

SCHEDULE 6A - CALL-OFF CONTRACT

Framework Agreement: GLA 81689 – Architecture and Urbanism Panel 3

Sub-Lot: Lot 1 - Spatial Policy, Urban Strategies & Research

Call-Off Contract Number: GLA 81689 Task 11

THIS CALL-OFF CONTRACT is made the day of

BETWEEN:

- (1) Transport for London and Mayor's Office of Police and Crime ("**the Authority**"); and
- (2) We Made That LLP, a company registered in England and Wales (Company Registration Number) OC367789, whose registered office is at 6a St Andrews Court, Thame, OX9 3WT ("**the Service Provider**").

RECITALS:

- A. The Contracting Authority (GLA) and the Service Provider entered into an agreement dated 1st March 2023 which sets out the framework for the Service Provider to provide certain Services to the Authority ("**the Agreement**").
- B. The Authority wishes the Service Provider to provide the specific Services described in this Call-Off Contract pursuant to the terms of the Agreement and this Call-Off Contract and the Service Provider has agreed to provide such Services on those terms and conditions set out in the Call-Off Contract.

THE PARTIES AGREE THAT:

1. CALL-OFF CONTRACT

- 1.1 The terms and conditions of the Agreement shall be incorporated into this Call-Off Contract.
- 1.2 In this Call-Off Contract the words and expressions defined in the Agreement shall, except where the context requires otherwise, have the meanings given in the Agreement. In this Call-Off Contract references to Attachments are, unless otherwise provided, references to attachments of this Call-Off Contract.

2. SERVICES

- 2.1 The Services to be performed by the Service Provider pursuant to this Call-Off Contract are set out in Attachment 1.
- 2.2 The Service Provider acknowledges that it has been supplied with sufficient information about the Agreement and the Services to be provided and that it has made all appropriate and necessary enquiries to enable it to perform the Services under this Call-Off Contract. The Service Provider shall neither be entitled to any additional payment nor excused from any obligation or liability under this Call-Off Contract or the Agreement due to any misinterpretation or misunderstanding by the Service Provider of any fact relating to the Services to be provided. The Service Provider shall promptly bring to the attention of the Call-Off Co-ordinator any matter that is not adequately specified or defined in the Call-Off Contract or any other relevant document.
- 2.3 The timetable for any Services to be provided by the Service Provider and the corresponding Milestones (if any) and Project Plan (if any) are set out in Attachment 1. The Service Provider must provide the Services in respect of this Call-Off Contract in accordance with such timing, unless otherwise an alternative is agreed in writing with the Authority during the Call-Off Contract Term.
- 2.4 The Service Provider acknowledges and agrees that as at the commencement date of this Call-Off Contract it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services provided to the Authority under this Call-Off Contract.

3. CALL-OFF TERM

- 3.1 This Call-Off Contract commences on the date of this Call-Off Contract or such other date as may be specified in Attachment 1 and subject to Clause 4.2 of the Agreement, shall continue in force for the Call-Off Term stated in Attachment 1 unless terminated earlier in whole or in part in accordance with the Agreement.

4. CHARGES

- 4.1 Attachment 2 specifies the Charges payable in respect of the Services provided under this Call-Off Contract. The Charges shall not increase during the duration of this Call-Off Contract unless varied in accordance with the Agreement. The Service Provider shall submit invoices in accordance with the Agreement and the Charges shall be paid in accordance with the Agreement.
- 4.2 The Service Provider shall submit invoices to the address set out in Attachment 1 or in electronic format as set out in Attachment 1. Each invoice shall contain all information required by the Authority as required in Attachment 1. Invoices shall be clear, concise, accurate, and adequately descriptive to avoid delays in processing subsequent payment.
- 4.3 The Authority shall consider and verify each invoice, which is submitted in accordance with this Clause 4 in a timely manner. If the Authority considers that the Charges claimed by the Service Provider in any invoice have:

- 4.3.1 been correctly calculated and that such invoice is otherwise correct, the invoice shall be approved for payment and the Authority shall pay in accordance with clause 4.4.
- 4.3.2 not been calculated correctly and/or if the invoice contains any other error or inadequacy, the Authority shall notify the Service Provider. The parties shall work together to resolve the error or inadequacy. Upon resolution, the Service Provider shall submit a revised invoice to the Authority and the Authority shall pay in accordance with clause 4.4.
- 4.4 Subject to clause 4.3, the Service Provider will be paid for the invoiced fee plus VAT amount shown on the invoice by the Authority within 30 days of receipt of the invoice from the Service Provider.

5. CALL-OFF CO-ORDINATOR AND KEY PERSONNEL

- 5.1 The Authority's Call-Off Co-ordinator in respect of this Call-Off Contract is named in Attachment 1 and the Service Provider's Key Personnel in respect of this Call-Off Contract are named in Attachment 2.

6. INSURANCES

- 6.1 The Service Provider shall comply with its obligations to maintain the insurances in accordance with Clause 22 of the Agreement, subject to any alternative insurance obligations the Parties may agree which shall be specified in Attachment 1.,

7. DOCUMENTS

The documents forming the Call-Off Contract are:

- this Call-Off Contract duly executed by the Parties;
- Call-Off Contract Attachment 1;
- Call-Off Contract Attachment 2;
- Call-Off Contract Attachment 3;
- Authority's Specification – Attachment 4
- Service Providers Technical Proposal – Attachment 5
- Service Providers Commercial Proposal – Attachment 6
- Post-tender clarifications – Attachment 7

This Call-Off Contract has been signed by duly authorised representatives of each of the Parties.

SIGNED

For and on behalf of *[the Service Provider]*

Signature: _____

Name: _____

Title: _____

Date: _____

SIGNED

For and on behalf of *[the Authority]*

Transport for London

Signature: _____

Name: _____

Title: _____

Date: _____

Mayor's Office of Police and Crime

Signature: _____

Name: _____

Title: _____

Date: _____

Attachment 1

Services to be provided and associated information

1. Project Scope

A full Specification of the Services to be provided by the Service Provider is included within Attachment 4.

