



THE NEW ZEALAND
NURSING EDUCATION AND
RESEARCH FOUNDATION

Request for Proposal

Nursing Oral History Project

Proposals due: Thursday 31st October 2019

Contents

1. Executive Summary.....	3
2. Overview	4
3. Terms and Conditions	5
4. Referees	7
5. Criteria for review of the RFP.....	8
6. Proposal submission and review process	8
7. RFP timetable	9
8. Disclaimer.....	9
9. Appendix I: Background	9
10. Appendix II: Checklist.....	10

1. Executive Summary

In 1982 the Nursing Education and Research Foundation (NERF) commenced a project to establish a Nursing Oral History collection. Many nurses and former nurses were interviewed and 185 tapes stored in the Alexander Turnbull Library.

The project was updated in 1991 with the addition of two sections, one on the transfer of nursing education from hospital schools to the education sector and another on the New Zealand Nurses' Association as a trade union. In 2013 interviews with nurses who trained in the 1950's and 1960's were completed and made available on the [Nursing Oral History website](#). Interviewees reflect on the resourcefulness of nurses as a group whose work was regimented in nature. Reflections also articulate the era of change they found themselves in: clinical care, especially mental health was focused on deinstitutionalization and the training of nurses was moving to an education model.

The current proposal is to continue the original project and ensure ongoing additions to the Nursing Oral History collection. It is envisaged that the stories of nurses who completed their basic education during the decades of the 1970s and 1980s will be recorded during 2020 and 2021 and that subsequent decades will be the subject of further proposals so that additions to the collection continue. The NERF Board has set aside earnings from investments each year since 2015 that are dedicated to the Project, and expect that approximately \$125,000 will be available by 2021.

NERF is seeking proposals from individuals or teams of researchers with knowledge of the topic and experience in oral history practice to record the stories of up to 30 nurses who completed their basic education during the 1970s and 1980s. It is envisioned the focus of the oral histories will be on the participants' experiences of nursing during and after their training with a specific focus on key milestones that occurred in nursing during this period which include the transfer of nursing education from a hospital-based apprentice style training to the diploma level programmes in the polytechnic sector and saw the discontinuation of enrolled and psychopaedic nursing programmes. It was also the early years of nursing research and evidence-based practice in nursing in Aotearoa.

In recognition of the **50th anniversary of NERF** a significant milestone, funding proposals should address the theme: *Learning and teaching of cultural and clinical best practice: How far have we come? How far have we got to go? What contribution have Māori nurses made to this journey?*

The British Commonwealth War Nurses Memorial Fund closed on 20 August 2018 and a decision made to transfer the balance (approximately \$4,200) to the Oral History Project on the understanding that the next round of proposals for the Project would look to recruit some nurse participants from the armed forces so that an oral history from that perspective is also captured and archived.

Guidelines are provided for the project and tenderers are to provide a detailed budget including:

- institutional overheads
- subcontracting arrangements
- koha for participants, cultural advisors and kaumātua and travel
- resources required to conduct interviews in Te Reo or languages other than English

NERF recognises that this is a large project and is prepared to negotiate both the two year timeframe and appropriate funding with the successful tenderer. Possible configurations for project completion include an individual oral historian undertaking the full project or a small group project with several oral historians and one project lead. It may be possible for NERF to approve two smaller, separate projects. NERF welcomes all proposals and are open to a range of project configurations.

2. Overview

2.1 Organisation of this document

- 2.1.1 Executive Summary (Section 1)
- 2.1.2 Organisation of the document (Section 2)
- 2.1.3 Terms and conditions for undertaking the project (Section 3)
- 2.1.4 Referees (Section 4)
- 2.1.5 Criteria for review of the RFP (Section 5)
- 2.1.6 Proposal submission and review process (Section 6)
- 2.1.7 RFP timetable (Section 7)
- 2.1.8 Disclaimer (Section 8)
- 2.1.9 Background to the oral history project (Appendix I.)
- 2.1.10 Proposal requirements (Appendix II.)
- 2.1.11 Checklist (Appendix III.)

2.2 Objectives

NERF is undertaking the project to:

- 2.2.1 Ensure continuity of the nursing oral history archive at the Alexander Turnbull Library.
- 2.2.2 Demonstrate a commitment to the history of the nursing profession in New Zealand.
- 2.2.3 Enable wider access of nurses and the general public to the history of the nursing profession in Aotearoa New Zealand.

2.3 General

- 2.3.1 The purpose of this Request for Proposal is for NERF to seek proposals for the continuation of the Nursing Oral History Project originally begun in 1982. The proposals will provide detailed information which will enable NERF to select the most appropriate individual and/or organisation to undertake the project. Contribution to and membership of the nursing profession will be relevant but not determinative.
- 2.3.2 Organisations and researchers (including multi-disciplinary teams) with an interest and knowledge of nursing history and expertise in oral history collection are invited to submit a proposal.

