**Service Specification**

**Independent Evaluation of the**

**“Domestic Violence: Coordinating the Strategic Intervention” (DVCI) Project**

**August 2017**



**Section 1**

**1.1 Purpose**

1.2 The Royal Borough of Kensington and Chelsea (RBKC), acting on behalf of the Safer Kensington and Chelsea Partnership (SKCP), wishes to invite quotations from Suppliers to undertake an independent evaluation of the” Domestic Violence: Coordinating the Strategic Intervention” (DVCI) Project. As part of the RBKC contract with the European Commission Erasmus + Programme for the delivery of the DVCI project funding for this deliverable is built into the budget.

The purpose of this document is to specify the Council’s requirements for the independent evaluation and guide Suppliers who may wish to submit quotations.

**1.3 Introduction**

1.4 Tackling Violence Against Women and Girls (VAWG) is a strategic priority for the Safer

Kensington and Chelsea Partnership who have adopted the United Nations (UN)

definition of VAWG which defines it as: “any act of gender-based violence that is directed at a woman because she is a woman, or acts of violence which are suffered disproportionally by women”.

The “Domestic Violence: Coordinating the Strategic Intervention (DVCI)” project aims to increase the skills and expertise of professionals, including statutory commissioners and policy makers, who are responsible for leading and coordinating responses to domestic violence and other forms of violence against women and girls (VAWG).

The project will build on the pioneering Coordinated Community Response (CCR) Model developed by Standing Together Against Domestic Violence (STADV) and implemented in Kensington and Chelsea and a number of other areas in the United Kingdom (UK).

**Overview of DVCI Project**

The DVCI project aims to develop, test and implement innovative, work-based Continuing Vocational Educational Training (CVET) to support the crucial role of Domestic Violence/Abuse (DV) Strategic Coordination.

In the UK and across European, national, regional, and local strategies aimed at

tackling VAWG, ‘multi-agency working and information sharing’ is a recurring theme in recognition that an integrated approach is essential to enabling effective interventions to be delivered that support and protect victims of DV and other forms of violence.

The Council of Europe 8 Convention on preventing and combating violence against women (the ‘Istanbul Convention’) sets out a set of standards, including that training for DV professionals should support coordinated, multi-agency cooperation to allow for comprehensive and appropriate handling of referrals in cases covered by the convention (Article 15) (2).

In the UK, the role of Domestic Violence Coordinator (DVC) has become established across local and regional authorities to coordinate local partnerships and interventions. STADV has established the national DVC network to support networking and capacity building amongst DVCs. Currently, job descriptions and levels of skills and influence differ vastly, and there is no standard training that focuses on strengthening competencies and skills to support the role of DV Strategic Coordination. Professional training the DV field in the UK and partner countries, Romania, Spain and Greece is focused on supporting a range of front line roles. The DVCI project addresses this gap.

The project was conceived by RBKC and STADV due to the identification of a gap in knowledge and skills to effectively deliver this best practice approach. At a London and UK-level, training is currently focused on front-line professionals - there is currently no professional development to support the role of VAWG/DV strategic leadership and coordination.

RBKC are the lead organisation and Coordinator of the DVCI project and have overall responsibility for the project and financial management.

RBKC is working in partnership with four European partners including STADV (United Kingdom), Asociatia Catharsis (Romania) Dimitra Education & Consulting S.A (Greece) and Region de Murcia (Spain) over the period of twenty-four months from 03 November 2016 to 02 November 2018 to deliver the DVCI project. All meetings will be conducted in English.

The following principles underpin the DVCI Project:

1. The **Coordinated Community Response**
2. **A Gendered approach** and understanding of violence against women as cause and consequence of gender inequality.
3. **Intersectionality,** an understanding and awareness of the multiple layers ofdiscrimination survivors may face.
4. **Survivor-centred**: improving outcomes for survivors andsurvivors’ needs are at the centre of all activities and outputs.