2. Project Timetable

When	Task	Who
At start	Inception meeting with TfL/MOPAC	
TBD- every 2 weeks	Regular progress meetings	
At start	Confirm final locations for pilot activity to take place	TfL/MOPAC
	Identify and secure appropriate locations for the audit discussion	Supplier
	Identify and reach out to local women's organisations who already have connections with the VAWG team at the GLA, as well as those we think will benefit from participating in the night safety audits	
+3 weeks	Invite local women's organisations to reflect on the methods presented and submit recruitment and comms materials to TfL/MOPAC project team to review	Supplier
+1 week	Sign-off on recruitment and comms materials	TfL/MOPAC
+4 weeks	Recruit batch 1 audit participants	Supplier
	Review draft methodologies, submit to TfL/MOPAC project team for review.	Supplier
	Sign-off on methodology and audit plans	TfL/MOPAC
	Training and upskilling preparation and learning plan	Supplier
+ 6 weeks	Training and pilot workshops to be provided for audit facilitators	Supplier
+6 weeks	Carry out the audits Pay participants	Supplier
+6 weeks	Analysis of audits and reporting document produced with key findings	Supplier
+ 10 weeks	Facilitate and co-ordinate the co-design of action plans with place managers/owners and stakeholders	Supplier

3. Call-Off Contract duration

Commencement Date: 24 January 2024

Call-Off Term: 37 weeks

Notice period in accordance with Clause 29 of the Framework Agreement (termination without cause): 14

4. Invoices

	[REDACTED]	[REDACTED]
	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]
	[REDACTED] [REDACTED]	
I	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
	[REDACTED] [REDACTED]	
I	[REDACTED]	[REDACTED]
	[REDACTED] [REDACTED]	

5. The Authority's Call-Off Co-ordinator

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. Not used

7. Additional insurance to be held by Service Provider: *(if any and different to the Framework Agreement, delete as appropriate)*

As per framework agreement:

[REDACTED]

[REDACTED]

[REDACTED]

8. Other information or conditions

N/A

9. Call Off Contract Liability Cap

[REDACTED]



Service Provider's Proposal

Service Provider to provide the services as per their proposal submission included as Attachment 5.

The tendered total of the price is fixed at £198,932.00 and shall not exceed this amount.

Optional deliverable – Price per additional audit for location: £11,933.00. This is an optional requirement and if required, the execution of this optional requirement shall be mutually agreed between the parties and undertaken by way of variation.

TfL/MOPAC will not reimburse any additional costs for time, input, resource or other without prior written consent from TfL's/MOPAC's employing manager.

The day rates shall remain fixed for the life of the Contract, including any contract extension.

See Attachment 6 for full breakdown of Charges.

3. Service Team and Personnel

[REDACTED]

[REDACTED]

[REDACTED]

4. Sub-Contractor details (if any)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5. Other Information

Attachment 3

Special Conditions for Call-Off Contract

CA1 PRIVACY AND DATA PROTECTION

For the purposes of this Clause CA1, unless the context indicates otherwise, the following expressions shall have the following meanings:

“Authority Personal Data”	Personal Data and/or Sensitive Personal Data Processed by the Service Provider or any sub-contractor on behalf of the Authority, pursuant to or in connection with this Contract;
“Data Controller”	has the meaning given to it in Data Protection Legislation;
“Data Processor”	has the meaning given to it in Data Protection Legislation;
“Data Protection Impact Assessment”	an assessment by the Data Controller of the impact of the envisaged Processing on the protection of Personal Data;
“Data Protection Legislation”	means: (a) any legislation in force from time to time in the United Kingdom relating to privacy and/or the Processing of Personal Data, including but not limited to the Data Protection Act 2018; (b) any statutory codes of practice issued by the Information Commissioner in relation to such legislation; and (c) the Privacy and Electronic Communications (EC Directive) Regulations 2003;
“Data Subject”	has the meaning given to it in Data Protection Legislation;
“Personal Data”	has the meaning given to it in Data Protection Legislation;
“Processing”	has the meaning given to it in Data Protection Legislation and “ Process ” and “ Processed ” will be construed accordingly;

“Restricted Countries”	any country outside the European Economic Area other than the UK following withdrawal from the European Union;
“Sensitive Personal Data”	sensitive or special categories of Personal Data (as defined in Data Protection Legislation) which is Processed pursuant to or in connection with this Contract; and
“Subject Request”	a request made by or on behalf of a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation including the right (i) to be informed, (ii) of access, (iii) to rectification, (iv) to erasure, (v) to restrict processing, (vi) to data portability, (vii) to object and (viii) to automated decision making including profiling.

- CA1.1 With respect to the Parties' rights and obligations under the Contract, the Parties acknowledge that the Authority is a Data Controller solely responsible for determining the purposes and manner in which Authority Personal Data is to be Processed, and that the Service Provider is a Data Processor.
- CA1.2 Details of the Authority Personal Data to be Processed by the Service Provider and the purposes of such Processing are as follows:

- CA1.2.1 The Authority Personal Data to be Processed by the Service Provider (if any) concerns the following categories of Data Subject:

[REDACTED]

- CA1.2.2 The Authority Personal Data to be Processed includes the following types of Personal Data and/or Sensitive Personal Data:

[REDACTED]

- CA1.2.3 The Authority Personal Data is to be Processed for the following purpose(s):

To better understand the experiences of women, girls, and gender diverse people in public spaces and what is needed to make them safer and feel safer.

To ensure that a diverse range of participants are recruited and participate in the audits; to monitor the success of this effort and to enable the supplier to draw out any relationships between demographic characteristics and experiences and views with regard to safety at night (at a macro not personal level)

CA1.2.4 The Authority Personal Data is to be Processed in the following Restricted Countries:

N/A

CA1.2.5 The subject matter of the Authority Personal Data to be Processed is:

The processing is necessary to ensure that the Service Provider can:

- effectively deliver the Call-Off Contract to provide women's safety audits preceded by engagement and pre-testing with appropriate local women's groups
- provide an assessment of engagement approaches to identify the most effective ways to reach and engage women, girls and gender diverse people; and
- facilitate stakeholder sessions to co-develop action plans for each location, informed by insight from the audits
- to develop appropriate tools, plans and recommendations from the audits, which are informed by the diversity of experience.

CA1.2.6 The duration of the Processing shall be:

From the commencement of this contract until the contract expires. Contract duration is 37 weeks. Upon termination of the contract, all personal data which has been processed by the service provider, needs to be returned to the Authority.

CA1.2.7 The nature of the Processing is:

Nature: To collect, record and analyse qualitative and quantitative data about perceptions and experiences of safety of women, girls and gender diverse people at specified locations. In exceptional circumstances using video, teams/zoom and telephone for those with additional needs.

Data will be used specifically:

1. To record and manage any enquiries received
2. To contact interested parties for clarification on their participation
3. To provide remuneration for audit participants
4. To facilitate feedback on their experience

- CA1.3 Without prejudice to the generality of Clause 25 of the agreement, the Service Provider shall:
- CA1.3.1 process the Authority Personal Data only in accordance with written instructions from the Authority to perform its obligations under the Call-off Contract;
 - CA1.3.2 use its reasonable endeavours to assist the Authority in complying with any obligations under Data Protection Legislation and shall not perform its obligations under this Call-off Contract in such a way as to cause the Authority to breach any of its obligations under Data Protection Legislation to the extent the Service Provider is aware, or ought reasonably to have been aware, that the same would be a breach of such obligations;
 - CA1.3.3 notify the Authority without undue delay if it determines or is notified that an instruction to Process Personal Data issued to it by the Authority is incompatible with any obligations under Data Protection Legislation to the extent the Service Provider is aware, or ought reasonably to have been aware, that the same would be a breach of such obligations;
 - CA1.3.4 maintain, and make available to the Authority on its request, documentation which describes the Processing operations for which it is responsible under this Call-off Contract including:
 - CA1.3.4.1 the purposes for which Authority Personal Data is Processed;
 - CA1.3.4.2 the types of Personal Data and categories of Data Subject involved;
 - CA1.3.4.3 the source(s) of the Personal Data;
 - CA1.3.4.4 any recipients of the Personal Data;
 - CA1.3.4.5 the location(s) of any overseas Processing of Authority Personal Data;
 - CA1.3.4.6 retention periods for different types of Authority Personal Data; and
 - CA1.3.4.7 where possible a general description of the security measures in place to protect Authority Personal Data;
 - CA1.3.5 where requested to do so by the Authority, assist the Authority in any way it sees fit with regards to the completion of a Data Protection Impact Assessment in accordance with guidance issued from time to time by the Information Commissioner (and any relevant requirements detailed in Data Protection Legislation);
 - CA1.3.6 without prejudice to any cyber security and/or payment card industry data security standard obligations in this Call-off Contract, take appropriate technical and organisational security measures which are appropriate to protect against unauthorised or unlawful Processing of Authority Personal Data and against accidental loss, destruction of, or damage to such Authority Personal Data which the Authority may reasonably reject (but failure to reject

