**EXPRESSION OF INTEREST (EOI) REQUEST**

**FOR**

**THE ELECTORAL COMMISSION**

**The Electoral Commission Ref:** C0147-SB-COMMS Youth Voice [Scotland]

1. **EXPRESSION OF INTEREST (EOI) SCOPE** 
   1. The Authority requires information on your capability and capacity to provide the services detailed below.
   2. Any supplier which does not respond to this EOI within the stipulated timescales (section 2) will exclude themselves from the bidding process for this project.
   3. Please advise if you are interested in bidding for this opportunity.
2. **PROCUREMENT TIMETABLE**

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| **DATE** | **ACTIVITY** |
| By 01/06/2023 | Publication of this EOI |
| 8/06/2023 | Return date for this EOI. |
| By 13/06/2023 | Intended Invitation to Tender issued |

This scope of work summarises the requirements to set up and manage a youth voice network for the Electoral Commission, these are subject to change and may differ to any subsequent Invitation to Tender.

**PLEASE NOTE: No formal TENDER response is required AT THIS STAGE, EITHER AS a Technical proposal or AS A PRICE SUBMISSION. PLEASE JUST CONFIRM INTEREST TO THE CUSTOMER CONTACT INDICATED IN SECTION 5.**

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| **Background – the Electoral Commission**  [The Electoral Commission](http://www.electoralcommission.org.uk/) is the independent public body which oversees elections and regulates political finance in the UK. We work to promote public confidence in the democratic process and ensure its integrity.  We also use our expertise to make and advocate for changes to our democracy, aiming to improve fairness, transparency and efficiency.  This Invitation to Tender is for procuring an organisation to establish and maintain a Youth Voice Network from 2023-2026 for the Electoral Commission. Organisations must be able to carry out this work in Scotland.  We will be carrying out this work in each of the four countries in the UK. Organisations are permitted to submit proposals for multiple contracts.  **2 SPECIFICATION**  The purpose of this tender is to award a contract to an organisation who has the capacity and resource to:   1. Provide expertise on youth engagement and participatory practice. Ensure the safety and wellbeing of all participants, including demonstrating best practice of safeguarding, managing consent and risk assessments, and GDPR compliance. 2. Recruit and work directly with young people. It is essential that young people who participate in this project represent the range of communities we work. We will recruit one organisation for each of the UK’s four countries. Organisations are permitted to submit proposals for multiple contracts, covering more than one area.   We are aiming to work with young people, aged 12-18, who have a varied understanding of democracy in the UK and have diverse lived experiences, including a mix of urban and rural locations. We will invite young people to attend ad hoc events and may ask them to represent the Electoral Commission at events. 3. Lead regular consultation with young people to review Electoral Commission projects and to present their ideas for new programmes or content. This will include piloting programmes and providing feedback. 4. To support young people to co-create resources or assets that engage young people in democracy ahead of the next UK Parliamentary General election. The Electoral Commission will support with the creation of assets, including design and editing. 5. Focus on project sustainability by supporting the Electoral Commission to embed participatory practice across the organisation. |

1. **INDICATIVE EVALUATION CRITERIA**
   1. Any resultant tenders will be evaluated using the following criteria: Quality 80% and Price 20%
   2. Please note that the above criteria is subject to change during the development of the Invitation to Tender.

1. **RIGHT TO CANCEL OR VARY THIS EXPRESSION OF INTEREST**
   1. The Authority reserves the right to:
      1. Cancel all or part of this EOI at any stage and at any time; and
      2. Amend, clarify, add to or withdraw all or any part of the EOI at any time.
2. **EOI CUSTOMER CONTACT**

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| **Name:** | **Paul Stringer, Senior Procurement Adviser** |
| **Telephone Number:** | **0207 7271 0698** |
| **Email Address:** | **procurement@electoralcommission.org.uk** |