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# Request for Proposals (RFP)

# for the service provision of

**An evaluation of the**

**Trauma Informed Prevention Programme**

Ref: 2023/919a

Issue Date: 1st August 2023

**1 Introduction**

The Nottingham City and Nottinghamshire Violence Reduction Partnership (“the VRP”) is inviting quotations for an evaluation of the Trauma Informed Prevention Programme. The VRP’s detailed requirements are defined in the Specification. The Specification provides potential Tenderers with the relevant information to enable them to tender to deliver the work.

* 1. **Procurement timetable**

This procurement process is intended to follow the timeline below:

|  |  |
| --- | --- |
| 1. Request for Proposals issued | 1st August 2023 |
| 2. Deadline for questions | 25th September 2023 |
| 3. Deadline for Proposal submission | 6th October 2023 |
| 4. Proposal evaluation by | 20th October 2023 |
| 5. Contract Awarded by | 31st October 2023 |
| 6. Contract Strategy/Delivery Meeting by | 10th November 2023 |

Please note that the VRP reserves the right to amend this timetable and steps 4 to 6 inclusive are provided for indicative purposes only.

* 1. **Questions**

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to [VRP@Notts.police.uk](mailto:VRP@Notts.police.uk) Please note that the deadline for questions is midday on 25/09/2023 and any responses to any clarification sought will be circulated to all bidding organisations.

* 1. **Submission of Proposal**

Bidders should complete and submit the Tender Response Document, Costings Document, a project delivery plan in Gantt chart format, and up to date CVs for all personnel that will be involved in delivering the project, including evidence of DBS checks and indemnity as appropriate.

The VRP welcomes bids from consortia of individuals/organisations which bring different skills sets and are therefore able to provide the wide-ranging experience required to deliver the bid. If your bid includes other individuals or organisations, then detail should be provided of which organisations will deliver which part of the project.

Proposals should be received no later than 12pm on 06/10/23 (9 weeks from when Requests for Proposals issued), and should be submitted by email to [VRP@Notts.police.uk](mailto:VRP@Notts.police.uk)

* 1. **Evaluation of quotations**

Based on the information provided by Tenderers, each submission will be evaluated based on a combination of experience, design, quality and price criteria.

## Bids will be scored by an assessment panel, with the highest scoring bid being awarded the contract. The panel is likely to include:

* Head of VRP or their representative
* VRP Consultant in Public Health or their representative
* OPCC Commissioning Lead

Bids must meet or exceed the minimum pass mark of 3 out of 5 on all questions to be considered. Each section will be scored out of 5 as follows:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| Excellent | 5 | Exceeds the requirement.  Exceptional demonstration by in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| Good | 4 | Satisfies the requirement with minor additional benefits.  Above average demonstration in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| Acceptable | 3 | Satisfies the requirement.  Demonstration in the Bid of the understanding and skills required to provide the services, with evidence to support the response. |
| Minor Reservations | 2 | Minor reservations. Some minor reservations of the Bidder's understanding and skills required to provide the services, with little or no evidence to support the response. |
| Serious Reservations | 1 | Major reservations. Considerable reservations of the Bidder’s understanding and skills required to provide the services, with little or no evidence to support the response. |
| Unacceptable | 0 | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding and skills required to provide the services, with little or no evidence to support the response. |

Mandatory requirements, outlined in ‘Section 7 Other Requirements’ must be met for proposals to be considered. As part of the evaluation process, the VRP may check your organisation’s financial stability. If your Experian score is less than 50 your organisation will be eliminated from the procurement process.

The assessment criteria for evaluation are:

|  |  |  |
| --- | --- | --- |
|  | **Score available** | **%** |
| **Experience** | | |
| Are you familiar with and have you contributed to the evidence base for a public health approach to violence reduction, including trauma informed prevention or therapeutic programmes? | 5 | 10 |
| Do you have evidence of planning, implementing and reporting results of complex multi-component evaluative work or research involving adolescents, young adults, and vulnerable people, within limited timescales and budgets whilst working collaboratively with a steering group? | 5 | 10 |
| Can you demonstrate technical skills and methodological experience in quantitative and economic evaluation approaches for evaluations of sensitive topic interventions for children and young people? | 5 | 10 |
| **Design** |  |  |
| Can you detail a justified, credible methodology tailored to intervention Theory of Change and Logic Models, with appropriate sensitivity to the intervention providers and beneficiaries? | 5 | 10 |
| Does your evaluation plan set out your plan for data collection and analysis, how will results be synthesised and conclusions drawn, and how this will answer the evaluation questions? | 5 | 10 |
| Have you provided a project delivery plan including a Gantt chart, detailing the team and skillset, relevant activity with realistic time allocations with dependencies, and plans for prevention and mitigation of risks? | 5 | 10 |
| **Quality** | | |
| Have you stated how ethics and governance standards will be applied including identification of participants, consent, confidentiality, avoidance of harm, data management & security, indemnity, and DBS checks? | 5 | 10 |
| Can you demonstrate culturally sensitive qualitative and lived experience work with vulnerable groups, including young people/ children survivors, and a robust policy on safeguarding and responding to concerns and disclosures? | 5 | 10 |
| Do you have a clear accountable management structure, a clear grasp of the accountabilities for this evaluation, and an assurance that staff have the relevant skills and experience? | 5 | 10 |
| **Price** | | |
| The price must be within budget and a breakdown of costs provided with allocation of time and personnel to specified tasks including proposed spend on community engagement and primary data collection. With regards to the price, overall costs the lowest price tenderer will be awarded the maximum price score of 10% and all other bids will be scored relative to that. Below is an example calculation:   * Bid 1 - £10,000 = 10,000/10,000 x 10 = 10% * Bid 2 - £15,000 = 10,000/15,000 x 10 = 6.6% * Bid 3 - £20,000 = 10,000/20,000 x 20 = 5% | 5 | 10 |
| **Total** | **50** | **100** |