shall not amount to approval by the Authority of the adequacy of the measures);

- CA1.3.7 without prejudice to any cyber security and/or payment card industry data security standard obligations in this Call-off Contract, provide the Authority with such information as the Authority may from time to time require to satisfy itself of compliance by the Service Provider (and/or any authorised sub-contractor) with Clauses CA1.3.6 and CA1.3.8, including, protocols, procedures, guidance, training and manuals. For the avoidance of doubt, this shall include a full report recording the results of any privacy or security audit carried out at the request of the Service Provider itself or the Authority;
- CA1.3.8 notify the Authority without undue delay and in any event within 24 hours by written notice with all relevant details reasonably available of any actual or suspected breach of this Clause CA1, including the unauthorised or unlawful Processing of Authority Personal Data, or its accidental loss, destruction or damage;
- CA1.3.9 having notified the Authority of a breach in accordance with Clause CA1.3.8, keep the Authority properly and regularly informed in writing until the breach has been resolved to the satisfaction of the Authority;
- CA1.3.10 fully cooperate as the Authority requires with any investigation or audit in relation to Authority Personal Data and/or its Processing including allowing access to premises, computers and other information systems, records, documents and agreements as may be reasonably necessary (whether in relation to Processing pursuant to the Call-off Contract, in relation to compliance with Data Protection Legislation or in relation to any actual or suspected breach), whether by the Authority (or any agent acting on its behalf), any relevant regulatory body, including the Information Commissioner, the police and any other statutory law enforcement agency, and shall do so both during the Call-off Contract and after its termination or expiry (for so long as the Party concerned retains and/or Processes Authority Personal Data);
- CA1.3.11 notify the Authority within two (2) Business Days if it, or any sub-contractor, receives:
 - CA1.3.11.1 from a Data Subject (or third party on their behalf):
 - CA1.3.11.1.1 a Subject Request (or purported Subject Request); or
 - CA1.3.11.1.2 any other request, complaint or communication relating to the Authority's obligations under Data Protection Legislation;
 - CA1.3.11.2 any communication from the Information Commissioner or any other regulatory authority in connection with Authority Personal Data; or
 - CA1.3.11.3 a request from any third party for disclosure of Authority Personal Data where compliance with such request is required or purported to be required by law;

- CA1.3.12 provide the Authority with full cooperation and assistance (within the timescales reasonably required by the Authority) in relation to any complaint, communication or request made as referred to in Clause CA1.3.11, including by promptly providing:
 - CA1.3.12.1 the Authority with full details and copies of the complaint, communication or request; and
 - CA1.3.12.2 where applicable, such assistance as is reasonably requested by the Authority to enable it to comply with the Subject Request within the relevant timescales set out in Data Protection Legislation;
- CA1.3.13 when notified in writing by the Authority, supply a copy of, or information about, any Authority Personal Data. The Service Provider shall supply such information or data to the Authority within such time and in such form as specified in the request (such time to be reasonable) or if no period of time is specified in the request, then within two (2) Business Days from the date of the request;
- CA1.3.14 when notified in writing by the Authority, comply with any agreement between the Authority and any Data Subject in relation to any Processing which causes or is likely to cause substantial and unwarranted damage or distress to such Data Subject, or any court order requiring the rectification, blocking, erasure or destruction of any Authority Personal Data; and
- CA1.3.15 if required to do so by Data Protection Legislation, appoint a designated Data Protection Officer.
- CA1.4 The Service Provider shall not share Authority Personal Data with any sub-contractor without prior written consent from the Authority. The Service Provider shall provide the Authority with such information regarding the proposed sub-contractor as the Authority may reasonably require. The Service Provider shall only share Authority Personal Data with a sub-contractor where there is a written contract in place between the Service Provider and the sub-contractor which requires the sub-contractor to:
 - CA1.4.1 only Process Authority Personal Data in accordance with the Authority's written instructions to the Service Provider; and
 - CA1.4.2 comply with the same obligations which the Service Provider is required to comply with under this Clause CA1 (and in particular Clauses 14, 19.1, 19.2, 23.2, 25 and 26 of the Agreement).
- CA1.5 The Service Provider shall, and shall procure that any sub-contractor shall:
 - CA1.5.1 only Process Authority Personal Data in accordance with the Authority's written instructions to the Service Provider and as reasonably necessary to perform the Call-off Contract in accordance with its terms;
 - CA1.5.2 not Process Authority Personal Data for any other purposes (in whole or part) and specifically, but without limitation, reproduce or refer to it in training materials, training courses, commercial discussions and negotiations with third parties or in relation to proposals or tenders with the Authority;
 - CA1.5.3 not Process Authority Personal Data in such a way as to:

- CA1.5.3.1 place the Authority in breach of Data Protection Legislation;
 - CA1.5.3.2 expose the Authority to the risk of actual or potential liability to the Information Commissioner or Data Subjects;
 - CA1.5.3.3 expose the Authority to reputational damage including adverse publicity;
- CA1.5.4 not allow Service Provider's Personnel to access Authority Personal Data unless such access is necessary in connection with the provision of the Services;
- CA1.5.5 take all reasonable steps to ensure the reliability and integrity of all Service Provider's Personnel who can access Authority Personal Data;
- CA1.5.6 ensure that all Service Provider's Personnel who can access Authority Personal Data:
 - CA1.5.6.1 are informed of its confidential nature;
 - CA1.5.6.2 are made subject to an explicit duty of confidence;
 - CA1.5.6.3 understand and comply with any relevant obligations created by either this Call-off Contract or Data Protection Legislation; and
 - CA1.5.6.4 receive adequate training in relation to the use, care, protection and handling of Personal Data on an annual basis.
- CA1.5.7 not disclose or transfer Authority Personal Data to any third party without the Service Provider having obtained the prior written consent of the Authority (save where such disclosure or transfer is specifically authorised under this Call-off Contract);
- CA1.5.8 without prejudice to Clause CA1.3.6, wherever the Service Provider uses any mobile or portable device for the transmission or storage of Authority Personal Data, ensure that each such device encrypts Authority Personal Data; and
- CA1.5.9 comply during the course of the Call-off Contract with any written retention and/or deletion policy or schedule provided by the Authority to the Service Provider from time to time.
- A1.6 The Service Provider shall not, and shall procure that any sub-contractor shall not, Process or otherwise transfer any Authority Personal Data in or to any Restricted Countries without prior written consent from the Authority (which consent may be subject to additional conditions imposed by the Authority).
- CA1.7 If, after the Service Commencement Date, the Service Provider or any sub-contractor wishes to Process and/or transfer any Authority Personal Data in or to any Restricted Countries, the following provisions shall apply:
 - CA1.7.1 the Service Provider shall submit a written request to the Authority setting out details of the following:

