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**Research and engagement with victims and survivors in Nottinghamshire with lived experience of violence against women and girls (VAWG)**

**REQUEST FOR PROPOSALS November 2022**

**Response Document**

**Scoring Mechanism**

Please see the Request for Proposals for information about how this document will be scored.

**Tenderers are invited to respond to the questions below, ensuring that all points are answered.**

**Please note:**

* The entire specification should be considered when answering individual questions;
* Where word limits have been set, these are maxima, Tenderers will not be penalised for well written concise answers;
* Tenderers must answer each question fully and **NOT** make reference to other responses to other questions or use attachments to support their answer unless specifically requested;
* Tenderers should use examples of current or recent delivery in their answers;
* Tenderers may answer these questions in a separate document, clearing marking it with the Tenderer’s name and the title “Quality Requirements Response Document”.

**Name of organisation tendering:**

|  |  |  |
| --- | --- | --- |
| **Question** | **Section Experience and Knowledge** | **Section Weighting** |
| **1** | Please tell us about your experience of delivering similar research, engagement or co-production with diverse groups within limited timescales, specifically including experience of effective quantitative and qualitative research and conducting interviews and/or focus groups with victims/survivors and/or vulnerable people.  You may attach appropriate weblinks to any reports you have previously produced.  Please limit your answer to 1000 words. The examples of previous reports are not included in the word limit. | **25%** |
|  | **Response** |
| **1a** | Please tell us about the key personnel to be involved in the project and their experience of delivering similar needs assessments within limited timescales.  We are looking for experienced researcher/s who have relevant experience in managing social research projects, analysing data both qualitative and quantitative, designing and conducting surveys, interviews and focus groups, and report writing.  For each person, please complete the Key Personnel template found below.  ***Do not forget to provide a CV for each person as a separate attachment.***  The key personnel template and CVs are not subject to a word limit. |

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| **2** | Please tell us about your insight and understanding into VAWG, how victims and survivors are affected by it, and the landscape that exists to tackle VAWG including the role of the Commissioner  Please limit your answer to 750 words. | **10%** |
|  | **Response** |
|  | **Section Methodology and Plan** |  |
| **3a** | Please tell us about your project methodology.  Please limit your answer to 500 words. | **10%** |
|  | **Response** |
| **3b** | Please attach your delivery plan in Gantt format which should include sufficient detail of relevant activity with realistic time allocations with dependencies, risks and mitigating actions clearly set out. | **15%** |
| **4** | Please outline your delivery and management structure.  Please limit your answer to 500 words. | **5%** |
|  | **Response** |

**Key Personnel**

Complete the following template for each person that will be involved in the delivery of this service. Cut & Paste the template for each person.

|  |  |  |
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| **Requirement** | **Response** | |
| **Name** |  | |
| **Role/Activities to be undertaken** |  | |
| **Relevant Experience** |  | |
| **Relevant Experience** (Where applicable to the role to be performed):  Please tell us about the key personnel to be involved in the project and their experience of delivering similar needs assessments within limited timescales.  We are looking for experienced researcher/s who have relevant experience in managing social research projects, analysing data both qualitative and quantitative, designing and conducting surveys, interviews and focus groups, and report writing  The key personnel template and CVs are not subject to a word limit. |  | |
| **Level of Vetting or DBS Held (please tick)** | NNPV2 (police vetting): | Enhanced DBS: |