



Invitation to Tender

Title: Equal Representation Consultant

Deadline for receipt of tender proposals: 12 noon, 30th April 2017

Background:

Engender is Scotland's feminist membership organisation. We have a vision for Scotland in which women and men have equal opportunities in life, equal access to resources and power, and are equally safe and secure from harm. One of our areas of work is on women's political representation.

As one stream of our work on political representation, Engender has created a project partnership with Equality Network, Stonewall Scotland, CEMVO, BEMIS, Women 50:50 and Inclusion Scotland, to take forward work to ensure that Scotland's elected representatives truly reflect the diversity of the Scottish population – improving democracy, increasing engagement in public life and enriching political discourse.

We have secured funding for a specific project to engage with political parties to develop an online tool and app. This tool will enable national parties, regional structures and branches in Scotland to undertake self-assess across a range of themes and determine the extent to which they are enabling diversity within their organisation at all levels, from activists to elected representatives. The tool will then produce a tailored action plan for steps that they can take to advance equality and diversity across their activities.

The project will be developed in collaboration with political parties to ensure that it is informed by the ways in which political parties organise and operate. The tool itself will be piloted with a small number of local branches from a range of political parties, to ensure that it is effective, accessible and relevant to all of their different contexts.

The overall aim of the project is to increase the diversity of participants at all levels in political parties and communities.

Further information on the background of the project can be found at the end of this invitation to tender in Appendix 1

Although tools have been produced in Scotland to increase women's participation in public life, and there are a variety of programmes and initiatives that involve protected groups in mentoring and capacity building, this is an innovative approach to underrepresentation. The Think Business, Think Equality tool, created by Close the Gap to tackle barriers to women's equal labour market participation, provides a template for the approach of the equal representation tool. It is strongly advised that you refer to this prior to submitting your proposal.
<http://www.thinkbusinessthinkequality.org.uk/>

Section 1: Specification

Introduction

Engender is seeking a suitably experienced consultant to engage with equalities organisations and political parties to produce the written content for the online tool and app, and to work with political parties to pilot the tool.

We have separately appointed a developer for the tool, and design and IT development is outside the scope of this contract.

Requirements

Our requirements for the content of the online tool and app are that:

- (a) It will inform political parties about the benefits of equality and diversity in political representation.
- (b) It will enable parties and branches to carry out an audit of all of their activities, divided into relevant and accessible modules, and produce individualised action plans for improving equality, diversity, and inclusion among their members, activists, branch officers (and equivalent) and candidates.
- (c) It is piloted by a range of political parties, and activists from different levels of party structures

In order to provide the best content the consultant will be required to:

- (a) Engage with equality partners to identify information on the barriers to participation for each protected group and the steps which would remove them.
- (b) Work with equality partners to develop an approach to removing barriers where no such approach currently exists, so that political parties have a clear set of actions to follow to improve equality, diversity, and inclusion.
- (c) Create content which is accessible and clear to activists and party officers who are not expert in equality, diversity, or inclusion, or may have limited knowledge about one or more protected characteristics.

Procurement and Project Timetable

Event	Date/Time
Tender Notice posted	<i>10th April 2017</i>
Tender response deadline	<i>12 noon, 30 April 2017</i>
Interview date	<i>11th May 2017</i>
Anticipated contract award	<i>By 13th May</i>
Completion Date	<i>October 2017</i>

Duration of Contract

The contract will be for 6 month period. We anticipate that the majority of the work will be carried out in May, June and July.

Interim milestones and deliverables will be agreed at a kick-off meeting and will be contingent on the detailed project design.

Management

The project has a steering group made up of representatives of organisations involved in the funded project. In delivering this project, the consultant will report to Catriona Kirkpatrick, Development Manager, Engender. Regular review meetings and updates will be agreed between Engender and the consultant, including attendance at steering group meetings when required.

Contract value

The maximum estimated value for this contract is **£18,000 inclusive of VAT and all expenses**. Bids in excess of this will be excluded for being unaffordable.

Payment structure and billing requirements

Payments will be made in 3 instalments subject to agreed project outputs being achieved. Invoices should be submitted and will be paid within 7 days of receipt.

Evaluation criteria

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly demonstrate how you meet each of the criteria with specific examples. Your responses should be supported by evidence, including previous successful implementation of projects of a similar nature.

	Criteria
1	<p>Demonstrate your experience of delivering projects, in particular in relation to developing tools for transformative change.</p> <p>We are particularly interested in your experience in relation to:</p> <ul style="list-style-type: none"> • Addressing issues of particular concern to specific protected groups • Identifying practical solutions to complex and partly understood problems • • Engaging with political parties • Engaging with equality organisations •
2	<p>Detail the skills and knowledge that you have to deliver this project including any relevant examples. We would particularly like to know about the following skills and knowledge:</p> <ul style="list-style-type: none"> • Analysing and summarising complex qualitative information • Creating tools or guidance materials • Understanding of equality and the needs of groups of people with protected characteristics • Ability to work with a range of stakeholders with different perspectives and priorities • Ability to work to tight timescales • Communication skills, including writing succinctly for online
3	<p>Set out your methodology for delivering the specified content, and including your reasons for proposing this approach, and the ways in which you will manage any risks.</p>
4	<p>Provide a detailed project delivery plan.</p>

The 3 bidders with the highest scores will be interviewed and asked to make a presentation to a selection panel on 11th May 2017.

Schedule of Charges

Bidders shall complete the schedule of charges below estimating the number of days and travel and subsistence costs associated with their bid. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

Expenditure	Quantity	Unit costs	Total
Sub-total			
VAT			
Total Price including VAT and expenses (this figure will be used to calculate your price score)			

Section 2:

Instructions to tenderers

Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in this document.

