
Priority Area Three: Women’s business  <i>Note: only female personnel will be endorsed for this Priority Area. Respondents for this Priority Area must specify female personnel proposed for this scope in the Specified Personnel part of the Content Requirements.</i>	
Priority Area Four: Language	
Priority Area Five: Cultural awareness and sensitivity training	
Priority Area Six: Creative arts and culture	
Priority Area Seven: Social and emotional wellbeing (mental health)	
Priority Area Eight: History and living heritage	

#### 5. Essential and desirable criteria

**Please provide a cover letter no more than 3 pages addressing the Essential and Desirable criteria**

##### A. Essential criteria

- Demonstrated experience providing excellent service provision in the relevant specialist field. Please provide examples of similar or relevant project work that has been undertaken by your consultancy or personnel in your consultancy.
- Excellent project management skills.
- High level of Cultural competency and experience with community engagement.
- Commitment to a long-term relationship with YAC and Yinhawangka People.

##### B. Desirable criteria

- Sound knowledge WA legislation related to Cultural Heritage protection and Environmental conservation (Department of Planning, Lands and Heritage - DPLH and Environment Protection Authority - EPA legal frameworks).

- Commitment to UNDRIP (United Nations Declaration on the Rights of Indigenous People) principles and related local and international human rights and participatory frameworks.

## 6. Services to be rendered for Priority Areas

For each Priority Area in the EOI that is being applied for the Respondent must provide a response that demonstrates suitability of its proposed services for that Priority Area.

### Priority Area One: Community engagement and establish partnership governance

For this priority area the Respondent must provide a detailed description of the proposed services offered for this priority area and how they will meet the scopes of works (target outcomes and deliverables) for that priority area, including but not limited to:

- (A) A description of proposed services for this Priority Area including modes of delivery, suitability for groups and/or individuals
- (B) a description of the roles and responsibilities of the Specified Personnel;
- (C) a description of critical issues and how they will be addressed; and
- (D) a description of the quality control measures that will be implemented to ensure positive outcomes for training participants.

**Respondent to complete here:**

### Priority Area Two: Song lines

For this priority area the Respondent must provide a detailed description of the proposed services offered for this priority area and how they will meet the scopes of works (target outcomes and deliverables) for that priority area, including but not limited to:

- (A) A description of proposed services for this Priority Area including modes of delivery, suitability for groups and/or individuals
- (B) a description of the roles and responsibilities of the Specified Personnel;
- (C) a description of critical issues and how they will be addressed; and
- (D) a description of the quality control measures that will be implemented to ensure positive outcomes for training participants.

**Respondent to complete here:**

### **Priority Area Three: Women's business**

*Note: only female personnel will be endorsed for this Priority Area. Respondents for this Priority Area must specify female personnel proposed for this scope in the Specified Personnel part of the Content Requirements.*

For this priority area the Respondent must provide a detailed description of the proposed services offered for this priority area and how they will meet the scopes of works (target outcomes and deliverables) for that priority area, including but not limited to:

- (A) A description of proposed services for this Priority Area including modes of delivery, suitability for groups and/or individuals
- (B) a description of the roles and responsibilities of the Specified Personnel;
- (C) a description of critical issues and how they will be addressed; and
- (D) a description of the quality control measures that will be implemented to ensure positive outcomes for training participants.

**Respondent to complete here:**

### **Priority Area Four: Language**

For this priority area the Respondent must provide a detailed description of the proposed services offered for this priority area and how they will meet the scopes of works (target outcomes and deliverables) for that priority area, including but not limited to:

- (A) A description of proposed services for this Priority Area including modes of delivery, suitability for groups and/or individuals
- (B) a description of the roles and responsibilities of the Specified Personnel;
- (C) a description of critical issues and how they will be addressed; and
- (D) a description of the quality control measures that will be implemented to ensure positive outcomes for training participants.

**Respondent to complete here:**

**Priority Area Five: Cultural awareness and sensitivity training**

For this priority area the Respondent must provide a detailed description of the proposed services offered for this priority area and how they will meet the scopes of works (Target outcomes and deliverables) for that priority area, including but not limited to:

- (A) A description of proposed services for this Priority Area including modes of delivery, suitability for groups and/or individuals
- (B) a description of the roles and responsibilities of the Specified Personnel;
- (C) a description of critical issues and how they will be addressed; and
- (D) a description of the quality control measures that will be implemented to ensure positive outcomes for training participants.

**Respondent to complete here:**

**Priority Area Six: Creative arts and culture**

For this priority area the Respondent must provide a detailed description of the proposed services offered for this priority area and how they will meet the scopes of works (Target outcomes and deliverables) for that priority area, including but not limited to:

- (A) A description of proposed services for this Priority Area including modes of delivery, suitability for groups and/or individuals
- (B) a description of the roles and responsibilities of the Specified Personnel;
- (C) a description of critical issues and how they will be addressed; and
- (D) a description of the quality control measures that will be implemented to ensure positive outcomes for training participants.