- CA1.7.1.1 the Authority Personal Data which will be transferred to and/or Processed in any Restricted Countries;
- CA1.7.1.2 the Restricted Countries which the Authority Personal Data will be transferred to and/or Processed in;
- CA1.7.1.3 any sub-contractors or other third parties who will be Processing and/or receiving Authority Personal Data in Restricted Countries;
- CA1.7.1.4 how the Service Provider shall ensure an adequate level of protection and adequate safeguards in respect of the Authority Personal Data that will be Processed in and/or transferred to Restricted Countries so as to ensure the Authority's compliance with Data Protection Legislation;
- CA1.7.2 in preparing and evaluating such a request, the Parties shall refer to and comply with applicable policies, procedures, guidance and codes of practice produced by the Parties and/or the Information Commissioner in connection with the Processing of Personal Data in (and/or transfer of Personal Data to) any Restricted Countries;
- CA1.7.3 the Service Provider shall comply with any written instructions and shall carry out such actions as the Authority may notify in writing when providing its consent to such Processing or transfers, including:
 - CA1.7.3.1 incorporating standard data protection clauses (which have been adopted by the Information Commissioner) into this Call-off Contract or a separate data processing agreement between the Parties; and
 - CA1.7.3.2 procuring that any sub-contractor or other third party who will be Processing and/or receiving or accessing the Authority Personal Data in any Restricted Countries enters into a data processing agreement with the Service Provider on terms which are equivalent to those agreed between the Authority and the Service Provider in connection with the Processing of Authority Personal Data in (and/or transfer of Authority Personal Data to) any Restricted Countries, and which may include the incorporation of the clauses referred to in CA1.7.3.1.
- CA1.8 The Service Provider and any sub-contractor (if any), acknowledge:
 - CA1.8.1 the importance to Data Subjects and the Authority of safeguarding Authority Personal Data and Processing it only in accordance with the Authority's written instructions and the Call-off Contract;
 - CA1.8.2 the loss and damage the Authority is likely to suffer in the event of a breach of the Call-off Contract or negligence in relation to Authority Personal Data;
 - CA1.8.3 any breach of any obligation in relation to Authority Personal Data and/or negligence in relation to performance or non performance of such obligation shall be deemed a material breach of Call-off Contract and the agreement;

- CA1.8.4 notwithstanding Clause 29.1.1 of the agreement, if the Service Provider has committed a material breach under Clause CA1.8.3 on two or more separate occasions, the Authority may at its option:
- CA1.8.4.1 exercise its step in rights pursuant to Clause CA16;
 - CA1.8.4.2 withdraw authorisation for Processing by a specific sub-contractor by immediate written notice; or
 - CA1.8.4.3 terminate the Contract and/or the agreement in whole or part with immediate written notice to the Service Provider.
- CA1.9 Compliance by the Service Provider with this Clause CA1 shall be without additional charge to the Authority.
- CA1.10 The Service Provider shall remain fully liable for all acts or omissions of any sub-contractor.
- CA1.11 Following termination or expiry of this Call-off Contract, howsoever arising, the Service Provider:
- CA1.11.1 may Process the Authority Personal Data only for so long and to the extent as is necessary to properly comply with its non-contractual obligations arising under law and will then comply with Clause CA1.11.3;
 - CA1.11.2 where Clause CA1.11.1 does not apply, may Process the Authority Personal Data only for such duration as agreed in Clause CA1.2.6 above and following this will then comply with Clauses CA1.11.3 and CA1.11.4;
 - CA1.11.3 subject to Clause CA1.11.1, shall on written instructions from the Authority either securely destroy or securely and promptly return to the Authority or a recipient nominated by the Authority (in such usable format as and to the extent the Authority may reasonably require) the Authority Personal Data; or
 - CA1.11.4 in the absence of instructions from the Authority after 12 months from the expiry or termination of the Call-off Contract securely destroy the Authority Personal Data.
- CA1.12 Authority Personal Data may not be Processed following termination or expiry of the Call-off Contract save as permitted by Clause CA1.11.
- CA1.13 For the avoidance of doubt, and without prejudice to Clause CA1.11, the obligations in this Clause CA1 shall apply following termination or expiry of the Call-off Contract to the extent the Party concerned retains or Processes Authority Personal Data.
- CA1.14 The indemnity in Clause 21 of the agreement shall apply to any breach of Clause CA1 and shall survive termination or expiry of the Call-off Contract.
- CA1.15 The Parties' liability in respect of any breach of Clause 25.1 of the call-off contract/the agreement and this Clause CA1 insofar as they relate to fines, court awards, settlements and legal costs shall be unlimited.