- 2.3.3 Demonstrate a commitment to Te Tiriti o Waitangi within the history of nursing
- 2.3.4 Proposals should be submitted that directly address the proposal requirements (see in section 3 below).
- 2.3.5 NERFs decision will be based on assessment of the content of the proposal.
- 2.3.6 Proposals should be accompanied by a CV (use the template available on the website) of relevant qualifications and experience including commissioned works and publications.
- 2.3.7 Two referees one of which must be an academic referee and the other a cultural mentor.
- 2.3.8 Funds are provided for the purposes of the oral history project only.
- 2.3.9 The proposal needs to address the required two year timeframe for completion. If the timeframe is expected to exceed two years, relevant factors explaining the need for an extended timeframe need to be explicitly stated.

2.4 Critical success factors

NERF has identified the following as critical success factors for the project. These will be considered during the evaluation and selection process:

- 2.4.1 The researcher/research team has the expertise required to design, implement and complete the project demonstrated by a track record of successful completion of similar work.
- 2.4.2 Ethical issues and appropriate processes for their management are identified and enacted as required.
- 2.4.3 All oral histories will meet the standards required by the Oral History Centre at the Alexander Turnbull Library in Wellington for the recording and storage of oral histories <https://natlib.govt.nz/researchers/oral-history-advice>
- 2.4.4 The researcher/research team can demonstrate cultural competencies pertaining to the project.

3. Terms and Conditions

3.1 Proposal

- 3.1.1 The proposal clearly demonstrates that the project will meet the objectives stated in the RFP.
- 3.1.2 An overall description of the method is provided that details the oral history collection, abstracting and time-coded indexing processes.
- 3.1.3 Any ethical issues are identified and addressed.
- 3.1.4 Detailed description of how the project will meet the standards for oral history collections held at the Alexander Turnbull Library is included.

<https://natlib.govt.nz/researchers/oral-history-advice>

- . 3.1.5 A timeline is provided that identifies key milestones which will be used for negotiating disbursement of agreed funds. The timeline may be presented in Gantt chart format.
- 3.1.6 A detailed budget that includes institutional overheads and any subcontracting costs – equipment costs must also be detailed.
- 3.1.7 A lead researcher is identified and contact details provided. NERF will correspond with the lead researcher on all matters related to the project. The lead researcher must provide a full curriculum vitae (CV).
- 3.1.8 All personnel involved in the project are identified and brief CVs provided.
- 3.1.9 The proposal makes it clear that the personnel have sufficient time to undertake the project.
- 3.1.10 All personnel involved in the project have signed the original proposal document agreeing to their involvement in the project.
- 3.1.2 NERF reserves the right to receive and consider late submissions although, as a general rule, NERF will not consider late submissions.
- 3.1.3 Proposals are the property of NERF. The successful proposal may be posted on the Tōpūtanga Tapuhi Kaitiaki O Aotearoa (NZNO) website and/or otherwise be made public

Deliberations and responses related to proposals remain confidential to NERF.

Contact personnel

Inquiries related to the RFP should be directed to:

Sue Gasquoine, Nursing Policy Advisor and Researcher
Advisor to the Nursing Education and Research Foundation (NERF) Board
Tel: 0211945323
Email: sue.gasquoine@nzno.org.nz

Verbal responses to inquiries will not be binding.

3.2 Budget

- 3.2.1 A detailed budget that includes any institutional overheads of subcontracting costs must be provided.
- 3.2.2 The proposal should include a price structure that lists project milestones and links payment of funding installments to measurable deliverables.
- 3.2.3 All costs quoted must be inclusive of GST.

- 3.2.4 Payment will be made in installments at intervals related to the deliverables identified in the proposal and negotiated with NERF.
- 3.2.5 A maximum of 80% of total project funding may be paid out prior to final milestone/completion of the whole project.
- 3.2.6 Any tender that is accepted will be subject to the conditions found in the NERF Administrative Agreement that outlines the respective rights and responsibilities of both parties. A copy of the Administrative Agreement is available to tenderers on request.

3.3 Publication

- 3.3.1 The oral histories must be of a standard suitable for publication in the oral history archive of the Alexander Turnbull library.
<https://natlib.govt.nz/researchers/oral-history-advice>
- 3.3.2 The researcher/researchers may be required to be available for interview by the editor/s of Kai Tiaki Nursing New Zealand and/or other media for publicity purposes.
- 3.3.3 NERF encourages the use of the nursing oral history collection for research purposes but the parameters of this project do not extend to undertaking research utilising the oral histories that are collected as part of this project.

3.4 Canvassing

The tenderers will not canvass any appointed members of NERF or employees of NZNO in respect of this RFP other than the designated contact person. Any tenderers found to have canvassed any employee or member will be excluded from further consideration.

