

CSA Disruption Literature Review

Call for proposals

Deadline for proposal submissions: **12 noon, 23 November 2018.**

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Background

The Centre of expertise on child sexual abuse (CSA Centre) wants children to be able to live free from the threat and harm of sexual abuse. Our aim is to reduce the impact of CSA through improved prevention and better response.

We are a multi-disciplinary team, funded by the Home Office, hosted by Barnardo's and work closely with key partners from academic institutions, local authorities, health, education, police and the voluntary sector. However, we are independent and will challenge any barriers, assumptions, taboos and ways of working that prevent us from increasing our understanding and improving our approach to child sexual abuse.

To tackle child sexual abuse we must understand its causes, scope, scale and impact. We know a lot about CSA and have made progress in dealing with it, but there are still many gaps in our knowledge and understanding which limit how effectively we are tackling the issue.

We bring about change by:

- Collating and analysing existing research, policy, practice and the real experiences of those affected, and filling the gaps we identify with new research, insights and analysis;
- Using that evidence and insight to develop new approaches and apply learning in practice.

Further information can be found on the CSA Centre's website: www.csacentre.org.uk

Project overview

The CSA Centre is committed to protecting children from child sexual abuse by building the evidence base of the disruption of CSA offending. The CSA Centre has made progress in this area, liaising with multiple police forces across the country to date. Feedback provided during recent informal visits across these police forces in both England and Wales has indicated that there is a significant lack of proactive ongoing disruption work across all forms of CSA. Additional insight from HMICFRS child protection inspection reports and College of Policing review papers shows that the disruption work that does appear to take place is reactive in nature and this is generally limited to enforcing statutory requirements.

There is no current best practice guidance regarding CSA disruption, or indeed a shared definition of what 'disruption' is, however pockets of apparent practice have been discussed during conversations with practitioners. The CSA Centre is therefore commissioning further research to build a better understanding of the nature of CSA disruption in England and Wales. The aim of the project is to understand current approaches to disruption undertaken in England and Wales, by police and their wider

partners, identify examples of effective disruption practice, and understand further how elements of good practice can be more widely adopted and accurately evaluated.

The overarching research questions for this study to address are:

- What is meant by CSA disruption and how is it currently carried out?
- What does good practice look like in relation to CSA disruption?
- Where could practice be improved and how?
- What are the key challenges practitioners face in relation to disrupting CSA?

To support in addressing these questions, the CSA Centre is commissioning a literature review to identify what we do and don't currently know about the disruption and prevention of CSA.

Contracting Authority

The contracting authority is Barnardo's (Company Number: 61625 whose registered officer is Tanners Lane, Barkingside, Ilford, Essex, IG6 1QG).

Barnardo's will be acting through the CSA Centre for this contract. There is a degree of separation between the two, which is essential for the CSA Centre's credibility and independence.

Bidders should feel free to provide any feedback to the CSA Centre at the time of bidding on any of the provisions within the draft agreement that may require negotiation (see the Declaration section in Appendix C).

Proposal conditions

- Information provided by the CSA Centre is done so in good faith and was believed to be correct at the time of publication;
- Your proposal response must demonstrate how the specifications are to be met, this should be in the proposal format outlined in Appendix A, along with a short CV and an example of succinct accessible written work;
- The CSA Centre may contact one or more referees if you have not previously worked with the CSA Centre and/or to ensure you are able to complete the work to the CSA Centre's standards;
- Proposal responses may be rejected if they have not been completed in line with instructions or contain omissions;
- You will not be able to amend proposal documents once they have been submitted. Please let us know as soon as it is practicable of any inconsistencies or omissions in your response;
- Proposal documentation will remain the property of the CSA Centre and will only be used for proposal purposes;

- The CSA Centre is subject to the Freedom of Information Act 2000 (FoI), which means any information submitted to the CSA Centre may be disclosed under these obligations; if you think any parts of your response are commercially sensitive, please mark them as so; however it cannot be guaranteed proposals will not be required to be shared.
- You are responsible for all costs and expenses incurred in preparation of the proposal response;
- The request for proposals process and associated communications do not form any part of a contractual arrangement;
- All information provided to you by the CSA Centre must be treated as confidential unless it is already in the public domain;
- Independence is a key principle for the CSA Centre and you will be required to disclose if you have and business or personal relationships or affiliations with the CSA Centre, the Home Office, Barnardo's or any of the CSA Centre's other partners;
- The CSA Centre may ask for further information to be submitted within a reasonable timescale. These clarification requests should be submitted to the address listed below (under "Return of proposal Instructions" section); the CSA Centre may also request interviews with key personnel and references.