Attachment 4

The Specification

INVITATION TO TENDER

FOR

**Tackling Violence Against Women and
Girls - Pilot of Women's Safety Audits**

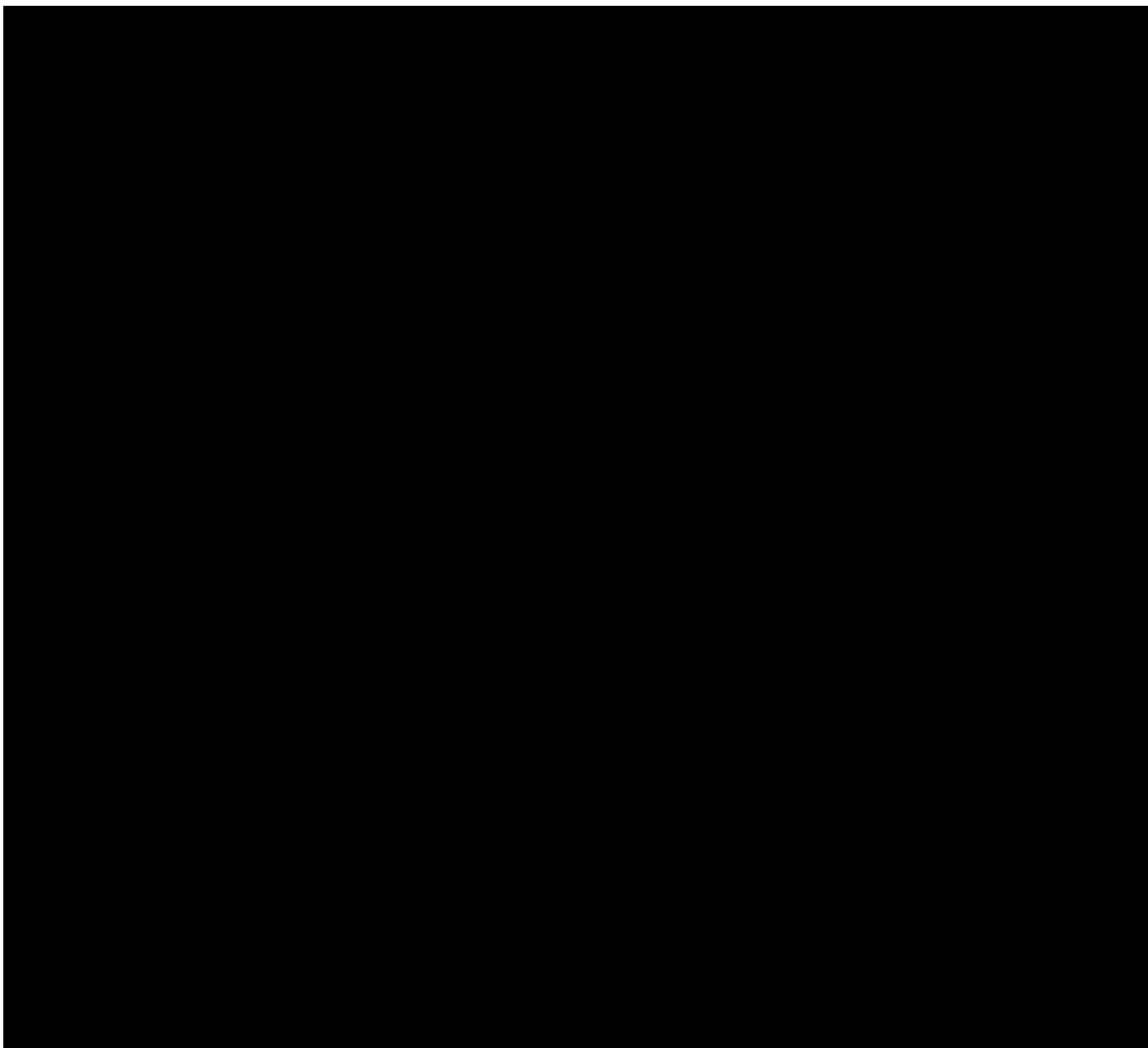
Project No : GLA 81689 Task 11

Copyright on the whole and every part of this document is owned by Transport for London. No reproduction of the whole or any part of this document is to be made without the authority of Transport for London.

TABLE OF CONTENTS

0. DOCUMENT CONTROL.....	3
0.1 Document History	3
0.2 Final Version Approval.....	3
1. ORGANISATIONAL OVERVIEW	4
1.1 Transport for London (TfL)	4
1.2 Business Unit.....	4
2. INTRODUCTION	6
2.1 Background	6
2.2 Objectives.....	7
3. SCOPE.....	11
3.1 General Requirement	11
4. SERVICE LEVEL AGREEMENTS (SLAS)/KEY PERFORMANCE INDICATORS (KPIS)	19
5. PROJECT PLAN/TIMESCALES	20

0. DOCUMENT CONTROL



I. ORGANISATIONAL OVERVIEW

I.1 Transport for London (TfL)

TfL was created in 2000 as the integrated body responsible for London's transport system. TfL is a functional body of the Greater London Authority. Its primary role is to implement the Mayor of London's Transport Strategy and manage transport services to, from and within London.

TfL manages London's buses, the Tube network, Docklands Light Railway, Overground and Trams. TfL also runs Santander Cycles, London River Services, Victoria Coach Station, the Emirates Air Line and London Transport Museum. As well as controlling a 580km network of main roads and the city's 6,000 traffic lights, TfL also regulates London's taxis and private hire vehicles and the Congestion Charge scheme.

Further background on what TfL does can be found on the TfL website here:

<https://tfl.gov.uk/corporate/about-tfl/what-we-do>

I.2 Business Unit

This is a partnership project between TfL and the Mayor's Office for Policing and Crime (MOPAC).

Within TfL, this project is being led by the Directorate of Compliance, Policing, Operations and Security (CPOS), with the Head of Transport Policing and Community Safety and the Operational Policy Manager for TfL's Ending Violence Against Women and Girls (EVAWG) programme.

CPOS will work closely with a number of TfL teams including those who are keen stakeholders in the project:

- The Transport Strategy & Policy (TS&P) team which is responsible for leading the strategic thinking and transport policy to drive the success of London as a city
- Diversity and Inclusion Team
- Investment Delivery Planning team for healthy street initiatives and local schemes
- Local Community and Partnerships Team
- Stakeholder Advocacy and Engagement Team

TfL works closely with the Greater London Authority (GLA) to deliver Mayoral priorities. This includes the Tackling Violence Against Women and

Girls (VAWG) team within the Mayor's Office for Policing and Crime (MOPAC), which is a key partner in this project. The Tackling VAWG team leads on commissioning, policy and partnerships for tackling VAWG across London on behalf of the Mayor. As outlined in the Mayor's Tackling VAWG 2022-25 strategy, the Mayor's long-term ambition is to eradicate VAWG in London, making London the safest big city in the world for women and girls.

The project team will draw on expertise and support from other teams across the GLA family as necessary.

2. INTRODUCTION

2.1 Background

In support of the Mayor's tackling Violence Against Women and Girls (VAWG) Strategy¹, and of greater participation by women in active travel (walking, cycling and public transport, especially buses), TfL, in partnership with the Mayor's Office for Policing and Crime (MOPAC) and the GLA Planning Team, is seeking to commission a trial of women's safety audits, with a particular focus on night-time travel but not exclusively

The audits will help us to better understand the experiences of women, girls, and gender diverse people in public spaces and what is needed to make them safer and feel safer.

The completion of women's safety audits responds to one of the key recommendations set out by University College of London's (UCL) Urban Laboratory Scoping study², commissioned by MOPAC, to help make London safer for women and girls. The scoping study describes audits as a useful tool to provide spatial and quantitative data about women's perceptions and experiences of safety in the city which can guide data-driven approaches to systematically assess and improve the safety of women, girls, and gender diverse people in public.

The recommendation stated that organisations (such as signatories to the Mayor's Women's Night Safety Charter, local policing teams etc) should come together to:

- Conduct localised women's night³ safety audits; and
- Use these audits to collaborate with local stakeholders to create Local Women's Safety Action Plans

The study emphasises the importance of incorporating gender expertise and women's leadership in urban design, planning and governance processes to make cities safer and more inclusive. It highlighted TfL's Healthy Streets Approach as an excellent way to start reframing street and public space design, stating it would benefit from a gendered perspective.

