



Swansea Women's Aid

Swansea Women's Aid
P.O.Box 363
Swansea
SA1 2YG

Tel No/Rhif Ffon (01792) 644683

External Evaluation Contract

1. Context

- 1.1 Swansea Women's Aid (SWA) is a women-only organisation that offers emergency accommodation, support and information to women and children with experience of violence against women, domestic abuse and sexual violence living within the City and County of Swansea.
- 1.2 For the past 2 years, SWA has been delivering the SWAN (Support, Wellbeing, Advocacy, eNablement) project from the Swansea Domestic Abuse One Stop Shop. This offers support, wellbeing activities and an evening outreach service to women exploited through the sex industry.
- 1.3 SWA is looking to appoint an external evaluator who will produce a report to evaluate the effectiveness of the project and outline any learning.
- 1.4 The contract value is £5,000.

2. Brief

- 2.1 To provide a detailed evaluation report that will demonstrate the changes made by the project, what it has achieved and outline learning to inform future project development.

3. Scope

- 3.1 The work required to be undertaken will need to be very focussed and include consideration of, but is not restricted to, the following:
 - The project will support 145 women in total
 - Evaluations of service received, from the women and partner agencies.
 - Differences made and/or outcomes
 - Lessons learnt – both positive and negative



www.swanseawomensaid.org

- Quantitative data – e.g. numbers, ages, length of support, protected characteristics etc.
- Voice of the women accessing the service.
- Interview with staff – how it worked for them, e.g. partnership approach, addressing needs of women, need for further interventions etc.
- Interview with Project Manager– harm reduction approach, added value, identified successes and concerns etc.
- Recommendations for future development

4. Timescale

4.1 Tender issue date is Monday, 19 October 2020 at 9am.

4.2 All tender submissions are to be received no later than 12pm on Monday, 2 November 2020.

4.3 Work is expected to commence in December 2020.

4.4 Evaluation report to be delivered by 28 February, 2021.

5. Content of Tender Submission

5.1 Tenderers are asked to provide the following within their submission:

- Understanding of our requirements and how the brief will be undertaken.
- Experience. Provide examples and a brief description of similar commissions that you have worked on in the last three years. Please include details of: subject matter of the commission or project; client organisation; individual commission value (if applicable).
- Ethics and values statement.
- Personnel. Please provide details of the key personnel who will be responsible for managing and undertaking the work, including their experience, relevant qualification and whether they have enhanced DBS checks.
- Please identify one named Account Manager who will co-ordinate your services.
- Your charge rates. Please show all elements of your charges. including your daily rate. If applicable, VAT should be shown separately.
- Evidence of current insurance policies and value of indemnity (as a minimum this should include public and professional indemnity and employer liability if applicable).
- Names and contact details of two referees to whom you have provided a similar service in the last two years and who you are happy for us to contact.

5.2 The above specification points are not an exhaustive list. The successful providers may therefore be required to adhere to additional requirements or may wish to suggest additional activity that would benefit the project. Such requirements will be agreed between the successful providers and SWA.

5.3 The successful contractor will be appointed on the basis of quality and experience.

6 Submission Terms

6.1 To raise points for clarification in advance of proposal submission, email admin@swanseawa.org.uk marking it FAO Lynne Sanders.

6.2 To submit a proposal for this brief, please send an **electronic copy only** to Kerry Jones, Office Manager kjones@swanseawa.org.uk, noting the above deadline. The proposal should be no longer than 10 sides of A4 paper.

7 Corporate Responsibility and Health and Safety Considerations

7.1 SWA requires providers to comply with all Health & Safety legislation and to have procedures in place for ensuring the safety of its staff, as well as third party personnel involved in assignments.

7.2 Providers should possess and maintain public and professional indemnity insurance and employers' liability insurance (if applicable). Evidence of current insurance policies and the limits of these policies must be provided as part of your tender submission.

7.3 SWA recognises the importance of confidentiality and security with respect to all personal information processed by the organisation. Providers will ensure that data will be stored safely, treated as strictly confidential and used only for the legitimate purposes of conducting the business of the Organisation in line with GDPR.

8. Copyright/Legal Ownership of Commissioned Work

8.1 In all instances, full copyright and authorship of all commissioned work will pass to the Client and becomes SWA assets upon payment of invoice. We would expect the appointed contractor not to share with any third party organisations as there may be commercial sensitivities.

8.2 SWA and its associated organisations will have the right to use and reproduce the commissioned work without further charge or permission.

9. Payment Terms

9.1 Payment will be made following receipt of invoices:

- 50% at mid –point
- 50% on satisfactory completion of work required.

10. Nominated Contract Manager:

Lynne Sanders, Chief Executive, SWA