



**Request for Proposals (RFP)
for the service provision of**

**Research and engagement with victims and survivors
in Nottinghamshire with lived experience of violence
against women and girls**

Ref: 2022/824

Issue Date: 21 November 2022

Return Date: 5 December 2022

1 Preamble

The Police and Crime Commissioner for Nottinghamshire (“the Commissioner”) is inviting proposals to deliver research and engagement with victims and survivors in Nottinghamshire with lived experience of violence against women and girls. The purpose of the activity is to shape the Commissioner’s refreshed Violence Against Women and Girls Strategy. The Commissioner’s detailed requirements are defined in the Specification. The Specification provides potential Bidders with the relevant information to enable them to tender to deliver the work.

1.1 Procurement timetable

This procurement process is intended to follow the timeline below:

a) 1 .Request for Proposals issued:	21 November 2022
b) 2. Deadline for questions	Midday 30 November 2022
c) 3. Deadline for Proposal submission	10am 5 December 2022
d) 4. Proposal evaluation	w/c 5 December 2022
e) 5. Contract Awarded	w/c 5 December 2022
f) 6. Contract Strategy/Delivery Meeting	w/c 12 December 2022

Please note that the Commissioner reserves the right to amend this timetable and steps 4 to 6 inclusive are provided for indicative purposes only.

1.2 Questions

Any queries about this document, the procurement process, or the proposed contract itself, should be emailed to Alexa Robertson at Commissioning@Notts.police.uk .

Please note that the deadline for questions is midday 30 November 2022.

1.3 Submission of Proposal

Bidders should complete and submit the following:

- a signed Tender Declarations form;
- the Tender Response Document;
- the Pricing Response Document; and
- up to date CVs for all personnel that will be involved in delivering the project, including evidence of current vetting/clearance level.

The Commissioner welcomes proposals from consortia of individuals or organisations which bring different skills sets and are able to provide the skills and experience required to deliver the requirement. If your proposal includes other individuals or organisations then detail should be provided of who will deliver which part of the proposal.

Proposals, which should be received no later than 10am on 5 December 2022, should be submitted to Commissioning@Notts.police.uk.

1.4 Evaluation of quotations

Mandatory requirements must be met for proposals to be considered. Mandatory requirements are outlined in Other Requirements on page 7.

Based on the information provided by Bidders, and once mandatory criteria are met, each submission will be evaluated based on the following quality and price criteria. The award criteria are designed to allow the selection of the proposal that represents the most economically advantageous tender, rather than lowest price alone.

	Score available	Weighting %
Experience and knowledge		
Proven track record of delivering similar research, engagement or co-production with diverse groups within limited timescales. Experience of effective quantitative and qualitative research and conducting interviews and/or focus groups with victims/survivors and/or vulnerable people	5	25
Significant insight and understanding of violence against women and girls, how victims and survivors are affected by it, and the landscape that exists to tackle VAWG including the role of the Commissioner	5	10
Methodology and plan		
Credible project methodology which is likely to lead to desired results	5	15
Delivery plan which includes granular detail of relevant activity with realistic time allocations with dependencies, risks and mitigating actions clearly identified	5	13
There is a clear delivery and management structure which is likely to lead to desired results.	5	7
Quality		
There is an overall total of 70% of the marks available for quality		70
Price		
There is an overall total of 30% of the marks available for price	5	30
Total		100

Each section will be scored on the basis of 0 – 5 where:

Assessment	Score	Interpretation
Excellent	5	Exceeds the requirement. Exceptional demonstration by in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer

		potential added value, with evidence to support the response.
Good	4	Satisfies the requirement with minor additional benefits. Above average demonstration in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	3	Satisfies the requirement. Demonstration in the Bid of the understanding and skills required to provide the services, with evidence to support the response.
Minor Reservations	2	Minor reservations. Some minor reservations of the Bidder's understanding and skills required to provide the services, with little or no evidence to support the response.
Serious Reservations	1	Major reservations. Considerable reservations of the Bidder's understanding and skills required to provide the services, with little or no evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding and skills required to provide the services, with little or no evidence to support the response.

Proposals must meet or exceed the minimum score of 60% of the quality marks available. Failure to meet the minimum score will result in the bid being rejected.

Proposals will be scored by a panel against the criteria above, with the highest scoring bid being awarded the contract. The panel is likely to include strategic VAWG leads from the Office of the Police and Crime Commissioner and local authorities.

With regards to the price evaluation for overall costs the lowest price proposal will be awarded the maximum price score of 30% and all other quotations will be scored relative to that. Below is an example calculation:

Bid 1 - £10,000 = $10,000/10,000 \times 30 = 30\%$

Bid 2 - £15,000 = $10,000/15,000 \times 30 = 20\%$

Bid 3 - £20,000 = $10,000/20,000 \times 30 = 15\%$

2 Specification

2.1 Context

Violence Against Women and Girls refers to acts of violence or abuse that disproportionately (but not exclusively) affect women and girls. Crimes and behaviour covered by this term include rape and other sexual offences, domestic abuse, stalking, 'honour'-based abuse (including female genital mutilation forced marriage, and 'honour' killings), as well as many others, including offences committed online.

This document refers to "violence against women and girls", however this term refers to all victims of these offences.

The Police and Crime Commissioner for Nottinghamshire ("the Commissioner") has a wide remit to cut crime, improve community safety and support victims of crime in Nottingham and Nottinghamshire. Caroline Henry was elected as Police and Crime Commissioner for Nottinghamshire in May 2021. Her Make Notts Safe Plan includes a commitment to refresh and deliver Nottinghamshire's Violence Against Women and Girls Strategy.