# 2 Specification

**2.1 Context**

Nottingham City and Nottinghamshire Violence Reduction Unit (NNVRP) is a partnership bringing together specialists from Local Government, Health, Education, Policing and Criminal Justice to work with communities and the third sector to reduce serious violence and tackle its underlying causes. We are committed to ensuring that our work will be underpinned by evidence of what works, expanding that evidence base and creating new evidence where none currently exist.

NNVRP takes a public health approach to reducing violent crime, focusing on what will make a difference to whole populations, communities and groups. In practice this means we look beyond the statistics about incidents of crime and its causes to research and evidence that explains why people behave in certain ways and what contributes to this behaviour. For NNVRP, a public heath approach means intervening through education and policy change before violence has a chance to take hold, much in the same way as other population level health issues. These interventions are aimed at building community resilience to violent crime and changing social norms, using local intelligence to interrupt the transmission of violence by analysing where it may occur and intervening with those at higher risk.

NNVRP prioritise interventions with an existing evidence base, as well as supporting innovation and increased understanding of what works to prevent serious violence. The Youth Endowment Fund toolkit indicates that trauma-specific therapies are likely to have a high impact on violent crime, however there are few relevant published studies, and the evidence quality is low.

**2.2 Description of the programme**

The Trauma Informed Prevention Programme in Nottingham and Nottinghamshire is a one-to-one and group trauma informed service for children and young people affected by witnessing weapon enabled violence and abuse to their non-abusing parent. The programme is delivered by Juno Women’s Aid in Nottingham City and South Nottinghamshire, and by Nottinghamshire Women’s Aid in North Nottinghamshire and started in 2019.

The main aim of the programme is to reduce the trauma that the children and young people taking part have experienced as a result of witnessing violence and abuse to their non-abusing parent with a weapon.

* To reduce trauma that children and young people have experienced
* To prevent the future use of violence and to recognise that there are other ways of dealing with and expressing feelings
* To enable children and young people to explore their understanding of a healthy relationship
* To help children and young people manage their experience of exposure to the abuse and to give clear messages that violence and abuse is unhelpful

The time frame of the intervention will vary for each child or young person, but it is anticipated they would spend between 4 and 12 weeks in the programme. It is open to any child young people in Nottingham/shire who aged is between 5 and 17 years old (at least school year 1, and has a memory of the abuse within the home).

Referrals are initially made via the Domestic Abuse Referral Team (DART). The DART accepts referrals from the Police where a DVA incident has occurred in the home with children in the house the evening before, to enable the DART to alert the school. Other suitable referral pathways are being established, as appropriate, to ensure the optimum number of children and young people are able to benefit from the programme. Where the child or young person is still living with the perpetrator, an additional risk assessment is carried out, to ensure that this service is appropriate for the individual.

**2.3 Background to the evaluation**

A descriptive process evaluation of the Trauma Informed Prevention Programme was completed in 2021. A copy of this will be shared with the successful bidder.

The VRP has subsequently supported the intervention providers to develop a Theory of Change and Logic Model with defined intended outputs, outcomes and impacts of the programme (see Appendix A).

The VRP has built quarterly monitoring data reporting into the service specification, which includes collecting baseline, interim and end data and demographic information.

The key monitoring outcomes are:

* Knowledge and ability to identify abusive behaviour/ responsibility for harm
* Reduced feelings of insecurity/ increased feelings of safety
* Controlling emotion with coping strategies and becoming independent to cope
* Improved self esteem and confidence
* Improved emotional wellbeing and physical health
* Strengthened parent and child relationship
* Improved family support and social networks
* Prevention of future violence - perpetrator or victim
* Improved school attendance/attainment

The VRP will continue to work with providers to support their reporting of monitoring data. The routinely collected demographic data is aggregated by quarter. The monitoring data is aggregated by the reporting period and does not contain personally identifiable information. The VRP receive and maintain the monitoring data. All monitoring data reported by providers to the VRP will be available to the successful bidder at no cost to support the evaluation.

**2.4 Aims and objectives of the Service**

The aim is to evaluate the Trauma Informed Prevention Programme in Nottingham and Nottinghamshire. A formative quantitative evaluation of the outcomes of the intervention is required, including economic analysis. With an existing theory of change and previous process evaluation providing insight on the mechanism of change, this evaluation should be steered towards understanding utility and impact of the Programme.

