

## Hikurangi Takiwa Trust

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RUATORIA

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14 September 2014

*I roto I nga tini ahuatanga o te wa, otira, ratou kua huri ki tua o te arai tukua o tatau mate kia moe mai ra. Ki a tatou nga kanohi ora e tu tangata ki tenei ao, tena tatou. Tihei Mauri Ora!*

Tena koutou,

Hikurangi Takiwa Trust is a collective of representatives from six pā from the hapū of Te Aitanga-a-Mate, Te Aowera and Te Whānau-a-Rākairoa.

The Trust has three major projects it plans to implement over the next three years – one focused on Mātauranga-a-Hāpu, one on Auahi Kore Hapū and the other on conservation assessment, planning and action for the hapū.

This document includes a number of Expression of Interest summaries for individuals and companies interested in entering into contracts to undertake work on behalf of the Trust.

The Trust has made a decision to contract for services rather than employ individuals, and any individual involved will be required to disclose a record of any criminal convictions.

Expressions of Interest:

1. General:
  - a. Projects Management
  - b. Trust Administration
  - c. Financial Management
2. Mātauranga:
  - a. Coordination – Mātauranga Sample
  - b. Archiving – Hapu Mātauranga Database
  - c. Research – Takiwa Profile
  - d. Communications Strategy
3. Conservation:
  - a. Environmental Planning
  - b. GIS Mapping
4. Auahi Kore:
  - a. Social Media & Online Campaign Management
  - b. Video Filming & Editing
  - c. Project Evaluation

**Expressions of Interest should be submitted by 5pm on 29<sup>th</sup> September 2014 to the email address: [hikurangitakiwa@gmail.com](mailto:hikurangitakiwa@gmail.com) as:**

- **a Cover Letter of up to 800 words that includes information on the applicant's reasons for interest in the work, an overview of relevant experience and any other relevant information; and**
- **a recent Curriculum Vitae for each person involved with the EOI and/or a Company Profile.**

All EOIs will be considered by a panel of representatives appointed by the six pā and the panel's recommendations will be ratified by a meeting of the Trust.

Any questions about any or all EOIs or the selection process should be sent to the email address above. All responses will be posted on the EOI page on the Trust website.

**PROJECTS OVERVIEW**

<b>Project Name</b>	<b>Hikurangi Takiwā Hapū Auahi Kore</b>	<b>Tieki Te Taiao o Te Takiwā</b>	<b>Mātauranga Project (NP Education Project)</b>
<b>Funder</b>	Ministry of Health	Department of Conservation	MOE via TRONPnui
<b>Details</b>	An inter-generational hapū-based online and marae-based campaign that documents and shares the experiences of pakeke (elders) from the hapū in relation to their experiences of smoking amongst members of the hapū and messages they would like younger members of the hapū to hear and take on board. The project will also work with marae to build their commitment and capacity to be auahi kore and help whānau members to quit. The project aims to decrease smoking rates both within the hapū rohenga and amongst hapū members living away from the rohenga.	Progressing hapū and whānau environmental protection initiatives to help restore natural habitat for flora and fauna within the hapū.  Use various local projects as a focus to develop a comprehensive assessment of the state of the hapū environment. This will inform a plan for prioritising restorations initiatives (most impact and add most value to the future wellbeing of the area the hapū members are kaitieki for.	For hapu communities to provide some direction in the education of their uri. The project invites hapu communities to engage and undertake activities to:  - complete an education and matauranga strategy with a 5-year implementation plan - develop or confirm key protocols for decision-making, intellectual property, quality assurance processes - example and database of hapu matauranga.
<b>Duration / Budget</b>	<b>1/11/14 to 30/10/15</b> <b>\$25,000</b>	<b>1/11/14 to 30/06/17</b> <b>\$83,000</b>	<b>current to 31/12/14</b> <b>\$55,000</b>
<b>Deliverables</b>	<ol style="list-style-type: none"> <li>1. Online Campaign Development (website, FB ads, etc.)</li> <li>2. Online Communications Strategy</li> <li>3. Online Discussion Facilitation</li> <li>4. Video Filming &amp; Editing</li> <li>5. Incentivising whanau engagement &amp; whanau participation via marae towards whanau and marae becoming Auahi Kore</li> <li>6. Evaluation</li> </ol>	<ol style="list-style-type: none"> <li>1. Hapū State of the Environment Report including recommended priority projects for next two years <ul style="list-style-type: none"> <li>- Rohe environmental assessment scoping report.</li> <li>- Hapū GIS mapping</li> <li>- Hapū engagement project to contact owners and managers of blocks and residents in the hapū area.</li> <li>- Technical evidence data gathering from official sources and community</li> </ul> </li> <li>2. Peer Review of Draft Report</li> </ol>	<p>Remaining Deliverable due:</p> <ul style="list-style-type: none"> <li>Produce a matauranga sample</li> <li>Produce a hapu matauranga database</li> <li>IT Case Study</li> </ul>