¹ The Mayor's Violence Against Women and Girls Strategy 2022-25
<https://www.london.gov.uk/mopac-publications/mayors-violence-against-women-and-girls-strategy>

² Scoping Study- London's participation in UN Women's Safer Cities and Safe Public Spaces programme, UCL, 2020 https://www.ucl.ac.uk/urban-lab/sites/urban-lab/files/scoping_study-londons_participation_in_un_womens_safer_cities_and_safe_public_spaces_programme.pdf

³ While the original recommendation was for women's night safety audits, we will commissioning audits that are broader in scope. The audits should have a focus on nighttime use of or concerns about public space, this should not be the sole focus.

The study also notes the potential to work with signatories of the Women's Night Safety Charter⁴, which was set up in London as part of the Mayor's Tackling Violence Against Women and Girls Strategy 2018 – 2021 and London's commitment to the UN Women Safe Cities and Safe Public Spaces global initiative.

The scoping study also emphasises the importance of doing more to address the needs of women and girls in London's cycling infrastructure. This includes addressing the implicit male bias in cycling infrastructure design and provisioning and investing in safe and comfortable cycling routes which meet the Cycling Quality Criteria, designing out conflicts with other modes, ensuring behaviour change and marketing activities consider the needs of women and girls.

More recently the GLA Planning Team has been leading a phased piece of research to build on the findings and recommendations from the independent scoping study and understand the role of design in creating safer public realm for women, girls and gender diverse people. It has created a draft toolkit to support the built environment sector to integrate gender inclusive principles into design and planning processes (the updated toolkit is to be published in September 2023)

The Mayor's refreshed VAWG Strategy includes the following commitments:

- (a) "MOPAC, working with TfL and other partners, will continue to implement the UN Safe City scoping report recommendations to support women and girls. This includes exploring and piloting night safety audits in town centres, transport hubs and other public spaces across London with an understanding of how these experiences may be different on the basis of individual characteristics such as disability, neuro-divergence and race";
- (b) "Working with TfL, the MPS and other partners, MOPAC will ensure active travel policy and delivery is informed by an awareness of VAWG and the strategies women and girls with different characteristics use to keep safe."

2.2 Objectives

⁴ <https://www.london.gov.uk/programmes-strategies/arts-and-culture/24-hour-london/womens-night-safety-charter>

The purpose of this tender is to commission:

- A women's night safety audit for up to six locations (5 plus potential further site), preceded by engagement and pre-testing with appropriate local women's groups. (It should be noted that while the term 'audit' is used throughout this document, it is intended to mean a tool for gathering spatial and quantitative data about perceptions and experiences of safety of women, girls and gender diverse people at the location, rather than a technical audit of infrastructure or junction design, which is already common practice for TfL and local authorities.
- Analysis of findings and preparation of an interim and final report and presentation about the locations and the wider lessons for the GLA group (specifically TfL, MOPAC and the Planning Team), local authorities and other stakeholders about how these spaces can be made to feel safer for women, girls and diverse people. These should be in a form which can be used in the GLA's future work, for example, in TfL design guidance⁵ or appraising planning applications via TfL's Transport Assessment Guidance,⁶ and in MOPAC's approaches to tackling crime, perceptions of crime and safety. While these may include design aspects, it is critical that the audits are open to any and all approaches, and that the recommendations are informed by insight from the audit participants.
- An assessment of engagement approaches to identify the most effective ways to reach and engage women, girls and gender diverse people. This needs to include intersectionality with other protected characteristics and participation of socially excluded and seldomly heard groups. This should include practical and cost-effective recommendations for how TfL/GLA teams and local authorities can reach and engage with these groups given the scale of engagement required.
- Facilitation of stakeholder sessions to co-develop action plans for each location, informed by insight from the audits. TfL/MOPAC will, through early engagement, seek buy in from place owners/managers and organisations with responsibility for safety at the location. It is important that we manage public expectations carefully. The main purpose of this project is to learn from the process rather than

⁵ See TfL's website for examples of current guidance <https://tfl.gov.uk/corporate/publications-and-reports/streets-toolkit>

⁶ <https://tfl.gov.uk/info-for/urban-planning-and-construction/transport-assessment-guide/transport-assessments>

specific localised action to resolve issues. The sessions should explore opportunities for local action looking at short, medium and long term options and the deliverability of those given resource constraints.

- Development of an audit tool/framework for organisations to use to reach and engage with women, girls and diverse people about their safety and confidence to use public spaces. This could take the form of an app, a set of protocols (eg for contacting appropriate groups, for recording views, for facilitating discussion – this is not a prescriptive list), or other formats as agreed between the supplier and TfL/MOPAC. It is intended that this Framework can be used by TfL, MOPAC, the GLA family, boroughs, and project developers in future engagement and involvement with women, girls and gender diverse people on the design of spaces, infrastructure and services.

The learning and outputs from this project will be used by TfL to inform:

- Guidance for project teams on defining and measuring outcomes for ending violence across women and girls and improving their confidence to use public space.
- A review of the Healthy Streets design approach and assessment tools to determine whether they can better address the specific needs of women and girls, including the method for scoring design features as part of the Healthy Streets Check for Designers tool.
- GLA/TfL longer-term research and design guidance to support the design and delivery of a safe public realm.

For this approach, it is fundamental to recognise that addressing perceptions of safety is not limited to design. There is a need to address other factors that are impacting on the safety of women, girls and gender diverse people and their confidence to use that public space. This could include behaviours experienced in the public realm and ways to improve these.

We expect suppliers to use the definition of safety set out in [Safety in Public Space: Women Girls and Gender Diverse People](#) (Good Growth by Design) document⁷. Bidders will be expected to demonstrate an awareness of this approach and set out how it would inform their work on this trial.

⁷ Document sets out “3 lenses” of safety: freedom from violence, harassment and intimidation; usability; sense of belonging and levels of participation

As well as outputs from the audits, the approach and methodology used to undertake them – as detailed in the following sections – is integral to this specification and the success of the project.

Women's participation in and leadership of these trial audits represents a step change away from crime-led approaches to understanding women's experiences, and fostering a sense of safety and empowerment amongst local women and community groups who participate. We recognise however that the successful supplier will be best placed to inform TfL/MOPAC/GLA Planning Team of best practice, whilst providing ongoing assessment and feedback on what works well, and what will require adjustment for the most effective form of engagement with women, girls and diverse people.

3. SCOPE

3.1 General Requirement

The Audits

The supplier will conduct a series of localised women's safety audits in five locations in London. These audits will:

- (a) Inform development/capital projects that TfL has committed to or may commit to in future as well as any future changes to existing locations. The resulting framework should provide a workable tool to ensure engagement on future projects is consistent and a gendered lens embedded into decisions affecting the public realm. For MOPAC the pilot will develop a tool for assessing and action planning women's night safety that can support sustainable actions from local stakeholders and foster a sense of community responsibility, which would benefit all London boroughs.
- (b) Be run in partnership with local cultural institutions, youth, women's sports, and arts organisations

At least one audit will be undertaken in each of the locations proposed in this pilot [REDACTED] These will gather a diverse range of women, particularly from marginalised communities, to discuss and share their lived experience of the city at night, as well as their needs of public space and local organisations. The audits need to identify differences in experience between day and night, albeit it may be appropriate for audits to take place in either or both. The women's safety audits will:

- (a) provide an opportunity for women to share their experiences in a nuanced and holistic way, beyond levels and experiences of crime and antisocial behaviour
- (b) enable a sense of community and agency/right to the city for those participating, allowing them to have the experience of re-shaping the city in light of their own needs and experiences.
- (c) Put the 'narrative creation' for women's safety action in the hands of those who have been marginalised and offer up these stories and concerns to those who have power to take action.

