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**Consultant Brief**

**Title:**Primary Prevention of VAWG in Policymaking Network Development

**Deadline for receipt of tender proposals:** **9am Thursday 27th June 2024**

**Delivery date:** The final report for this project needs to be completed by **Monday 3rd February 2025**

**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.

Engender’s Delivering Equally Safe funded project focuses on how different areas of public policy – including those outwith justice and equalities domains – can prevent violence against women and girls from occurring by tackling the root cause: women’s inequality.

On the 28th of March 2024, we brought together over 50 policy professionals from across 30 organisations at our Primary Prevention of VAWG in Policymaking Conference. This conference succeeded in bringing together a range of policy professionals and expertise, including many people new to gender mainstreaming and VAWG issues.

Many attendees expressed a desire for more cross-sector collaboration and knowledge-sharing

opportunities on the issue of primary prevention in policymaking. In the next phase of our project, we are seeking to explore how we can develop these opportunities and make recommendations for the future development of this work.

**Purpose:**

We are seeking a consultant to facilitate a programme of engagement and participatory research to build on and explore the ideas generated at our conference and to provide opportunities for a range of partners to collaborate and create opportunities for cross-sector and cross-policy working across Scotland.

**Role of the consultant:**

The consultant will be expected to:

* Host a roadshow of engagement events in local areas, delivering presentations and facilitating workshops on Primary Prevention on Violence Against Women and Girls in Policymaking across Scotland (baseline presentations and resources will be provided) to raise awareness and encourage engagement.
* Work with partners across Scotland to undertake a mapping exercise to identify what Primary Prevention in Policy work is currently being undertaken and highlight examples of good practice
* Using the above information, conduct a gaps analysis and assessment of need
* Work with local partners to explore the possibility of setting up an information exchange platform similar to SCVO Basecamp
* Work with local partners to explore increased opportunities for collaboration, information sharing and networking
* Produce a report summarising the learning from the project with recommendations for next steps
* Present their findings at a multi-agency event in March 2025

**We are seeking a consultant with experience or knowledge of:**

* A feminist analysis of violence against women and girls
* A solid understanding of primary prevention of violence against women and girls
* Presentation, facilitation and group work skills
* Participatory research design and implementation
* Evidence gathering and analysis
* Presenting findings

**Deliverables / Outputs:**

An interim report outlining the initial findings of the project and detailing the next steps

A final report summarising;

* What work is currently being undertaken, where,
* Any gaps in activity that should be addressed
* Recommendations for developing information-sharing / networking

**Section 2**

**Evaluation criteria**

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/previous successful implementation of projects of a similar nature.

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|  | **Criteria** |
|  | Sound understanding of issues relating to men’s violence against women  Experience of conducting small-scale research projects  Knowledge of the Scottish policy context  Experience of delivering presentations and facilitating group work  Experience of proactively networking to seek out respondents |
|  | Please detail relevant information about your bid in respect of:   * Your ethical values, including commitment to intersectional equality * How you will manage any risks to this project |

# **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. Engender staff are currently working in a hybrid way between home and our office bases in Glasgow and Edinburgh, as many meetings are still taking place online.

The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred. The maximum available for this project is **£20,000 (inclusive of the costs of engagement activities)**

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

**Instructions to tenderers**

Please submit your tender offer outlining how you would deliver this project within the prescribed timescales in accordance with all 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.

All commissioned work will need to adhere to your institution’s Research Ethics Guidelines, Code of Conduct and Safeguarding policies if applicable.

## 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 **9am** on **27.06.24.** Please send completed proposals to Catriona Kirkpatrick at [catriona.kirkpatrick@engender.org.uk](mailto:catriona.kirkpatrick@engender.org.uk) with ‘Primary Prevention in Policymaking Network Development’ in the subject line in your email.

If subsequent interviews are required these will take place via Zoom during the week beginning 7th July and relevant bidders will be contacted to arrange a suitable date and time.