**Hikurangi Takiwa Trust**  
**Expression of Interest (1a)**

<b>Position/ Mahi</b>	Trust Projects Management
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust Funding agencies
<b>Contract Term</b>	1 October 2014 – 30 June 2015 (renewal likely pending term of project contracts)
<b>Contract Price</b>	\$10,000-\$40,000 (depending on degree of responsibility for each project)
<b>Work Overview</b>	This role involves the management, coordination and ongoing support to key personnel involved in the multiple initiatives within the Auahi Kore, Conservaton Planning and Matauranga projects and their successful and timely completion. Accurate and timely advice to the Working Group and the Trust. <b><i>Please read the other Expressions of Interest to be informed of the nature of the projects.</i></b>
<b>Preferred skills &amp; experience</b>	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Report writing and presentation of progress and results.</li> <li>• Te reo me ona tikanga</li> <li>• Maintaining and growing effective relationships</li> <li>• Project and program evaluation</li> <li>• Team development &amp; performance management</li> </ul>
<b>Accountability</b>	Hikurangi Takiwa Trust
<b>Other Information</b>	He Rautaki Matauranga & project funding agreements Trust Deed and associated policies

**Hikurangi Takiwa Trust  
Expression of Interest (1b)**

<b>Mahi</b>	Trust Administration
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 October 2014 – 31 January 2015 (check date)
<b>Contract Price</b>	\$3,000-\$4,000
<b>Work Overview</b>	This role involves assisting Hikurangi Takiwa Trust to achieve its objectives by providing effective & efficient administration support for the Trust. Achieving this objective will involve:  (1) Co-ordinating the preparation, collation & dissemination and quality of meeting papers for all Hapu Takiwā hui, in a timely fashion for informed decision making. When appropriate share travel.  (2) Management of effective relationships with Trustees, Hapu members and other key stakeholders and the venues for meetings are booked and catered. Ensuring all required equipment and resources are available for each meeting.  (3) Maintenance of Legal Compliance for meetings & governance of the hapu cluster, and any additional information or reasonable tasks needed when required.
<b>Preferred skills &amp; experience</b>	<ul style="list-style-type: none"> <li>• Information Services</li> <li>• Administration Support</li> <li>• Relationship Management</li> <li>• Meeting Management</li> <li>• Trust Structure &amp; Administration</li> </ul>
<b>Accountability</b>	Hikurangi Takiwa Trust
<b>Other Information</b>	Work in conjunction with Trustees and Hapu Members
	Work in conjunction with stakeholders such as TRoNPnui, Contractors
	ICT knowledge and experience.
	The successful candidate will be bilingual both verbally and written.

**Hikurangi Takiwa Trust**  
**Expression of Interest (1c)**

<b>Mahi</b>	Trust Financial Administration
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 October 2014 – 31 January 2015 (check date)
<b>Contract Price</b>	\$3,000-\$4,000
<b>Work Overview</b>	This role involves assisting Hikurangi Takiwa Trust to achieve its objectives by providing accurate and timely financial records, transaction processing, financial monitoring and reporting.  (1) Co-ordinating the preparation, collation & dissemination of financial records for meeting papers at each Hapu Takiwā hui, in a timely fashion for informed decision making.  (2) Manage effectively the contractual obligations of contracts for service, and any other financial obligations of the trust. Ensuring all financial papers and resources are available for each meeting.  (3) Maintenance of Legal Compliance through IRD & Government policy that require the Hapu cluster to update their practice, and any additional information or reasonable tasks needed when required.
<b>Preferred skills &amp; experience</b>	<ul style="list-style-type: none"> <li>• IRD support</li> <li>• Government Agencies</li> <li>• Auditing</li> <li>• Prepared to answer queries</li> <li>• Trust Structure &amp; Finances</li> </ul>
<b>Accountability</b>	Hikurangi Takiwa Trust
<b>Other Information</b>	Work in conjunction with Trustees and Hapu Members
	Work in conjunction with stakeholders such as TRoNPnui, Contractors
	ICT knowledge and experience.
	The successful candidate will be committed to the financial wellbeing of the trust.