Nothing in this documentation, or any other communication made between Engender and any applicant, can be considered a contract or agreement at this stage.

Tendering

Engender reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

Engender reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

Engender is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, post-tender negotiations or interviews.

Return of Tender

You must complete and submit your tender response/proposal electronically by the tender response deadline of **12 noon on 30th April 2017**. Please send completed proposals to Catriona Kirkpatrick at Catriona.Kirkpatrick@engender.org.uk with the subject line Equal Representation Proposal.

Appendix 1

Theory of Change Document

NOTE: This theory of change relates to a wide grouping of equalities organisations working on representation. Some, but not all, of these organisations are involved in this funded work. The work of the wider Equal Representation Coalition will continue in parallel to the creation of the online tool.

Who is the equal representation project?

Engender (currently providing secretariat capacity), Women 5050, Inclusion Scotland, the 1 in 5 campaign, CEMVO, CRER, BEMIS, the Scottish Refugee Council, Stonewall Scotland, the Equality Network, LGBT Youth Scotland, the Scottish Youth Parliament

What is our vision?

We have a vision for Scotland where our elected representatives truly reflect the diversity of the Scottish population – improving democracy, increasing engagement in public life, enriching policy decisions, and therefore bringing benefits to all.

How can political parties help achieve this vision?

1. Commit to the vision for meaningful representation as set out by equalities organisations.
2. Audit the diversity of party members, activists, staff, candidates and elected representatives at all levels, creating a benchmark against which to monitor change.
3. Set targets, and/or quotas where applicable, where there is under-representation, taking account of intersectionality and individuals' multiple identities, and implement actions to meet any targets set.
4. Audit and address barriers to participation in all party activities, including but not limited to, standing in elections.
5. Commit to support and work with organisations and campaigns working to increase the participation of under-represented groups.

What do we know already?

- Parties recognise the problem of underrepresentation in politics
- Parties are currently not doing enough to address this problem
- Parties and branches have sought support from organisations in the Equal Representation group to help them tackle this problem
- Change needs to be made at all levels of party politics in order to be effective
- Different parties have different structures and autonomy levels

- Within the organisations working on this project, there is a wealth of knowledge about the barriers, and strategies to overcome them, affecting:
 - o Women
 - o BME people
 - o Disabled people
 - o LGBTQI people
 - o Young people

How can equalities organisations support Political Parties to achieve these asks?

The group will work together to push for equal representation at all levels, independently of any funded projects. This will include:

- Lobbying and supporting parties to commit to the vision and asks of the group;
- Working individually on projects which encourage and support diverse candidates, monitor parties' efforts for equal representation, encourage community action for equal representation;
- Continuing to monitor progress of representation with elected bodies and political parties and set ambitious aims for improved participation;
- Revisiting the vision and aims of the group as needed and ensuring that our work continues to target the right levers;
- Engaging with and constructively challenging the Scottish Government's work on this issue;
- Sharing information about projects, opportunities, and intelligence, and working together where appropriate on related equal representation work;
- Supporting the work around equal representation of other organisations in the group, particularly with regards to the 2017 council elections.

How can an additional funded project support this work?

In addition to the above, funding will be used to develop a short-term project which will complement the continuous action of the group. The project will:

- Collate and communicate the expertise of the group around barriers and how to overcome them;
- Enable parties, local branches and community groups to fulfil the asks of the equal representation group (particularly asks 2, 3 and 4 relating to collecting and analysing data, setting targets and addressing barriers to participation);
- Provide baseline data for the group and parties;
- Engage with parties, encourage them to promote the tool to local branches and use it nationally, nominating a named person to be a key contact.

What are our principles for funded projects?

- Projects must be led by need, not simply by the offer of funding;
- Any funded project must complement the vision and asks, and should not replicate work already being undertaken by the group;
- Projects must be evidence based with clear opportunities to evaluate progress.

Appendix 2

Draft Project Plan

Date	Funded project
31 st March	Confirmation of: <ul style="list-style-type: none">- partners' involvement.- staff leads and skill-set.- project plan and timetable.- project management structure.
w/c 3 rd April	Draw up and agree tender document.
w/c 10 th April	Recruitment of consultant.
w/c 8 th May	Confirmation of consultant. Publicity of project (to tie in with local elections).
w/c 15 th May	Creation of tool development plan by consultant.
May onwards	Consultation work with partners, parties. Tool development. Identify potential pilot testers.
August	Testing of tool with pilot testers. Creation of publicity and merchandise.

September	Launch of tool.
October	Analysis of initial results to create baseline.

Proposed project management:

- The project will be managed by a steering group of organisations involved. Their role will be
 - o Oversight of the project.
 - o Providing links and communication between the work of the consultant and the wider Equal Representation Coalition.
- Management surrounding the bid including management, reporting and finance will be undertaken by Engender's Development Manager.

Proposed responsibilities of organisations involved in the work:

- All organisations involved in the bid will
 - o Attend the majority of meetings to discuss the project.
 - o Contribute to development of the logic models of the tool.
 - o Ensure that the relevant members of staff/volunteers are available to assist the consultant in identifying the barriers and participation needs of the people your organisation advocates for.
 - o Support and promote the funded project throughout their other core work around representation and participation.

Proposed responsibilities of the consultant:

- Liaise with organisations to identify key barriers to participation, and methods to remove these barriers.
- Create content for the tool and associated website including content relating to protected characteristics (in consultation with organisations) and guidance on using the tool.
- Liaise with political parties and other relevant contacts to identify pilot groups for the tool.
- Undertake analysis of initial results of the tool