**Respondent to complete here:**

**Priority Area Seven: Social and emotional wellbeing (mental health)**

For this priority area the Respondent must provide a detailed description of the proposed services offered for this priority area and how they will meet the scopes of works (target outcomes and deliverables) for that priority area, including but not limited to:

- (A) A description of proposed services for this Priority Area including modes of delivery, suitability for groups and/or individuals
- (B) a description of the roles and responsibilities of the Specified Personnel;
- (C) a description of critical issues and how they will be addressed; and
- (D) a description of the quality control measures that will be implemented to ensure positive outcomes for training participants.

**Respondent to complete here:**

### **Priority Area Eight: History and living heritage**

For this priority area the Respondent must provide a detailed description of the proposed services offered for this priority area and how they will meet the scopes of works (target outcomes and deliverables) for that priority area, including but not limited to:

- (A) A description of proposed services for this Priority Area including modes of delivery, suitability for groups and/or individuals
- (B) a description of the roles and responsibilities of the Specified Personnel;
- (C) a description of critical issues and how they will be addressed; and
- (D) a description of the quality control measures that will be implemented to ensure positive outcomes for training participants.

**Respondent to complete here:**

### **7. Examples of similar experience delivering services and cultural competency**

Respondent to detail examples of providing similar services within Indigenous communities and demonstrate cultural competency in the context of the Priority Areas addressed above.

**Respondent to complete here:**

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### 8. Specified personnel

Respondent to provide a list of personnel it will deploy for providing the services by completing the following table:

Full name	Role	Gender	Qualifications and skills	Priority Areas to be deployed

### 9. Insurance requirements

The tenderer must provide details of the following insurance requirements and attach certificates of currency to the tender:

Respondent to complete table						
	Insurer	ABN	Policy No	Insured Amount	Expiry Date	Exclusions, if any
Public liability insurance						
Workers' Compensation Insurance including cover for: (a) common law liability cover for an amount of not less than \$50 million; and (b) principal's indemnity extension cover for claims and liability under section 175(2) of the <i>Workers' Compensation and Injury Management Act 1981</i> .						
Motor vehicle insurance						

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## 10. Pricing Table

Respondents must complete the pricing tables for each Priority Area of which services are provided for and include day rates, hourly rates across various personnel and activities and include options for discounts available.

### Pricing Table – Schedule of Rates

Requirements	Specified Personnel		Per Unit Cost (inc GST)
	Name	Role	
<b>Priority Area One</b>			
<b>Priority Area Two</b>			
<b>Priority Area Three</b>			
<b>Priority Area Four</b>			
<b>Priority Area Five</b>			
<b>Priority Area Six</b>			
<b>Priority Area Seven</b>			

<b>Priority Area Eight</b>			
<b>Other costs associated with the provision of services</b>			



## Enquiries and further information

The contact person for enquiries is Hilton Gruis. All queries and requests for information for the EOI must be in writing and directed via email at [hilton.gruis@yinhawangka.com.au](mailto:hilton.gruis@yinhawangka.com.au)

## 11. EOI lodgement, evaluation and outcome

### Lodgement of proposal

Proposals are to be lodged by email and must:

- a) Be received electronically by **4.30pm AWST, Monday 15 Wednesday 31 July 2024**
- b) Be sent to [hilton.gruis@yinhawangka.com.au](mailto:hilton.gruis@yinhawangka.com.au), using the email subject line **Expression of interest for pool of consultants for the YAC Living Cultures project**
- c) Include the completed Content Requirements and include the following information:
  - i) A cover letter addressing the selection criteria.
  - ii) Business profile, resume of the lead consultant and team's brief bio
  - iii) At least two professional references
  - iv) Relevant insurance certificates; and
  - v) Pricing tables
  - vi) your standard consultancy service contract (if relevant)

### 3.2 Evaluation process

The following will be taken into account in the evaluation process:

- Approach to the task (i.e. methodology), which includes the Respondents understanding of the work involved in the project and the Respondent's ability to handle any problems likely to arise.
- Consistent, quality approach and quality standards to work
- Resources allocated, including key personnel to be employed, backup staff and resources and the capacity to undertake the works in the time specified
- Any Specific conditions or qualifications included in the EOI
- The ability to best meet the selection criteria.
- An existing relationship or previous experience working with the Yinhawangka People.
- The possibility of continuing work with Yinhawangka People.

### 3.3 Evaluation criteria

- Experience and capability to deliver the contracted priority area/s within agreed timeframes
- Demonstrated ability to work with Aboriginal people in the Pilbara
- Demonstrated cultural competence
- Value for money
- High quality writing skills and report preparation.

### 3.4 Due diligence

As part of the detailed evaluation of EOIs, other activities may be undertaken to support the evaluation such as financial assessment, reference checks, risk assessments and business searches.

### 3.5 Negotiation

Terms of engagement for the delivery of agreed services may be negotiated based on personnel requirements, qualifications, expertise, capacity, capability and previous engagement with the Yinhawangka People.

### 3.6 Successful EOI

YAC will notify successful Respondents. The successful Respondents selected for the pool will be required to promptly execute a final consultancy service agreement provided by YAC (or by the consultant, if agreed by YAC). YAC may decide not to execute a contract with the successful Respondents where the successful Respondents does not execute the proposed contract within the required timeframe required by YAC.

**End of document**