**Hikurangi Takiwa Trust**  
**Expression of Interest (2a)**

<b>Position</b>	Project Coordination – Marae Reader Sample, Mātauranga Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 October 2014 – 31 January 2015 (check date)
<b>Contract Price</b>	\$6,000-\$10,000
<b>Work Overview</b>	Facilitate and support nga pa tokoono o Hikurangi Takiwa and a production team appointed by them to produce a six-page marae reader sample (one per pa). Can be E-published as well as hard copy (amount tbc); Design base template that is consistent across all 6 pa of Hikurangi Takiwa. Elements of design and content must consider <i>whakapapa, whenua, reo and common elements should include pepeha, imagery from Marae etc</i> Project coordinator is responsible for procuring the services of a print house to produce the marae reader and costs to be drawn from the overall budget. Evaluate project with particular consideration for: future demand for matauranga resources, marae collaboration, capability of HTT, effective resourcing and distribution models
<b>Preferred skills &amp; experience</b>	Experience in compiling and publishing stories and articles; Knowledge of Hikurangi Takiwa pa and their whanau, home and away; Experience working with non-government organisations/ not for profit sector/ Maori whanau; Te reo Maori me ona tikanga
<b>Accountability</b>	Working Group of Hikurangi Takiwa Trust
<b>Other Information</b>	This work is part of a suite of initiatives established by the <i>He Rautaki Matauranga mo Hikurangi Takiwa (Matauranga Strategy)</i> . This was developed with assistance from the Ngati Porou Education Project sponsored by Te Runanganui O Ngati Porou (TRONP). Some timeframes may relate directly to the participation agreement the Trust has with TRONP.  The Working Group has delegated authority from HTT to provide management and operational assistance to undertake the activities necessary to realise the purpose and aims of the Trust  Auahi Kore Project (Video Filming & Editing) & Conservation Planning (GIS Mapping) may be relevant to this project also.

**Hikurangi Takiwa Trust**  
**Expression of Interest (2b)**

<b>Position</b>	Archiving, Mātauranga Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 October 2014 – 28 February 2015
<b>Contract Price</b>	\$3,000-\$5,000 (up to 200 hours)
<b>Work Overview</b>	To establish a hapu matauranga database of hapu taonga Scope whanau and organizational repositories of/ for hapu significant taonga Design and establish appropriate facility/ies with relevant access, intellectual property, quality assurance, storage and retrieval protocols. Evaluate project with particular consideration for archive/ taonga trends, collaboration of whanau, marae and hapu, capability of HTT, effective resourcing models
<b>Preferred skills &amp; experience</b>	Te reo me ona tikanga. archives management, research, database design and management, oral history experience, intellectual property, working with whanau, hapu and marae.
<b>Accountability</b>	Working Group of Hikurangi Takiwa Trust
<b>Other Information</b>	This work is part of a suite of initiatives established by the <i>He Rautaki Matauranga mo Hikurangi Takiwa (Matauranga Strategy)</i> . This was developed with assistance from the Ngati Porou Education Project sponsored by Te Runanganui O Ngati Porou (TRONP). Some timeframes may relate directly to the participation agreement the Trust has with TRONP.
	The Working Group has delegated authority from HTT to provide management and operational assistance to undertake the activities necessary to realise the purpose and aims of the Trust
	Auahi Kore Project (Website Design) & Conservation Planning (Residents research) may be relevant to this project also.