**Aims and Objectives and Key Deliverables of the DVCI Project**

1. To share good practice and develop an EU core curriculum and competencies for the DV Strategic Coordination role, involving relevant agencies with responsibility for dealing with DV and VAWG.
2. To develop nationally-adapted curricula for developing and delivering a coordinated community response to DV in the UK, Greece, Romania and Spain.
3. To pilot and accredit innovative work-based Vocational Educational Training (VET) to 160 professionals with responsibility for leading or coordinating DV interventions in four national contexts (45 in the UK, Romania and Greece, 25 in Spain).
4. To raise awareness of the need to improve skills of DV coordinators at a local, national and EU level and promote the EU curricula and training to support improved services for victims of DV and VAWG.

# DVCI Project Outcomes:

**At a local and national level, the project will result in**

* Improved competencies and skills of DV Strategic Coordinators, better trained and thus able to have a positive impact on those affected by domestic violence.
* Improved coordinated community response to DV, in a variety of settings, with victims of DV and other forms of VAWG receiving better, consistent and effective support as a result.
* DV Strategic Coordinator knowledge and skills are recognised and accredited, professionalising the role.

**At an international level the project will result in**

* The project will raise awareness of the Coordinated Community Response model and
* The need to recognise and professionalise DV coordination

The EU Core Curriculum and manual will raise awareness of the core competences and skills required and how to adapt these to different national contexts.

The manual will be relevant to DV Coordinators across the EU. The dissemination strategy will encourage other CVET providers and decision makers at a national and local level across the EU to adapt the training to their own context.

# Section 2

2.1 **Provisional Procurement Timetable and Quote Submission**

Below is the timetable, the Council may alter this timetable where necessary:

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| --- | --- |
| **Activity** | **Date (and Time)** |
| Issue Invitations to Tender on or around | 13 September 2017 |
| Closing date and time for submission of Tenderers’ clarification questions | 5pm on 19 September 2017 |
| Closing date for receipt of Tenders | Midday on 22 September 2017 |
| Notification of proposed award of Contract | 6 October 2017 |
| Commencement Date of Contract | on or around 9 October 2017 |

All correspondence relating to the quote submission, including requests for clarification regarding this specification should be addressed to Vania Guetova, DVCI Project Coordinator and submitted via [dvci@rbkc.gov.uk](mailto:dvci@rbkc.gov.uk)

**2.2 Pricing Guide**

The Council are seeking quotes up to the maximum of £6,000 (exc. VAT). This budget will need to cover all costs and overheads in relation to the evaluation and work related to it and must also cover the cost of travel/accommodation to Romania for Transnational Workshop 3 and any translation costs. Quote submissions exceeding £6,000 will be rejected by the Council.

**2.3 Scope of the Evaluation Work**

1. **Develop methodology** – work with DVCI project partners to refine methodology for collecting data and evaluating the pilot. The supplier will need to develop and/or coordinate a framework by which the individual partners and the entire programme of work can be measured for its impact and its contribution to a coordinated community response to VAWG. This will include attendance at the Transnational Workshop in Romania, November 2017 where the consultant/organisation will meet with partners.
2. **Data Collection** from all DVCI partners (both qualitative and quantitative) and key stakeholders/ participants in the pilot courses
3. **Data Analysis** that clearly highlights the effectiveness of the project and partnership model of activities.
4. **Liaison** with project partners in UK, Greece, Romania and Spain and attendance at the Transnational Workshop 3 in Romania in November 2017 (cost of the payment amount is specified in **2.2**)
5. **Interim Evaluation Report** will be required by 22 November 2017.
6. **Final Evaluation Report** – the final output will be a single research report that integrates findings from all aspects of the research. The report should be more than a collection of qualitative and quantitative data – it should seek to analyse the effectiveness of the project and partnership model of activities and make bold recommendations that can be presented to Senior Managers at each of the partner agencies, Local, Regional, National, and European Leaders; This will be submitted to the European Commission as part of the larger funding agreement between them and Kensington and Chelsea**.**
7. **Presentation of findings – the consultant(s) will be asked to present findings at local, regional and/or international forums and at the final dissemination conference in London at the end of the DVCI project in November 2018.**

**Section 3:**

**3.1 Skills Knowledge and Experience**

Candidates should be able to demonstrate the following:

* Experience of leading academically robust evaluation projects
* Experience of working in the field of Violence against Women and Girls (VAWG)
* Experience of devising and/or facilitating VAWG training
* Experience of developing and analysing complex performance indicators and frameworks
* Experience of communicating complex information verbally and in writing to a range of audiences and environments including senior Partnership Boards within local government.