The specific evaluation objectives are:

* Assess and quantify the benefits (outcomes and impacts) of the Trauma-Informed Prevention Programme, including:
  + Short term outcomes including, but not limited to, understanding of healthy relationships, reduced trauma, and safety measures in place
  + Medium term outcomes including, but not limited to, coping strategies for emotions, self esteem and confidence, emotional wellbeing and physical health
  + longer term outcomes including, understanding of abusive behaviour, strengthened relationships, and prevention of future violence but not limited to weapon enabled offences
* Apply appropriate methodologies to estimate any benefits in relation to weapon use and weapon related offences (describing trends and any indications of attributable changes)
* Identify and quantify any dis-benefits (including unanticipated harms) associated with the Programme
* Describe the benefits of the Programme in relation to the evidence-base for trauma-informed prevention
* Inform a refined theory of change for the Programme
* Calculate the cost-benefits of the Programme describing any intangible costs and benefits, and determining whether the Programme is likely to be an effective use of resources
* Apply findings to make recommendations for local commissioners and decision makers, on the future model, design, and delivery of trauma-informed prevention programmes

**3 Methodology**

Tenderers should specify the methodology that they will use to complete this evaluation, meeting all of the requirements of the service. A detailed delivery plan should include sufficient detail of relevant activity with realistic time allocations, and dependencies, risks and mitigating actions, and business resilience arrangements clearly set out.

It is expected that additional data collection will be required and your bid should include details of how you will securely collect and access, store, manage, use and dispose of primary and secondary data.

We would particularly welcome proposals where the evaluator is working with (a) local organisation(s) and communities in the delivery of the evaluation.

**4 Price**

Tenderers must quote a fixed price for the contract, which should include:

* Staff costs
* Non-staff costs
* Fixed overheads
* Other costs
* Detailed breakdown of fees to other organisations if you are submitting a consortia bid

We would prefer you use the Costing Document provided and amend the headings as appropriate, but you may submit this information using your own document providing the information is complete and clear. Up to £20,000 excluding VAT is available to undertake the evaluation. Prices should exclude VAT.

Up to 25% of the price bid can be paid to begin the evaluation if this is required to facilitate the early phase of the project. Any outstanding amount will be paid upon receipt of a satisfactory report agreed with VRP.

**5 Deliverables**

The NNVRP are the primary audience for this evaluation, to inform the partnership work on trauma-informed prevention interventions. It is vital that the researchers work effectively in collaboration with a steering group of stakeholders from across Nottingham and Nottinghamshire to generate appropriate and implementable recommendations.

The evaluation needs to be of the highest quality, and evaluators will need a sensitive approach to the topic. A research agreement will be required to commence this work. Any planned secondary outputs such as publication or dissemination should first be discussed and agreed with the commissioners.

It is expected that the following products will be produced:

* Facilitate a monthly steering group of key stakeholders and distribute prepared papers at least 5 days in advance.
* Provide detailed monthly email updates on progress
* Provide an interim report of preliminary findings by April 2024
* Engage in a timely manner with commissioners and the steering group with draft findings and recommendations to enable amendments to be finalised before the final draft of the report.
* Develop a detailed final report, by June 2024 which includes SMART commissioning recommendations for the NNVRP on how to take forward the learning locally and nationally as part of their response strategy.
* Present the findings and recommendations to local stakeholders.
* Produce an easy read summary of the findings and recommendations for stakeholders.

**6 Timescales**

The panel will meet by 20/10/2023 to consider all applications, a decision will be made and the successful application will be notified by 31/10/2023. A contract delivery meeting will be held with VRP by 10/11/2023.

## It is expected the evaluation work will be completed with the final report submitted electronically to [VRP@Notts.police.uk](mailto:VRP@Notts.police.uk) by 30/06/2024. There is little flexibility in the timescale.

**7 Other requirements**

Tenderers must declare any conflicts of interest for team members in the specific

context of this evaluation.

A research agreement will be required to commence this work. Tenderers must ensure appropriate indemnity is in place, ethical approval from a Research and Ethics Committee is obtained for proposed methodology, and Disclosure and Barring Service checks are completed for team members as appropriate for the evaluation method proposed, noting that the Trauma Informed Prevention Programme delivers interventions to children and young people. There must be a plan to respond to any disclosures of crime or victims of crime, and any safeguarding concerns that arise during the evaluation project.

Information governance principles must be upheld, and a data sharing agreement is required prior to the transfer of any monitoring data.

**8 Terms and Conditions**

Tenderers must declare any conflicts of interest for team members in the specific

context of this research.

Any purchase order or contract awarded to an organisation as a result of the acceptance of their quotation by the PCC/VRU will be in accordance with the following terms and conditions of contract.



Please note that this is a template agreement and may be subject to slight changes and amendments which will be discussed with the successful researcher.

Information governance principles must be upheld, and a data sharing agreement may be required with partner agencies.

**Appendix**

Draft logic model and theory of change

