

The Women's Organisation

Workplace Wellness of Women Project Evaluation

Tender Brief and Response Document

Deadline for responses: 10am Monday 02/05/2023

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Part A: Guidance

1. Introduction and background

The Women's Organisation is award-winning charity and social enterprise providing women's social, economic and community development, training services, and learning opportunities to individuals and SMEs in England and internationally. As the largest dedicated developer and deliverer of women's economic development, training and support across the UK, we work collaboratively with over 100 partner organisations, including VCSE organisations, social enterprises, Registered Housing Landlords, Health Trusts, small business representative bodies e.g. FSB and IOD, and infrastructure organisations, to develop and deliver a number of publicly funded services which respond to the needs of women.

Based in Liverpool and working across Liverpool City Region and Greater Manchester, we deliver face-to-face and online services or women creating, and leading their own organisations and for small businesses generally through skills development and wider support.

Women's Health Strategy 2022

The UK Government published the Women's Health Strategy in 2022 to address the health inequalities between men and women. The strategy describes how it wants to improve the way in which the health and care system listens to women and women's health outcomes, including reducing disparities in health outcomes across different groups of women.

The importance of the relationship between women's health and work, be it through participation or productivity or having a positive experience at work, is noted with a chapter on Health in the Workplace.

DHSC undertook research to inform the strategy including consulting with women, and that research found in 3 (35%) feel comfortable talking about health issues, 1 in 2 (53%) felt their workplace was supportive.

The strategy suggests workplace improvements can include:

- Open discussion of women's health issues at work to break taboos and improve understanding of symptoms and impacts
- Supporting and caring employers, HR, managers, and colleagues
- Access to flexible working arrangements
- Access to occupational health services
- Access to mental health support
- Workplace adjustments e.g. for menopause
- Creation of new policies or support packages, such as paid leave and counselling for people who have experienced miscarriage and baby loss, endometriosis, or fertility treatment.

SME Employers

The challenge to implement these improvements is particularly significant for SME employers. There are some 5.47million SMEs in UK of which 5.46million are small i.e. with less than 50 employees, employing 12.9 million people – 43% of all employees in UK and of which almost half are women. There are almost 4m women aged 45-55 in work in UK; research indicates that 25% women

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employees consider giving up work as a result of menopause symptoms and it is estimated that almost 1million women have left the workplace due to menopausal symptoms.

The benefits of women being able to stay in work are widely recognised, for individuals, employers and the wider economy, and can contribute to alleviating the issues of growing rates of economic inactivity and talent shortages.

VCSE Health & Wellbeing Fund (HW Fund)

One way the Government has responded to this is through the DHSC's VCSE Health & Wellbeing Fund (HW Fund) – which at the end of last year allocated the resources to put the recommendations in the Women's Health Strategy into practice. The HW Fund supports projects and programmes led by VCSE organisations, focusing on women's reproductive wellbeing in the workplace. Linking in with the development of the new Women's Health Strategy, this fund seeks to support VCSE organisations to provide a holistic support offer to assist women experiencing reproductive health issues (for example, menopause, fertility problems, miscarriage and pregnancy loss, menstrual health and gynaecological conditions) to remain in and return to the workplace.

The WO's Project: Workplace Wellness of Women

The Women's Organisation recognises the importance and impact of health and wellbeing for realising economic impact and is seeking to strengthen its portfolio of services through the successful implementation of the Workplace Wellness of Women project.

The WO has been successful in securing resources from the DHSC's Health & Wellbeing Fund enabling the organisation to build on its experience and values in order to support the wider SME community. This project will support and equip SME leaders and their staff teams to introduce and adopt policies and practices to best address the issues associated with women's reproductive health in the workplace.

Workplace Wellness of Women (WWOW), aims to utilise the Government's Women's Health Strategy, academic research on women's health, and SME employment evidence including business productivity, health and wellbeing, and staff development, to devise and rollout a full integrated social model of health support package targeting SME employers in England.

Delivered from October 2022 to March 2025, the WWOW scheme will inform and enable SMEs to effectively support employees experiencing reproductive and health issues. The project will deliver an awareness raising package via small businesses, employers, representative bodies, national and social media. Activities will include face-to-face seminars, and an online training series to enable SMEs to develop their knowledge and skills in supporting women's health in the workplace.

The project will devise and rollout an integrated social model of health support package targeting SME employers in England, to specifically include:

- A platform to raise awareness, with evidence-based information demonstrating the impact of women's reproductive health issues on SME workplace productivity, profitability, retention, health and wellbeing, and diversity.