**Hikurangi Takiwa Trust**  
**Expression of Interest (2c)**

<b>Position</b>	Research – Takiwa Profile Project, Mātauranga Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 October 2014 – 30 June 2015 (end date tbc)
<b>Contract Price</b>	\$10,000 - \$12,000 (500+ hours)
<b>Work Overview</b>	Design, plan and implement this Takiwa Profile research project <ul style="list-style-type: none"> <li>- Evaluate key data sets to inform survey design and engagement plan with households and landowners within Hikurangi Takiwa</li> <li>- Train interviewers/ enumerators and implement survey</li> <li>- Accurately collate and record survey responses</li> <li>- Produce, present, disseminate research results (kanohi kitea and digital modes)</li> <li>- Appropriate evaluation of project</li> </ul>
<b>Preferred skills &amp; experience</b>	Te reo me ona tikanga. Research skills and experience – statistical analysis, survey design, community engagement, enumeration, analysis, results dissemination and presentation, hui facilitation, train and supervise research assistant/s, project evaluation. IT skills. Leadership and team facilitation.
<b>Accountability</b>	Working Group of Hikurangi Takiwa Trust
<b>Other Information</b>	This work is part of a suite of initiatives established by the <i>He Rautaki Mātauranga mo Hikurangi Takiwa (Mātauranga Strategy)</i> . This was developed with assistance from the Ngati Porou Education Project sponsored by Te Runanganui O Ngati Porou (TRONP). Some timeframes may relate directly to the participation agreement the Trust has with TRONP.
	The Working Group has delegated authority from HTT to provide management and operational assistance to undertake the activities necessary to realise the purpose and aims of the Trust
	Elements of the Auahi Kore Project & Conservation Planning may be relevant also.



**Hikurangi Takiwa Trust**  
**Expression of Interest (2d)**

<b>Position</b>	Communications Strategy, Mātauranga Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 October 2014 – 30 June 2015 (end date tbc)
<b>Contract Price</b>	\$3,000-\$5000
<b>Work Overview</b>	Advise and develop a Communications Strategy for/ with the Trust to enable nga uri o nga hapu o te rohenga tipuna o Hikurangi to be informed, participate in information sharing and decision-making processes. Identify key communication elements and budget for optimum digital platform/s to support the purpose and aims of the Trust.
<b>Preferred skills &amp; experience</b>	Te reo me ona tikanga Communications and media management
<b>Accountability</b>	Working Group of Hikurangi Takiwa Trust
<b>Other Information</b>	This work is part of a suite of initiatives established by the <i>He Rautaki Matauranga mo Hikurangi Takiwa (Matauranga Strategy)</i> . This was developed with assistance from the Ngati Porou Education Project sponsored by Te Runanganui O Ngati Porou (TRONP). Some timeframes may relate directly to the participation agreement the Trust has with TRONP.  Elements of the Auahi Kore Project & Conservation Planning & Matauranga Project may be relevant also.

**Hikurangi Takiwa Trust**  
**Expression of Interest (3a)**

<b>Position</b>	Environmental Planning, Conservation Planning Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary) Landowners within Hikurangi Takiwa
<b>Contract Term</b>	Up to 700 hours from 1 November 2014 to 31 October 2015
<b>Contract Price</b>	\$15,000-\$20,000
<b>Work Overview</b>	Plan and implement the State of the Rohe environmental assessment & planning project including: <ul style="list-style-type: none"> <li>- Environmental assessment, indicators and scoping for establishing baseline</li> <li>- Resident, landowner and agency engagement (face to face, online survey, etc.)</li> <li>- Focus group hui and interviews and appropriate processing of information collated</li> <li>- Data gathering and evaluation of technical information</li> <li>- Environmental report writing</li> </ul> Produce, present, disseminate research results (kanohi ki te kanohi and digital modes)
<b>Preferred skills &amp; experience</b>	<ul style="list-style-type: none"> <li>- basic level of Te Reo me ona Tikanga</li> <li>- facilitating community participation</li> <li>- environmental assessment &amp; baseline establishment</li> <li>- technical evidence gathering, analysis, collation and reporting</li> <li>- working with CRI, local authorities and environmental monitoring agencies</li> <li>- resource management legislation</li> <li>- working with whanau, hapu and marae</li> </ul>
<b>Accountability</b>	Working Group of Hikurangi Takiwa Trust
<b>Other Information</b>	Auahi Kore Project (Video Filming & Editing) & Matauranga Project (Takiwa Profile) may be relevant to this project also.