Not all women experience the same levels of vulnerability and fear (including at night) and different categories of identity (such as race, disability/ neurodiversity, sexuality, gender identity, age, class, wealth etc.) affect exposure to - and levels of protection from - various types of hostile experiences in public space. This project must prioritise the needs and experiences of groups who have been most

marginalised. The supplier will therefore be required to capture participant demographics, ensuring they are reflective of the local community.

Locations

The proposed locations (subject to change) for the audits are

- i. Bakers Road, Uxbridge (TfL) LB Hillingdon
- ii. Paddington Green - Old Police Station Development (TfL) LB Westminster
- iii. Cycle future route 23 Wembley to Harlesden (TfL) LB Brent
- iv. Brixton Road/Ferndale Road (MOPAC) LB Lambeth
- v. Walthamstow Central and environs (MOPAC) LB Waltham Forest

These locations have been identified by TfL and MOPAC (as indicated) based on a range of criteria and considerations including the stage of project development; the variety of location typology and infrastructure types, appropriate geographical spread, and areas that have been identified by women as being unsafe (based on where a high percentage of women participating in MOPAC's annual Public Attitude Survey having reported they feel the most unsafe in their area at night). The above list represents our current proposal, and it is possible it will develop in terms of locations: the bidders must be able to cover a wide range of locations in London (within the GLA boundary).

Approach

The supplier will:

- find appropriate locations for each audit discussion, likely to be close to the audit area. The supplier is expected to cover the costs and/or facilitation of venues if they are needed as part of the audits or feedback sessions but the client team and stakeholders will help to identify no-charge or low-cost venues where they can.
- develop bespoke audit methodologies for each location based on the needs of participants and type of location and review these methodologies with the client team
- recruit and train auditors as appropriate, with awareness and sensitivity to the critical importance of creating and maintaining a safe environment for participants
- Pilot their approach, and invite reflections from local women's organisations on the approach in advance of the workshops

- Identify and recruit participants ([REDACTED] sing contacts in local community and women's organisations, and in collaboration with the GLA. [REDACTED]
[REDACTED] he supplier must ensure that audits are accessible, including for example provision of childcare, wheelchair accessibility, BSL interpretation and other formats
- As set out above, it will be important to seek out women from diverse backgrounds and with a range of intersecting experiences including racialised, disabled, LGBTQIA+ women, older women and gender diverse people and the supplier must be able to demonstrate that this has been achieved. The budget assumes a maximum of 20 participants per audit Conduct the audits using appropriate and accessible formats as determined by the participants involved and document the process and outputs. Pay the participants – part of the award is to be used for this purpose and paying the participants is the responsibility of the supplier
- Undertake analysis of the audits and produce a presentation and report for TfL and MOPAC on recommendations for the sites, and provide suitable feedback to participants
- Facilitate and co-ordinate the co-design of action plans with place managers/owners and stakeholders with a responsibility for the safety of women, girls and gender diverse people in that location.
- Develop a Framework for future engagement with women, girls and gender diverse people that can be used by TfL and MOPAC, as well as any other interested parties, such as local authorities/boroughs and project developers.
- Provide an assessment of different audit and engagement approaches and their effectiveness in reaching a diverse group of participants (across different protected characteristics, socially excluded or seldomly heard groups) and make recommendations.
- Action Plans - Agree to participate in any future evaluation of the audit process and action plans that may be commissioned by MOPAC or TfL in the future.

Outputs

The women's safety audits will provide information on:

- (a) The qualities of public spaces that provide a sense of safety or otherwise, for women, girls and gender diverse people. This should be appropriately analysed to show the differences pertaining to different types of public space covered as part of the trial.
- (b) Personal safety behaviours that women, girls and gender diverse people employ and safety measures local actors might adopt so they can dial-down personal levels of vigilance
- (c) Factors that create a sense of community and a sense of connection and belonging (i.e. ability to express the following sentiments: “I know someone will be there to help me if anything happened to me”; “I know that my wellbeing at night matters and that people with power take my experience seriously”)
- (d) Factors that affect women, girls and gender diverse people’s ability to participate in, create and re-shape public spaces, particularly at night but not exclusively
- (e) How these factors and potential solutions to address them, align with current designing out crime policy, such as [Secured By Design](#)

TfL and MOPAC use of these outputs

In addition to giving TfL and MOPAC rich insight for specific locations, the project should also provide wider benefits for London. The project should help us to learn about experiences and concerns across different types of locations (e.g. transport hub, cycling infrastructure, town centre) that can be applied more broadly. Another output from the project is to create an audit tool or framework that can be used by organisations in their planning, design and management of public spaces so they are safer, and feel safer, for women, girls and gender diverse people.

For TfL the outputs will inform both TfL’s development of these specific schemes (and other, future schemes) as well as TfL’s development and/or review of its own tools for ensuring that women’s safety is properly considered in scheme design and development. For MOPAC the framework/tool will be used for assessing and action planning women’s night safety that can support sustainable actions from local stakeholders and foster a sense of community responsibility. This will benefit all London boroughs.

Outcomes of this work:

- (a) Local women’s leadership of and participation in this work represents a step change away from existing crime-led approaches

and fosters a sense of ownership amongst local women and community groups, as well as feeding insights into design processes. These are critical to women's perceptions of safety.

- (b) Clear, practical recommendations that inform development, with that prioritise the safety, and feelings of safety of women, girls and gender minorities' safety in mind.
- (c) The development of a new tool or Framework for participatory engagement with women, girls and gender diverse people in the planning, design and management of public space and action that can be adopted elsewhere. to improve safety and feelings of safety at night.

1.2 The audits will be utilised by TfL and MOPAC in two broad ways:

- Firstly, the Framework will be used for future engagement with women, girls and gender diverse people to improve safety and perceptions of safety in the public spaces, ensuring greater participation and ownership. This framework will complement the work being led by the GLA Regeneration Team on the development of a toolkit for the built environment sector to support design processes, these will be promoted for use by the GLA family, with local authorities and other organisations that have a role in the planning, design or management of public space.
- Secondly, outputs from the audits will enable TfL and MOPAC to consider changes to their existing tools, including for example:
 - how the Healthy Streets design approach and assessment tools (eg Healthy Streets checklist, Planning for Walking toolkit, Junction Assessment tool among others) can better address the specific needs of women and girls.
 - improvements to existing tools⁸ such as Equality Impact Assessments (EqIAs) and Section 17 crime and disorder assessments, the Healthy Streets Check for Designers, Secure by Design; and the consultation processes used for individual schemes in order to ensure that all projects and policies

⁸ For more information on these tools, please see:

Examples of EqIAs: <https://tfl.gov.uk/corporate/publications-and-reports/equality-and-inclusion-publications#on-this-page-5>

Example of a Section 17 Crime and Disorder Act IAs: <https://board.tfl.gov.uk/documents/s17532/fc-20220309-item13h-taxi-fares-appx7.pdf>

Healthy Streets and the Healthy Streets Check for Designers: <https://tfl.gov.uk/corporate/about-tfl/how-we-work/planning-for-the-future/healthy-streets>

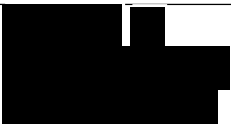
minimise and mitigate against adverse social and safety impacts for women, girls and gender diverse people.