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- A toolkit for SMEs to improve workplace policies and practices in order to address women's reproductive health issues.
- A signposting framework for SMEs to help access the diverse range of clinical services informed by the ICPs and non-clinical services, including social prescribing, antipoverty, employment, wellbeing support services, and IAPT.
- To share and embed learning across systems in health, Local Government, SMEs employers, and wider influencer platforms.

2. Procurement Process and Timetable

This Tender is provided on the same basis to all Suppliers.

This Tender takes the form of a Single Stage Tender. All interested suppliers are invited to tender.

No information contained in this Tender or in any communication made between The Women's Organisation and any Supplier in connection with this Tender exercise, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Tender. The Women's Organisation reserves the right to cancel the process at any time.

Under no circumstances shall The Women's Organisation incur any liability in respect of this Tender or any supporting documentation. The Women's Organisation will not reimburse the costs incurred by Suppliers in connection with the preparation and submission of their response to this Tender.

The Tenders are to be evaluated against the following award criteria and the contract will be awarded on the basis of the most suitable for achieving the objectives of the brief tender.

Evaluation Factor	Weighting
Price	30% Price weighting
Quality: Approach & Methodology	50% Quality weighting
Quality: Experience	20% Quality weighting

Set out below is the proposed procurement timetable. This timetable is intended as a guide and, whilst The Women's Organisation does not intend to depart from the timetable, it reserves the right to do so at any time.

Procurement Stage	Indicative Date
Contract Notice published	04/04/2023
Deadline for Tender Submissions (at The Women's Organisation, Liverpool)	10am Tuesday 02/05/2023
Notification of intention to award contract	04/05/2023
Commencement	08/05/2023

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2.1 Procurement Queries and Submission of Tender

The Women's Organisation named point of contact for the procurement of this contract is Lisa McMullan. All requests for further information in respect of the contract and the submission of completed tenders should be sent using the contact details below by 10am Tuesday 02/05/2023.

By e-mail to: info@thewo.org.uk
Subject: FAO HW Project Evaluation Tender

By post to: The Women's Organisation, 54 St James Street, Liverpool, L1 0AB.

Responsibility for ensuring that the tender is received by The Women's Organisation lies with the applicant.

Completed Tender documents may be submitted at any time before the closing date. Please note that completed Tenders received after the closing date may be rejected.

3. Contract Brief

The Women's Organisation is seeking an evaluation partner, to work on a sub-contractor basis, to provide comprehensive learning and evaluation services for the Workplace Wellness of Women (WWOW) project. Evaluation partners may operate as sole traders, SMEs and companies. The appointed evaluation partner will work closely with The WO project lead, contribute to project monitoring and reporting activities, advise on project learning and development and contribute to the overall success of this innovative project.

The total budget for the summative assessment role will be up to £22,000 including all expenses and travel costs and we anticipate one contract will be allocated up to this maximum.

Learning and Evaluation Services

Learning and evaluation services provided will help The Women's Organisation to understand the experience of implementing the project, the difference the project makes and its impact (on SME employers in particular), whether it has provided value for money, and the lessons that can be learnt from the project implementation experience. Services are anticipated to include ongoing learning that may can enable and inform the development of project activities throughout its lifetime, as well as the production of interim and final evaluation reports.

The objectives of the evaluation are to consider the performance and impact of the WWOW project from both a qualitative and quantitative perspective and the difference it makes in terms of the project design, delivery, impact and effectiveness as well as the value for money. As well as consideration

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of the funded activities and their impact on SME employers and their staff team, evaluation activities should consider the project's contribution to the overall aims of the HW Fund.

In order to provide insights into the effectiveness of the WWOW project, potential opportunities for improvements and overall evaluation of project implementation it is anticipated that learning and evaluation activities will include but not be limited to:

- The production of a process evaluation framework, e.g. theory of change or logic model.
- Guidance on data collection systems relating to project activities.
- Identification and mapping of key stakeholders.
- Designing and undertaking stakeholder consultation.
- Review and collation of relevant research and policy developments.
- Appraisal of the effectiveness of the project design in delivering intended impacts.
- Analysis of actual performance in relation to planned outputs and outcomes.
- Assessment of the impact of project activities, from different stakeholder perspectives.
- Consideration of the project's value for money.
- Sharing learning with The WO project and other key stakeholders, for example through facilitated sessions, written articles and blogs.