Following a series of workshops with a range of specialist VAWG organisations, the Office of the Nottinghamshire Police and Crime Commissioner (OPCC) has co-produced a draft theory of change to underpin the refreshed VAWG strategy. Draft strategic objectives have also been identified. The PCC now seeks independent consultancy support to engage with VAWG victims, survivors and stakeholders to help us co-produce the final theory of change and strategy. The final strategy will be written by the OPCC in February and published in early March 2023.

Inclusion is a key priority within the draft theory of change, encompassing both the need for greater accessibility and reach of services; and for victims and survivors with lived experience of VAWG to shape services.

2.2 Aims and objectives of the consultancy

The aim is to engage with victims and survivors with lived experience of VAWG; to gather their views and recommendations to co-create the final theory of change and strategy.

The objectives are to:

- a) Engage with victims, survivors and stakeholders to co-produce strategic goals and actions to prevent and respond to VAWG, support victims and survivors, ensure all activity is inclusive of the diversity of women and girls in Nottingham and Nottinghamshire and that we have a robust system wide response. The engagement activity must include victims and survivors with lived experience across all protected characteristics and VAWG related crime types
- b) Make recommendations for the final theory of change and strategy.

- c) Produce a report including an Executive Summary on the consultancy which includes background, methodology, key findings and recommendations.
- d) Present the findings to the PCC and VAWG sector stakeholders.

2.3 Scope

The requirement includes engagement activity, specifically:

- Working with a diverse range of providers to identify opportunities to listen to and engage with women and girls with lived experience of VAWG* to shape the draft theory of change and co-create the vision, aims and key priorities for the refreshed strategy; and
- Capturing the views of stakeholders of VAWG services to shape the draft theory of change and co-create the vision, aims and key priorities for the refreshed strategy.

Many of the offence types, circumstances and harms included in the Government's VAWG definition also affect boys and men in Nottingham and Nottinghamshire. Research and engagement with men and boys will be a later area of focus and as such is not in scope for this requirement.

Writing the final version of the VAWG strategy is out of scope.

- * The OPCC is working with local VAWG specialist providers to identify key opportunities and dates that the successful Bidders may be able to use to engage with victims and survivors. These will help the Bidder to deliver within the timescale.

3 Methodology

The draft theory of change will be shared with the successful Bidder.

In their response, Bidders should specify the methodology that they will use. However please note we anticipate that the consultants will need to work closely with multiple and diverse specialist VAWG providers to arrange focus groups and interviews with victim and survivors. Around 20 specialist providers have been involved in the co-production of the theory of change to date. In addition, the providers will need to work with VAWG stakeholders to capture their views about the theory of change and strategy.

Research must be conducted in line within a social research ethical code of conduct such as the Market Research Society's Code of Conduct or similar. All consultation activity should be sensitive to the needs of victims and survivors and create a safe environment for victims and survivors to participate in any discussion. Debrief support for victims should be offered for participants, this will be provided by specialist VAWG providers and co-commissioned domestic abuse and sexual violence helplines.

4 Price

Bidders must quote a fixed price for the contract, which should include:

- Staff costs – how many days each consultant will provide on what daily rate
- Expenses if not included in daily rate
- Other costs if relevant
- Detailed breakdown of fees to other organisations if you are submitting a consortia bid

Prices should exclude VAT.

The consultants will be paid on receipt of a satisfactory report agreed with Notts OPCC

Up to £20,000 is available to undertake this consultation.

5 Results

It is expected that the following deliverables will be produced as part of the research:

- following the contract strategy meeting with the OPCC, a final research brief potentially to include adjusted timeline
- research questions for victims and stakeholders
- update reports as agreed with Notts OPCC
- powerpoint presentation on findings
- written report detailing findings and analysis from consultation, recommendations for the strategy and future service delivery and rationale for recommendations. An executive summary should be included in the final report.

6 Timescales

The panel will meet week commencing 5 December to consider all applications, with the successful Bidder notified by 9 December 2022. A contract delivery meeting will be held with Notts OPCC during the week commencing 12 December 2022.

It is expected the research will be completed with the final report submitted electronically and in hard copy to Notts OPCC by 10 February 2023. There is very little flexibility in the timescale.

7 Other requirements

In addition to the consultation being conducted within a social research ethical code of practice, all personnel in contact with victims directly (through interviews and focus groups) or indirectly such as managing any data in relation to interviews or focus groups or victims contact details, must have either current police vetting (NPPV Level 2), a current clean enhanced DBS check or other appropriate safeguards in place. This is a **mandatory** requirement and quotations which do not comply will not be considered.

Given the risk of re-victimisation, the provider must work with specialist providers to ensure that support is provided to victims and survivors during and after any focus groups or interviews. The provider should also signpost Nottinghamshire Domestic Abuse Helpline and Notts SVS Service helpline to all participants.

The Commissioner is looking for experienced researcher/s who have relevant experience in managing social research projects, analysing data both qualitative and quantitative, designing and conducting surveys, interviews and focus groups, and report writing. The selected researcher/s must be able to demonstrate credible understanding of working with victims, survivors and vulnerable adults, of the issues around tackling violence against women and girls and the Commissioner's role within that.

As part of this consultancy the provider/s will need to demonstrate an ability to apply independent social research practice across a range of agencies and sectors to establish rigor, reliable evidence and insights that cover victims' and survivors' journeys.

The research and consultation must be provided by an organisation which does not currently provide or have an interest in providing in frontline VAWG services in Nottingham/shire.

8 Terms and Conditions

Any purchase order or contract awarded to an organisation as a result of the acceptance of their quotation by the Commissioner will be in accordance with the following research agreement.



Research Agreement
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