**3.2 Candidates must submit a proposal which includes:**

|  |  |
| --- | --- |
| Knowledge of Violence against Women and Girls. | Up to 500 words |
| Brief outline of similar work carried out and at least one example of previous work. | Up to 500 words |
| Two references for evaluation work that the consultant organisation has conducted with contact names and phone numbers/ emails. | - |
| Proposed delivery methodology. | Up to 1500 words |
| Cost outline; including breakdown of costs. | - |
| CV(s) of the Consultant(s) who will be conducting the evaluation. | - |

**3.3 Timescales for the evaluation work:**

An **interim evaluation** report must be delivered to the Royal Borough of Kensington and Chelsea in electronic and paper form **by 22 November 2017**. The interim evaluation will focus on establishing a baseline against which to evaluate the overall impact of the project.

The **final report** is due **by 17 October 2018**. Two weeks will be required for the DVCI steering group to review and comment on the evaluation report before it is finalised and submitted to the European Commission by the end of the project in November 2018.

**3.4 Criteria for appraising the quotation submitted are as follows (weightings in parentheses):**

Quality (70%)

* Knowledge and expertise of subject area (15%): This includes an understanding of the principles that underpin the DVCI project:
* A Coordinated Community Response
* A gendered approach to understanding VAWG
* An understanding of intersectionality
* The need for a survivor centred approach
* Previous experience in conducting academically robust evaluation (15%). Higher marks will be awarded to responses which demonstrate that the candidate has undertaken at least one broadly comparable project in the past three years which has led to measurable improvements in the quality of service delivered.
* Method of approach (40%) – a combination of academic and practical expertise will attract higher marks

Cost (30%)

* This must include a clear breakdown of costs – please bear in mind that you must also include the cost of travel/accommodation to Romania for Transnational Workshop 3 on 7 and 8 November 2017 and any translation costs.

**Appendix 1 – Table of Project Deliverables**

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| **Output/Deliverable** | **Evidence** | **Timescale** | **Responsibility** |
| Management – Steering Group Meetings | Minuted meetings | As scheduled in between RBKC and STADV | RBKC and STADV |
| Transnational Workshops x 4 | 4 Minuted Transnational workshops | As scheduled in Partnership Agreement | Specific to all partners in each host country: UK, Greece, Romania, Spain |
| Round Table Conference Reports ( All Partners or their representatives – via Skype or Conference call) x 2 | Reports x 2 | Month 9 UK  Month 17 UK | RBKC |
| Training Needs Analyses | X 4 - copies supplied by all partners | As scheduled in the DVCI Project Work Plan | STADV UK, Dimitra (Greece), Catharsis (Romania), Region de Murcia (Spain) |
| External Evaluation | Interim and Final Evaluation completed with input of data from each delivery partner | As scheduled in the Grant Agreement and DVCI Project Evaluation Specification | External Consultant – RBKC UK coordinating the work with the assistance of all partners |
| Communication and Dissemination - UK | Micro website on Partner – STADV UK website. Secure website for all partners. Logo, flyer and project newsletters x4.  Postcards and poster to promote national helpline. HT guide for professionals. | As per detail in Partnership Agreement | RBKC, STADV, Dimitra, Catharsis, Region de Murcia, as per agreement |
| Core EU Curriculum  National curricula | 1 - Copy supplied by STADV  X 4 | As per Agreement and Project Plan | STADV and  All partners |
| Developing of Pilot Course | X 4 – plans and documents supplied by all partners | As per Grant Agreement and Work Plan (from June 2018 to June 2018)  Details and dates specific for each partner country | All partners |
| Course Accreditation Documentation | X 4 – evidence supplied by all partners | As per Grant Agreement ( Oct 2017 –Aug 2018) | All partners |
| Final Conference x 4 | High profile final dissemination conference to disseminate results of the project and raise profile of DVCI and Training – x 4  Conference Report | Month 24 As per Agreement | All partners |