- inform TfL/GLA spatial planning guidance and our assessment of planning applications on the basis of addressing the safety of women, girls and gender diverse people. A focus on the Transport Assessment requirement for an [Active Travel Zone assessment](#)⁹ and its assessment of the Healthy Streets criteria 'People Feel Safe'.

For context, it should be noted that the GLA is developing guidance on Good Design. See for example the ongoing work of the GLA Good Growth by Design team, in particular the Safety in Public Space-Women, Girls and Gender Diverse People phase 1 research ¹⁰ phase 2 to be published in September 2023

3.2 DELIVERABLES / MILESTONES

The contractor must notify TfL immediately if issues arise in meeting this timetable.

	Milestones (organised into 4 phases with estimated duration for each phase. The additional time allocated for Phase 3 is relatively short because it is expected that this work can be started during Phase 2)	
	Phase I – Preparation (develop methodology, identify locations and undertake recruitment) Estimated total duration: 8 weeks	
I.	Identify and secure appropriate locations for the audits Identify and reach out to local women's organisations who already have connections with the VAWG team at TfL and GLA, as well as those we think will benefit from participating in the women's safety audits	

⁹ See the Active Travel Zone assessment element of the TfL's Guidance on undertaking Transport Assessments (Healthy Streets TA)

¹⁰ <https://www.london.gov.uk/programmes-strategies/shaping-local-places/advice-and-guidance/about-good-growth-design?ac-40697=40691>

	Develop bespoke audit methodologies for each location based on the needs and type of location (2 weeks)	
2.	Invite local women's organisations to reflect on the methods presented and to invite local women to participate in the audit workshops (2 weeks)	
3.	Review draft methodologies in light of (2); submit to TfL/MOPAC project team for review. TfL/MOPAC project team sign-off on methodology (2 weeks)	
4.	Training and pilot workshops to be provided for audit facilitators (2 weeks)	■
	Phase 2 – Fieldwork (the audits) Estimated total duration: 10 weeks	
5.	Undertake the audits and complete payments to participants [REDACTED] [REDACTED] Payment at halfway point	■
	Phase 3 – Reporting (Framework, reports on sites) Estimated total duration: 2 weeks	
6.	Analysis of audits and produce outputs: <ul style="list-style-type: none">- Framework for future engagement- Reporting on specific locations (for TfL, MOPAC use rather than publication)	■
7.	Phase 4 – Action plan facilitation	■

	Estimated total duration: 6-8 weeks	
8.	Facilitate and co-ordinate the co-design of action plans with place managers/owners and stakeholders	

4. SERVICE LEVEL AGREEMENTS (SLAS)/KEY PERFORMANCE INDICATORS (KPIs)

Service delivery	<ul style="list-style-type: none"> • The Consultant will carry out the specified services to the relevant industry standards and the outputs of this project will be subject to TfL/MOPAC quality sign off to ensure they are fit for purpose. • This project should be carried out within an agreed timeframe. • The project should be completed, and outputs delivered to specification within the agreed budget and time frames. Suitable project governance, management processes and tools should be proposed by the Consultant and will be agreed at the start of the project in the Project Inception Meeting. These should then be applied throughout the duration of the project. • Deviations from the scope or the programme will be raised as soon as either party becomes aware; to enable early warning before an issue occurs. • The Consultant will provide a continuous single point of contact for TfL, and a second contact to cover absences. • Consultant resources will be consistent through the project; changes of key staff should be communicated to TfL for agreement.
Monitoring	<ul style="list-style-type: none"> • The Consultant will make available a representative for a weekly conference call to update TfL/MOPAC project team on progress if required.
Administration	<ul style="list-style-type: none"> • The Consultant should acknowledge emails or calls from TfL/MOPAC project team within one working day and provide information requested within three working days unless by prior mutual agreement. • Complaints or problems with delivery or stakeholders must be reported to TfL/MOPAC project team on the same day that they arise.

5. PROJECT PLAN/TIMESCALES

When	Task	Who
At start	Inception meeting with TfL/MOPAC	
TBD- every 2 weeks	Regular progress meetings	
At start	Confirm final locations for pilot activity to take place	TfL/MOPAC
	Identify and secure appropriate locations for the audit discussion	Supplier
	Identify and reach out to local women's organisations who already have connections with the VAWG team at the GLA, as well as those we think will benefit from participating in the night safety audits	TfL/MOPAC
+2 weeks	Develop bespoke audit methodologies for each location based on the needs and type of location	Supplier
+2 weeks	Invite local women's organisations to reflect on the methods presented and to invite local women to participate in the audit workshops.	Supplier
+2 weeks	Review draft methodologies, submit to TfL/MOPAC project team for review.	Supplier
+ 2weeks	Training and pilot workshops to be provided for audit facilitators	Supplier
+10 weeks	Carry out the audits	Supplier

	Pay participants	
+2 weeks	Analysis of audits and reporting document produced with key findings	Supplier
+ 6-8 weeks	Facilitate and co-ordinate the co-design of action plans with place managers/owners and stakeholders	Supplier

Updated Timescales:

When	Task	Who
At start	Inception meeting with TfL/MOPAC	
TBD- every 2 weeks	Regular progress meetings	
At start	Confirm final locations for pilot activity to take place	TfL/MOPAC
	Identify and secure appropriate locations for the audit discussion	Supplier
	Identify and reach out to local women's organisations who already have connections with the VAWG team at the GLA, as well as those we think will benefit from participating in the night safety audits	
+3 weeks	Invite local women's organisations to reflect on the methods presented and submit recruitment and comms materials to TfL/MOPAC project team to review	Supplier
+1 week	Sign-off on recruitment and comms materials	TfL/MOPAC
+4 weeks	Recruit batch 1 audit participants	Supplier
	Review draft methodologies, submit to TfL/MOPAC project team for review.	Supplier
	Sign-off on methodology and audit plans	TfL/MOPAC
	Training and upskilling preparation and learning plan	Supplier
+ 6 weeks	Training and pilot workshops to be provided for audit facilitators	Supplier
+6 weeks	Carry out the audits Pay participants	Supplier
+6 weeks	Analysis of audits and reporting document produced with key findings	Supplier
+ 10 weeks	Facilitate and co-ordinate the co-design of action plans with place managers/owners and stakeholders	Supplier

