



Scottish Government
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Guidance and Resources Toolkit

VAWG Needs Assessment Toolkit Terms of Reference Example

Terms of Reference Example

1. Purpose

The VAWG Needs Assessment Sub-Group is established under the Violence Against Women Partnership (VAWP) to support the delivery of a VAWG Needs Assessment in [local area].

A sub-group will be formed, reporting to [VAWP's Executive Committee], which will oversee and contribute to the test phase, ensuring effective implementation, learning and refinement of the tool to inform both local and national practice.

2. Objectives

The sub-group will:

- Carry out the Needs Assessment locally, gathering evidence on the needs of women, children and young people affected by VAWG and how well current systems and services meet those needs
- Identify and share good practice in engaging stakeholders and people with lived experience as part of the assessment
- Build the multi-agency partnership's understanding of what's needed to run the assessment well and act on what it finds
- Use the findings to identify local priorities, gaps and areas for improvement
- Inform VAWP priorities, planning and service development

3. Scope

The test phase will:

- Test the implementation of the VAWG Needs Assessment Tool in [local area]
- Gather and analyse qualitative and quantitative data
- Engage stakeholders, including individuals with lived experience
- Identify service gaps, good practice, and areas for improvement
- Produce learning to inform local and national approaches

4. Funding

Grant funding will support:

- Appointment of an independent consultant
- Capacity support for specialist services and equality groups
- Participation of individuals with lived experience (including payment, training, and support)
- Engagement activities (events, workshops, consultations)
- Operational costs (e.g. printing and materials)

5. Membership

Core Sub-Group Members:

- Independent Consultant
- VAWP Coordinator
- RASAC (Rape and Sexual Assault Centre)
- Women's Aid
- Centre for Equalities
- Housing / Domestic Abuse & Housing Lead Officer
- Justice Social Work
- Children and Families Social Work
- Adult Social Work / ASPC Coordinator
- Alcohol and Drug Partnership
- NHS (GBV Nursing and School Nursing)
- Education
- MARAC Representative

Additional Contributors (as required)

- Specialist third sector services as relevant to local need

6. Roles and Responsibilities

Consultant:

- Review and interpret the Needs Assessment Tool
- Undertake research and analysis
- Facilitate stakeholder and lived experience engagement (including focus groups)
- Attend sub-group meetings
- Analyse qualitative and quantitative data
- Produce a final report
- Facilitate reflection and learning sessions

Sub-Group Members:

- Provide relevant data, evidence, and insights
- Attend and actively contribute to meetings
- Support work between meetings as required
- Facilitate engagement with stakeholders and lived experience participants
- Provide appropriate support to individuals sharing lived experience

7. Outputs

The sub-group will produce:

- A final report outlining findings, learning, and recommendations
- Evidence of good practice and identified gaps
- Reflections on implementation of the tool
- Recommendations for future use and development

Outputs will inform:

- Action Plan
- Priority group workstreams
- Broader partnership planning and service improvement

8. Learning and Evaluation

Process Learning:

- Effectiveness of implementing the tool
- What worked well and areas for improvement
- Support required for future use

Findings from the Tool:

- Identification of good practice
- Identification of gaps and unmet need
- Insights to improve outcomes for women, children, and young people

9. Reporting and Governance

- The sub-group will report to the VAWP Executive
- Findings will be shared with partners, stakeholders, and national bodies as appropriate
- Learning will contribute to national development of the Needs Assessment Tool

10. Duration

The sub-group will operate for the duration of the project from [date] to [date]. It will meet monthly, after which findings and recommendations will be embedded into ongoing VAWP workstreams.

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