



Scottish Government
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Guidance and Resources Toolkit

VAWG Needs Assessment Toolkit Invitation to Tender (ITT) Template

**For commissioning an external consultant to
support the VAWG Needs Assessment**

Depending on the capacity and expertise that currently exist within your Partnership, some partners may decide they wish to commission an external consultant to support some elements of the VAWG Needs Assessment. A key first step in doing this may involve developing a proposal brief or Invitation to Tender (ITT) which outlines the tasks you require the consultant to undertake and aligns with the requirements of local procurement processes.

This template is a starting point. Each section below sets out what to ask for, includes example content you can adapt or remove, and provides space to write your own version.

Section 1: Context

What to ask for:

It can be helpful to provide some contextual information surrounding the wider project and indicate which questions the local area will be focusing on.

Example content:

Men's Violence Against Women & Girls (VAWG) occurs on a continuum of gendered violence and abuse affecting women, children and young people from all walks of life across private and social space. The Scottish Government's and COSLA's joint vision for the prevention and eventual elimination of all forms of VAWG is outlined in Equally Safe: Scotland's Strategy for Preventing and Eradicating Violence Against Women and Girls.

The Equally Safe delivery plan commits to the development of a stable funding model for VAWG services, informed by recommendations from the Violence Against Women and Girls Independent Strategic Review of Funding and Commissioning of Services.

To support this work, a VAWG Needs Assessment Tool is being developed by the Improvement Service to support local multi-agency Violence Against Women (VAW) Partnerships in their ongoing planning and resource allocation to support prevention. This aims to ensure all current and future local responses are focused on facilitating and maximising the safety and wellbeing of women, children and young people, reducing risk, improving access to justice and offering robust and effective responses to perpetrators.

The needs assessment tool requires that each local VAWG Partnership collects and analyses relevant local data to identify:

- Who are we? What does our local landscape look like in terms of population, demographics and socio-economic outcomes?
- What are the key issues/challenges being experienced by women, children and young people who have and/or are currently experiencing VAWG in our local authority area?
- What systems and services are currently in place locally to prevent and eradicate VAWG and respond to the needs of women, children and young people experiencing VAWG?
- To what extent do local systems and services currently meet women, children and young people's needs?
- What are the collective resources currently available to partners to meet the needs of women, children and young people experiencing VAWG?

Section 2: Outcomes, Outputs and Measures

What to ask for:

It may be useful to state the outcomes intended for this piece of work, what the outputs may look like and how success will be measured. Alternatively, you can allow respondents to determine their own aims and objectives in line with the given context.

Outcomes

- Generate learning on the needs of women experiencing different forms of VAWG in [local authority area]
- Identify examples of good practice in how specialist and universal systems and services are currently meeting women's needs, as well as examples of gaps, barriers and risks women are currently experiencing
- Increase understanding of the support that multi-agency VAW Partnerships may require to carry out and act on local needs assessment work

Outputs

- A clearer picture of the needs of women experiencing different forms of VAWG in [local authority area] is produced
- Examples of good practice, gaps, barriers and risks across specialist and universal services are identified
- Understanding of the support multi-agency VAW Partnerships need to carry out and act on needs assessment work has improved

Measures

- A report summarising local needs, including key gaps, barriers and risks identified through the assessment process, is produced
- Examples of good practice and areas for improvement across specialist and universal services are documented
- A list of support needs for multi-agency VAW Partnerships to carry out and act on needs assessment work is produced

Section 3: Research Design

What to ask for:

In as much or as little detail as necessary, ask respondents to give an overview of their approach to the research.

Section 4: Ethics and Risk Assessment

What to ask for:

In as much or as little detail as necessary, ask respondents to explain how they will maintain ethical research practices.

Example content:

- You may wish to ask respondents to explain how they will embed the key approaches and frameworks into their activities.

Section 5: Services Provided & Costs

What to ask for:

In as much or as little detail as necessary, ask respondents to give a breakdown of the services provided and their associated costs.

Section 6: Biography

What to ask for:

In as much or as little detail as necessary, ask respondents to give information about their expertise and suitability to undertake the project.

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