**Hikurangi Takiwa Trust**  
**Expression of Interest (3b)**

<b>Position</b>	GIS Mapping, Conservation Planning Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Environmental Researcher – Conservation Planning Project Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	Up to 100 hours between from 1 November 2014 to 31 October 2015
<b>Contract Price</b>	\$2,000-\$3,000
<b>Work Overview</b>	Provide mapping and GIS expertise to the Trust Produce, present, disseminate research results (digital modes) Convene a basic GIS mapping workshop for the hapū
<b>Preferred skills &amp; experience</b>	GIS Mapping experience (design, data entry, retrieval, etc.)
<b>Accountability</b>	Working Group of Hikurangi Takiwa Trust
<b>Other Information</b>	Other Trust initiatives may be relevant to this project also

**Hikurangi Takiwa Trust**  
**Expression of Interest (4a)**

<b>Mahi</b>	Social Media Campaign Management & Online Discussion Facilitation, Auahi Kore Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 November 2014 – 31 August 2015
<b>Contract Price</b>	\$3,000-\$5,000
<b>Work Overview</b>	This role involves leading a social marketing campaign via social media platforms including, but not limited to: Facebook, Twitter, Instagram, YouTube, etc. The aims of the campaign are to: (1) engage younger members of the hapū who are at risk of or already smoking and encourage them to reflect and act on the benefits of a smokefree lifestyle; (2) increase the contacts the Trust has with hapū members so that future initiatives can more easily engage a larger proportion of the hapū population.
<b>Preferred skills &amp; experience</b>	<ul style="list-style-type: none"> <li>• Social media management</li> <li>• Online engagement and discussion facilitation</li> <li>• Motivational Interviewing &amp; Cognitive Behavioural Therapy (CBT)</li> <li>• Designing for social media</li> <li>• Social media advertising campaigns</li> </ul>
<b>Accountability</b>	Project Manager (Trust Working Group)
<b>Other Information</b>	Work in conjunction with Website Development
	Work in conjunction with Video, Film & Editing
	Participate with Programme evaluation
	The successful provider will be Smokefree

**Hikurangi Takiwa Trust**  
**Expression of Interest (4b)**

<b>Mahi</b>	Video, Filming & Editing, Auahi Kore Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 November 2014 – 31 August 2015
<b>Contract Price</b>	\$2,000-\$4,000
<b>Work Overview</b>	This role involves leading the production of a series of short video clips featuring pakeke from the hapū talking about their memories and experiences of smoking – it may be their own experience and/or memories or current experiences they have with whānau members who have smoked and the effects of this.
<b>Preferred skills &amp; experience</b>	<ul style="list-style-type: none"> <li>• professional video/film production</li> <li>• managing relationships with film subjects</li> <li>• oral history interviewing</li> <li>• ethics and consenting issues for filming</li> <li>• technical expertise in lighting, sound, filming, editing and uploading</li> <li>• Auahi Kore lifestyle</li> </ul>
<b>Accountability</b>	Project Manager (Trust Working Group)
<b>Other Information</b>	Work in conjunction with Social Media Campaign
	Work in conjunction with Website Development
	Participate with Program evaluation

**Hikurangi Takiwa Trust**  
**Expression of Interest (4c)**

<b>Mahi</b>	Project Evaluation, Auahi Kore Project
<b>Functional Relationships</b>	Hikurangi Takiwa Trust Nga pa tokoono o te rohenga tipuna o Hikurangi Working Group of Hikurangi Takiwa Trust Project participants & hapū members Other contractors to the Trust (as appropriate or necessary)
<b>Contract Term</b>	1 November 2014 – 31 August 2015
<b>Contract Price</b>	\$2,000-\$4,000
<b>Work Overview</b>	This role involves the design, implementation and reporting of an evaluation for the Auahi Kore project.
<b>Preferred skills &amp; experience</b>	<ul style="list-style-type: none"> <li>• Formative, Process and Outcome evaluation for social marketing and community development initiatives</li> <li>• Evaluation design &amp; report writing</li> <li>• Health research</li> <li>• Auahi Kore lifestyle</li> </ul>
<b>Accountability</b>	Project Manager (Trust Working Group)
<b>Other Information</b>	Work in conjunction with contractor/s for Social Media Campaign & Pā Engagement, Website Developers & Film & Editing contractors