Scope of Work statement for contractor

1.0 Background

The Health Research Council of New Zealand (HRC) is New Zealand's principal health research funder. The HRC recognises that improvement in Pacific health and well-being continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

The *HRC Guidelines on Pacific Health Research* (the Guidelines)[1] were published by the HRC in 2005 and were designed to guide HRC funded Pacific health research and to assist Pacific researchers and non-Pacific researchers to undertake health research with Pacific peoples in New Zealand. Since this time, the Guidelines have become a key document for all research related to Pacific peoples both within New Zealand and internationally.

In 2012, the Pacific Health Research Committee (Pacific HRC)[2] recommended to the HRC that the Guidelines should be updated to reflect changes in the Pacific health research landscape and to ensure on-going applicability to a wide range of stakeholders. It was noted that the original document states that the Guidelines ''will, with constructive criticism and care, be refined over time and improve with each revision" (*HRC Guidelines for Pacific Health Research*, 2005, p.1). Recently, the Pacific HRC has established a Guidelines Working Group (Working Group) to oversee this revision work.

The HRC is now seeking an experienced contractor to undertake the revision of the Guidelines and other associated work as required.

It is anticipated that contractor will undertake the revision of the Guidelines in a manner consistent with this 'scope of work' and to a standard acceptable to the HRC and the Working Group. In addition, the contractor will liaise with the Working Group throughout the term of the revision work to ensure the final version of the revised Guidelines meet quality standards and expectations for approval by the HRC and the Working Group.

2.0 Scope/Objective

The revision work undertaken by the contractor will result in an updated version of the Guidelines compliant with the quality standards set by the HRC and the Working Group. It is anticipated that the Guidelines prepared by the contractor will be edited based on the guidance/direction of the Working Group and written to a publishable standard (Note: the final version of the guidelines prepared by the contractor will be subject to proofreading undertaken by the HRC).

It is anticipated that the revision work undertaken by the contractor will focus on updating the Guidelines rather than a re-write. Specific guidance will be provided by the Working Group on the specific sections/components of the Guidelines that are to be updated.

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[1] Health Research Council of New Zealand 2005. *Guidelines on Pacific Health Research*. Auckland: Health Research Council of New Zealand.

[2] The Pacific Health Research Committee is a standing committee of the HRC. The Committee was established by the HRC to provide a more detailed focus on Pacific health research issues.

3.0 Applicable Documents

The following list of documents will be provided to the contractor to assist the contractor in successfully meeting the requirements of this Scope of Work statement:

(a) Health Research Council of New Zealand 2005. *Guidelines on Pacific Health Research*. Auckland: Health Research Council of New Zealand.
(b) Other documents are likely to be added based on advice from the Working Group.

4.0 Tasks

In accordance with the contract issued by the HRC, the contractor, as an independent contractor and not as an agent/employee of the HRC, shall provide the necessary resources to support the following tasks:

(a) Preparation of drafts and final version of the revised Guidelines to be submitted to HRC for consideration by the Working Group.
(b) Consideration and incorporation of feedback from the Working Group. Where feedback is not incorporated the contractor will provide a detailed justification to the Working Group and HRC.
(c) Attendance of Working Group meetings as requested (via teleconference or face-to-face) to discuss draft document(s) and associated Working Group feedback.
(d) Provision of monthly email progress/status reports to the HRC, via a nominated HRC contact person, outlining progress against specified timelines/milestones. This will include an outline of any risks to the contractor successfully meeting the requirements of this Scope of Work statement.
(e) From time to time, the contractor may be required to provide additional further information to the HRC and/or the Working Group. This may include brief updates or providing responses to enquiries from the HRC and/or Working Group. All such requests will be discussed with the contractor to ensure reasonable timeframes and workload associated with such requests.
(f) Submission of detailed invoices to the HRC as per the contract payment schedule.

5.0 Deliverables

5.1 The deliverable documents required under this Contract are outlined in 5.3. The contractor should submit all deliverables to the HRC contact person for distribution to the Working Group.

5.2 With the exception of the monthly status reports, the contractor will submit draft and final versions of the reports outlined in 5.3.

5.3 The projected schedule for submission of these deliverable documents is as follows:

Deliverable	Transmittal Form and Quantity	Schedule
First draft/outline of revised guidelines	electronic and 1 paper copy	On or before 20 May 2013
Revised drafts of guidelines	electronic and 1 paper copy	Dates to be specified by HRC based on feedback from the Working Group. All dates will be discussed with the contractor to ensure reasonable timeframes.
Final draft of revised guidelines	electronic and 1 paper copy	On or before 31 October 2013.
Monthly status/progress Reports	e-mail-formatted according to HRC template	On the 1st of each month for the duration of the contract.

5.4 The HRC will confirm the due dates and provide a copy of the monthly status/progress reporting template to the contractor.

5.5 All submitted draft documents, not including monthly status reports, will need to undergo a process of receiving and integrating feedback from the Working Group and HRC as required. Feedback will cover editing, content and presentation.

5.6 The contractor will ensure that internal editing has been undertaken before draft and final versions of the revised guidelines are presented to the HRC.

5.7 In the event that HRC and the Working Group consider that a deliverable, (draft of the revised guidelines) provided by the contractor does not meet the quality standards of the Working Group and/or HRC, the HRC will provide written notice to the contractor specifying how the deliverable fails to meet these criteria and identifying what changes need to be made to render the deliverable compliant with quality standards.

5.8 The Working Group will review all versions of the revised guidelines and provide comments within ten (10) working days. The contractor shall incorporate these comments and provide revised versions within ten (10) working days after receiving the Working Group comments from the HRC.

5.9 All deliverables arising from the work undertaken by the contractor will remain the property of the HRC. The contractor's contribution will be acknowledged in the published version of the revised Guidelines.