4. Referees

Tenderers must provide the names and addresses of at least two individuals to act as referees in relation to the individual/team's ability to successfully undertake this project. One of these referees must be an academic referee, the other a cultural mentor. A letter from the cultural advisor confirming that they have consulted with Māori around the project and that their Te Tiriti O Waitangi training has been completed within the last 5 years should be included with the proposal.

5. Criteria for review of the RFP

The proposal review panel will consider all proposals that are complete and responsive to the RFP. The following criteria will be used when reviewing proposals:

- 5.1 Consistency with NERF's commitment to Te Tiriti o Waitangi, the NZNO Code of Ethics and the values of respect, accountability and equity.
- 5.2 Feasibility and soundness of approach that incorporates best practice in oral history collection.
- 5.3 Cost effectiveness, efficiency and affordability of the project.
- 5.4 Demonstration of knowledge relevant to the project content e.g. nursing history, nursing education history, cultural competence.
- 5.5 Inclusion of a project risk assessment identifying specific risk points.

6. Proposal submission and review process

- 6.1 Signed proposals are to be submitted by email by the due date (31 October 2019) to:

Diana Geerling
Secretary for the Nursing Education and Research Foundation
Email: grants@nzno.org.nz

- 6.2 Tenderers will be notified by email that their proposal has been received in the NZNO offices.
- 6.3 NERF's application assessment committee will consider all proposals and shortlist preferred tenderer(s).
- 6.4 Tenderers may be asked to provide additional information.
- 6.5 Unsuccessful tenderers will receive written notification.
- 6.6 The preferred tenderer will be notified in writing.
- 6.7 NERF will enter into negotiations with the preferred tenderer.
- 6.8 Being deemed the preferred tenderer does not necessarily imply that NERF will award the contract to that person/team.
- 6.9 NERF may discontinue negotiations at any time.

7. RFP timetable

	Activity	Dates
1.	Release of RFP	28 August 2019
2.	Last day to submit proposals	31 October 2019
3.	Evaluation process begins	4 November 2019
4.	Last day for NERF to request additional information from tenderers	18 November 2019
5.	Preferred tenderer notified	2 December 2019
6.	Final notification of RFP outcome	9 December 2019

8. Disclaimer

NERF reserve the right to withdraw or amend this document, and/or amend or deviate from the timelines set out within it, at any time.

This is a standalone RFP and selection for this project does not give preference or promise for future updates to the oral history project.

9. Appendix I: Background

The origins of the Nursing Education and Research Foundation (NERF) can be traced to a memorial fund established to commemorate the life and work of the late Flora J. Cameron, OBE, (former Director, Division of Nursing) who died in January 1966. At that time \$1,800 was spontaneously contributed by nurses throughout New Zealand as a memorial to her.

In June 1966, the national executive of the New Zealand Registered Nurses' Association (Inc.) sought ways to establish a larger and more permanent fund, based on the money already contributed. The Association, because of legal requirements, was unable to hold trust funds and a separate foundation was established in 1968 as an autonomous body administered by a Board of Trustees working under the terms of a Trust Deed. The majority of the Trustees were nominated by the Nurses' Association with the remainder being nominated by the Board itself. Money was made available to nurses who were members of the Nurses' Association, to enable them to "do nursing research work and acquire specialised knowledge and/or wider or higher qualifications in connection with their profession of nursing, and to take such other steps and do such other things as may be considered advisable or beneficial to those ends or purposes". (Trust Deed 1968)

NERF's mission statement indicates that 'NERF serves as a catalyst towards excellence in health care by promoting funding opportunities for education and research'. Its goals are as follows:

- Support for research and education organised around identified priorities.
- Provide financial assistance to NZNO members and contribute to the development of nursing as a profession through:
 - ⇒ study towards the attainment of higher qualifications, e.g. post-graduate qualifications;
 - ⇒ to undertake short courses/conferences or travel both nationally and overseas;
 - ⇒ research project and innovation grants;
 - ⇒ conference organiser/speakers grants.
- The establishment of strategies for achieving goals e.g. the protection and growth of capital, alliances with like organisations, the development of a high public and health sector profile.
- Systematic and regular review of activities to ensure transparency in policies and processes.

By continuing the oral history project, NERF is fulfilling the terms of its trust deed section 6.0 Purposes of the Trust:

6.1 The purposes of the Trust are:

(a) to establish and maintain a fund to provide scholarships, travel grants and other assistance for New Zealand nurses selected by the Founder to enable them to do nursing research work and to acquire specialised knowledge and/or wider or higher qualifications in connection with their profession of nursing; and

(b) to take such steps and do such things as may be considered advisable or beneficial to those ends or purposes.

10. Appendix II: Checklist

	All sections of the proposal have been addressed.
	The proposal outlines ethical issues that may arise and a process for addressing these.
	Detailed budget including any institutional overheads and in/excluding GST.
	Names and contact details of an academic referee and cultural mentor are included.
	Letter from the cultural advisor confirming consultation with Māori and that Te Tiriti O Waitangi training has been completed within the last five (5) years
	Example(s) of previous work is included.