



Swansea Women's Aid

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

Tel No/Rhif Ffon (01792) 644683

External Consultant Contract

1. Context

- 1.1 Swansea Women's Aid (SWA) is a women-only organisation specialising in offering emergency accommodation, support and information to women and children with experience of violence against women, domestic abuse and sexual violence (VAWDASV) and living in Swansea.
- 1.2 SWA has measures in place to ensure our services are of high quality and holds the National Quality Service Standards, the recognised quality mark for the VAWDASV sector.
- 1.3 However, it is recognised that our data collection and impact reporting could be improved to better evidence our impacts to our key audiences, e.g. commissioners, funders, VAWDASV survivors, other agencies, the public etc
- 1.4 SWA is looking to appoint an experienced external consultant to improve its impact reporting.
- 1.5 The contract value is £6,350.

2. Brief

To review existing processes and introduce improvements that will enhance our ability to fully demonstrate the extent and breadth of the impacts we achieve.

3. Scope

The work required to be undertaken will need to be very focussed and include consideration of, but is not restricted to, the following:

- Review of what data is currently collected: why it is collected, how well it is collected, what tools are used.
- Collaborative design of tools to be used, pilot and improve.



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- Review data audiences and improve reporting formats to best demonstrate the extent and breadth of the impacts achieved.

4. Timescale

4.1 Tender issue date is Monday, 30 June at 9am.

4.2 All tender submissions are to be received no later than 12pm on Monday, 21 July 2025.

4.3 Work is expected to commence in September 2025.

4.4 Completion of work by 31 August 2026.

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 Carla King, HR and admin worker cking@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