Proposed Timeline of key milestones:

Milestone	Start Date	End Date	Deliverable
Procurement Process	April 2023	May 2023	
Evaluation Partner appointed	May 2023		
Project Initiation Meeting	May 2023		Review & agree learning and evaluation framework and plan
Data Collection - ongoing	May 2023	March 2025	Quantitative and qualitative data collection & collation
Progress update meeting	Sep 2023	Oct 2023	Progress report
Interim Evaluation		April 2024	Progress report & interim evaluation
Progress update meeting	March 2024	April 2024	Progress report
Progress update meeting	Sep 2024	Oct 2024	Progress report
Draft Project Learning and Evaluation Report		January 2025	Draft Project Learning and Evaluation Report
Review and feedback	January 2025	February 2025	
Final Project Learning and Evaluation Report agreed		March 2025	Project requirement met

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4.2 Section Two

4.2.1 Quality will account for 70% (Approach and Methodology; and Experience) of the Overall Score. Assessment criteria will be based on a scoring of 0 – 10, the details of which are:

Score	Classification
9-10	Exceptional, Excellent response to the requirement good range of examples, highly relevant to the contract requirements
7-8	Above expectations, Good response to requirement and good range of examples provided
5-6	Meets expectations, Average response to requirement and reasonable range of examples provided
3-4	Below expectations, Poor response to requirement and few examples provided
1-2	Well below expectations, Poor response to requirement and no examples provided
0	Unacceptable, No response to the requirement was provided

4.2.2 What is your readiness to commence delivery upon notification of a successful bid? Not scored

4.2.3 Please state your summary budget of all costs clearly, including day rates. Eligible budget will account for 30% of the assessment criteria.

4.3 Assessment Methodology

4.3.1 Tender Assessors will initially work independently. Once they have completed their independent assessment they will meet to discuss, understand and moderate any difference in the marks they have awarded via a consensus meeting, where a single consensus score for each question will be agreed.

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Part B. Response to Tender

Section 1: Overview

1.1 Supplier Details

Full Legal name of the Supplier completing the Suitability Assessment		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company, if applicable		
Name of ultimate parent company, if applicable		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you.	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME)	<input type="checkbox"/> Yes

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Section 2: Proposed Delivery

2.1 Approach and methodology (50%)

Describe your approach and methodology to how the requirements and specific objectives outlined in this brief can be achieved. (1000 word limit)

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2.2 Experience (20%)

Experience: Please provide a summary of your / your team's expertise in providing learning and evaluation services. Provide at least 1 and no more than 3 examples of similar work you have been directly involved in that demonstrate your suitability to provide learning and evaluation services for the WWOW project.

(1000 word limit)

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What is your readiness to commence delivery upon notification of a successful bid? (not scored) (0%)

2.3 Pricing Schedule (30%)

Cost of Services

Please note:

- All prices quoted shall be fixed and firm and shall apply for the full duration of the contract.
- Following that period, any requests for price changes must be accompanied by a written summary and supported by evidence to justify the proposed price change.
- No quantity or continuity of work is guaranteed to successful suppliers and this should be taken into account when completing the Pricing Schedule.
- All prices quoted shall be exclusive of Value Added Tax (VAT).
- The daily rate indicated in the Schedule of Rates is for an 8 hour working day, during a normal working week (Monday to Friday). A half day is therefore considered as 4hrs.
- All costs are deemed to include expenses and any other on-cost.

Name / Role	Days Required	Day Rate	Total cost
Other costs, please explain:			
Total Cost			

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WE CERTIFY THAT:

1. The Tender submitted herewith is a bona fide Tender that is intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
 - (i) communicate to a person other than the person calling for this Tender, the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
 - (ii) enter into an agreement with any person that they shall refrain from Tendering or as to the amount of any Tender submitted; and
 - (iii) offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to have done in relation to any other Tender, any act or thing of the sort described above.
5. We have not canvassed or solicited any employee of the Combined Authority, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Supplies and Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf, done any such act.
6. We further hereby undertake that we will not in the future canvass or solicit any employee of the Combined Authority, in connection with this Tender or any other Tender or proposed Tender for the supply of Supplies or Services and that no person employed by us or acting on our behalf will do any such act.

IN THIS CERTIFICATE

1. 'Person' includes any person, any body or association corporate or incorporate.
2. 'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.
3. 'Any canvassing or soliciting' includes any direct or indirect canvassing or any attempts to obtain information by any means.

Signed:

Name:

Position in Organisation:

Date: