

Invitation to tender

Specification

The Mayor's London Violence Against Women Strategy

Introduction

- 1.1 The Greater London Authority (GLA) is a unique form of strategic citywide government for London. It is made up of a directly elected Mayor - the Mayor of London - and a separately elected London Assembly.
- 1.2 The GLA Group comprises the GLA, London Fire and Emergency Planning Authority (LFEPA), the London Development Agency (LDA), Transport for London (TfL), and the Metropolitan Police Authority (MPA), which oversees the Metropolitan Police Service (MPS). The Mayor sets budgets for these bodies.
- 1.3 The Mayor also has specific powers to direct TfL, the LDA and LFEPA and will chair the MPA from October 2008.
- 1.4 The Assembly scrutinises the Mayor's activities, questioning the Mayor about his decisions. The Assembly is also able to investigate other issues of importance to Londoners, publish its findings and recommendations, and make proposals to the Mayor.
- 1.5 The authority is based at City Hall, The Queen's Walk, London SE1 2AA.
- 1.6 A key part of the Mayor's agenda for London is to lead the fight against crime and improve public safety. One of the ways he is achieving this is by prioritising community safety, particularly violent crime, because it is these crimes that are causing the greatest harm to our communities.
- 1.7 To help achieve this the Mayor would like to develop and implement an integrated violence against women strategy for London. This strategy will address wider forms of gender-based violence in London for women and girls (under the age of 18) including rape, domestic violence, forced marriage, stalking, sexual exploitation, prostitution and trafficking, female genital mutilation (FGM), other forms of female mutilation including breast ironing and crimes in the name of honour. We are looking to appoint a person / persons / organisation to develop and write this strategy.
- 1.8 The GLA Community Safety team will be responsible for the procurement and management of this contract.

2 Background and Scope

- 2.1 In 2001 the GLA launched the first London Domestic Violence Strategy, which set out a vision for addressing domestic violence in London. Its objective was to create a consistent and quality response across London to domestic violence and for agencies to work together to address domestic violence more effectively.

- 2.2 Building on the success of the first Strategy, the second London Domestic Violence Strategy was launched in November 2005.
- 2.3 These strategies have championed many improvements to domestic violence services in London which have led to:
- A reduction in domestic violence murders
 - An increase in Independent Domestic Violence Advocacy services (IDVA)
 - Expansion of services that enable 'abused women' to stay safely in their homes
 - An increase in community-based children's services
 - Improving provisions for abused women from disadvantaged groups
- 2.4 In 2008 Boris Johnson was elected Mayor of London. To deliver his manifesto commitments the new Mayor wants to continue this momentum of improvement and to expand the remit of the current domestic violence strategy to include wider forms of violence against women.
- 2.5 Unlike the first two strategies, this new strategy will address rape, domestic violence, forced marriage, stalking, sexual exploitation, prostitution and trafficking, FGM and other forms of female mutilation including breast ironing and crimes in the name of honour.

3 Overall contract output

- 3.1 The principal output from this contract is a London Violence Against Women Strategy. The Strategy should identify the evidence and issues and then a set of realistic priorities for London, that are agreed by stakeholders and key delivery agencies, that will help to prevent and reduce rape, domestic violence, forced marriage, stalking, sexual exploitation, prostitution and trafficking, FGM and other forms of female mutilation including breast ironing and crimes in the name of honour. The strategy should also address improvements to for supporting victims and suggest innovative ways to ensure long term sustainable funding for the sector.

4 Objectives

- 4.1 The objectives of this project are:
- Identify and map out the evidence for a Violence Against Women Strategy for London. This should detail data, the national and regional policy context, existing research as well as local/regional programmes and projects.
 - Based on the evidence identify a set of achievable priorities for reducing the number of incidents of, improving the criminal justice response to, challenging public attitudes towards, raising awareness of and improving the victim response to rape, domestic violence, forced marriage, stalking, sexual exploitation, prostitution and trafficking, FGM and other forms of female mutilation including breast ironing and crimes in the name of honour. These priorities should be developed in consultation with, and agreed by, the GLA Community Safety Team and the Deputy Mayor for Policing.

- A specific Mayoral commitment which should be covered within the Strategy and its implementation plan is ensuring there are 4 rape crisis services in London within this Mayoral electoral term.
 - Identify ways of delivering and monitoring these priorities. This should focus wherever practicable on engagement and delivery at the local level.
 - Agree the priorities, with key stakeholders including the MPS, MPA, the London Criminal Justice Board (London CJB), NHS, Government Office for London (GOL), London Boroughs, Mayor's Refugee Advisory Panel (MRAP) and the voluntary and community sector. This agreement should include a commitment to implementation.
 - Identify innovative ways to ensure long term sustainable funding for the priorities, especially those for the community and voluntary sector.
 - Write the draft strategy; the strategy should clearly set out the agreed priorities and the mechanisms for implementation. The strategy should be written in plain English and should be in line with GLA style guidelines.
 - Publish (GLA website) and consult on the draft strategy in line with best practice and the compact agreement; this is a 12-week public consultation period. Following consultation, and in discussion with the GLA Community Safety Team and Deputy Mayor for Policing, make the appropriate changes to the draft strategy ready for final publication.
- 4.2 The Strategy should be developed with the Mayor's wider community safety priorities in mind, including tackling youth violence, as well as other Mayoral priorities including health, housing and immigration. The link between domestic violence, rape and other forms of crime is well documented, for this reason this strategy should also support a holistic approach to crime prevention.

5 Contract Duration

- 5.1 The proposed commencement date for the services is November 2008.
- 5.2 The proposed contract completion date is July 2009.

6 Project Deliverables

- 6.1 The following bullet points set out key project deliverables and reporting requirements:
- Agree project action plan with GLA Community Safety Team for contract delivery.
 - Draw up and report on the map of evidence for a Violence Against Women Strategy for London.

- Initial consultation with GLA Community Safety Team, Deputy Mayor for Policing, MPA, MPS, NHS, London CJB, GOL, London Councils and a representative selection of the voluntary and community sector, to draw-up an initial priority framework for the strategy. (The GLA Community Safety Team will assist in providing relevant contacts in the listed statutory sector organisations and some voluntary and community sector organisations.)
- Agree initial priority framework with GLA Community safety Team and Deputy Mayor for Policing for consultation.
- Agree priority framework with MPA, MPS, London CJB, NHS, GOL, London Councils and the voluntary and community sector, including mechanisms for delivery and monitoring delivery.
- Draft Violence Against Women draft Strategy based on the agreed priority framework. This should include an action plan and a summary.
- Agree draft Violence Against Women Strategy with GLA Community Safety Team and Deputy Mayor for Policing.
- The GLA will publish (website only) draft strategy for public consultation.
- Following public consultation, agree with the GLA Community Safety Team appropriate changes to the Strategy and revise ready for final publication.
- GLA will publish and launch the Strategy: the contractor will be required to provide logistical support for the launch.
- On request, carry out a limited number of stakeholder engagement events to communicate the strategy to key stakeholders. These will be agreed in the action plan, once the contract has been awarded.

6.2 Ownership and copyright of the Strategy will remain with the GLA.

7 Reporting requirements

- 7.1 There will be formal monthly meetings between the contractor and the GLA Community Safety Team during the lifetime of the project. This includes an initial project inception meeting at the beginning of the project and a project handover/close at the end of the contract.
- 7.2 In addition, it is expected that the contractor will provide weekly feedback on progress via email/phone or informal face-to-face meetings. An exact timetable of meetings will be decided at the inception meeting.
- 7.3 The process will be contract managed by the GLA Community Safety Team.

8 Outline Project Timetable

- 8.1 Outline procurement timetable

Action	Date
The tender notice issued by e-mail	27 August 08
Proposals are required by	22 September 08
Tender Evaluations	22 September – 10 October 08
Results announced	15 October 08
Contract start date	November 08

8.2 Proposed draft contract timetable

Action	Date
Agree project action plan	November 08
Map out the evidence for a Violence Against Women Strategy in London	November 08
Initial consultation on draft priority framework	December 08
Agree priority frame work	January 09
Develop / write the draft strategy	February – March 09
Publish the draft strategy for consultation	April 09
Public consultation closes	June 09
Amend and prepare strategy ready for final publication	July 09

9 Performance

- 9.1 Your performance will be measured against delivery on project deliverables in terms of both quality and time.

10 Submission of quotes

10.1 **Deadline for return tender documents noon 22 September 08.**

- 10.2 Three hard copies and an electronic copy of the proposal should be provided, clearly marked Contract for Violence Against Women Strategy for the attention of:

Helen Bowes (helen.xxxxx@xxxxxx.xxv.uk)
 GLA
 Community Safety Team
 City Hall
 More London
 The Queen's Walk
 London
 SE1 2AA

- 10.3 Enquiries on this specification can also be made by email to xxxxx.xxxxx@xxxxxx.xxv.uk by noon on **8 September** 2008. A response will be provided by 12 September 2008.

11 Return of Tender Documents

- 11.1 Information required from the Tenderers is detailed below. Please ensure your tender responds to each sub-heading separately and is set out accordingly.
- Completion of the attached pricing schedule inclusive of day rates for consultant/employee, cost per work element/phase (including labour fees and expenses). Note that there should be a fixed maximum cost for delivery against the specification.
 - A list and CV of all the consultants or employees that will work on the project, their individual responsibilities and a single named lead contact.
 - An outline plan showing how the contract deliverables will be delivered and information on the method to be used.
 - Details of relevant experience, including case studies if possible, as well as demonstrable understanding of the policy area and community safety field including the different cultural / religious views around these issues.
 - A schedule outlining number of staff and the time (in days) that each person will spend on the project.
 - Demonstrable ability and commitment to deliver the contract and project deliverables within the timeframe set out in point 8.2.
 - Details of internal quality systems.
 - Details of relevant equal opportunities policies.
 - Evidence of systems in place that conform to the GLA responsible procurement policies.
 - Completed Diversity Monitoring form.
 - Signed copy of the GLA's Form of Quotation.
 - Three relevant references from previous work undertaken.
 - Two sets of audited accounts.

12 Subcontractors

- 12.1 If any subcontractors are proposed, this must be clearly specified, with all associated costs and tasks. In the event that this approach is adopted, potential contractors must supply full details (e.g. CVs and references) from each partner.

13 Evaluation

- 13.1 Award of the contract will be subject to a competitive tendering process and evaluated against the requirements outlined in this brief. The evaluation criteria are:

Evaluation Criteria	Weightings (%)
Strategy development abilities including technical ability and capacity to deliver the project	35%
Method and understanding of issues	25%
Price	20%
Track record and relevant experience	20%

- 13.2 The Contract will be awarded on the basis of most economically advantageous Tender.

14 Payment

- 14.1 Monthly payments up to a maximum of 75% of the total fixed cost, with the final 25% to be paid on acceptance of the final Strategy document
- 14.2 Payment may be withheld in case of non-completion of identified outputs / contract delivery.
- 14.3 All contract variations to be agreed in writing with the GLA Community Safety Team prior to expenditure.

15 Contract

- 15.1 Any contract awarded will be governed by the contract conditions issued with this invitation to tender and tenderers are deemed to have accepted these conditions by the act of submitting their tender. The preferred consultant cannot assume they have been granted the contract until formal contracts are signed.

16 GLA Responsibilities

- 16.1 Access to GLA information and non-project team staff to be coordinated by the GLA Community Safety project team.