Specification

While there is a general consensus between stakeholders that there is a lack of extensive literature in relation to CSA disruption, it feels important to ensure that the literature that does exist is reviewed and a picture of the current state of understanding and practice in relation to this aspect of police and multiagency work is better understood. Additionally, a number of questions remain as to what can be considered disruption and what can be considered prevention, when the two are different and when the two are the same. A review of the current literature will therefore be undertaken, with the aim of answering the following questions, in relation to policing and their partner agencies:

- What is CSA 'disruption' and what does it look like in both online and offline practice?
- What is CSA 'prevention' and what does it look like in both online and offline practice?
- What are the similarities and differences between CSA disruption and CSA prevention in both online and offline practice?
- What existing guidance is available in relation to CSA disruption in both online and offline practice?
- What gaps in knowledge exist relating to CSA disruption in both online and offline practice?

The supplier will be expected to return a written research report in line with the CSA Centre's report structure by the **22 February 2019**.

The CSA Centre will carry out a review process of draft outputs, including, at a minimum, two internal CSA Centre staff and two external reviewers identified by the CSA Centre. The CSA Centre will undertake collating and checking all reviews before they are sent to authors who will need to be able to respond effectively and efficiently to reviewers' comments. This will need to be considered in the planning process and timescales.

Supplier requirements

We expect the successful supplier will have an in-depth knowledge of policing in relation to CSA and will have extensive experience of developing accessible outputs from the literature.

The CSA Centre requires a project proposal only (see Appendix A). This must be accompanied by CV(s) of individual(s) proposed to carry out the work, examples of existing written work and contact details for one professional/academic reference. Please ensure your referee is happy for the CSA Centre to contact them prior to any work taking place.

Governance and ethics

This commission will be overseen by Tim Leeson (Deputy Director - Partnerships and Improvement) and will be managed on a day to day basis by Paul Burnside (Practice Improvement Advisor - Police).

In addition, all proposals will be reviewed by Polly Pascoe (Senior Research & Evaluation Officer) and Sophie Laws (Deputy Director - Research & Evaluation).

The research undertaken must adhere to the highest ethical standards and procedures at all times, having regard to the CSA Centre's [Framework for Research Ethics](#).

Each paper will be subject to internal CSA Centre review and external review by selected experts from a practice and research background.

Budget

The CSA Centre wishes to allocate up to £5,000 (including VAT) for the project.

Payment and invoicing

Invoices should be submitted once all deliverables are completed, and accepted by the CSA Centre. Please address invoices to Viki Calais at Barnardo's, Barnardo House, Tanners Lane, Barkingside IG61QG. Please ensure all invoices include the typed reference 'XT01010408' and are sent in individual emails as individual PDF documents to AP Invoices APIInvoices@barnardos.org.uk and Viki Calais viki.calais@csacentre.org.uk. Please contact Viki if you have any questions or need further assistance.

Proposal requirements

Proposal responses must:

- be received before the deadline (see Appendix C)
- include proposal form (see Appendix A)
- include declarations of interest form (Appendix D) for all individuals within the proposed project team
- include completed supplier set up form (Appendix E)
- include a CV for each individual proposed to undertake work
- include an example of succinct accessible written work
- contact details for one reference
- be signed by an authorised individual
- clearly outline anticipated risks and how the supplier plans to address these

Proposal forms must provide:

- clear answers, that focus only on the specific requirement being addressed;
- a sufficiently detailed level of information to demonstrate how the requirements would be delivered;
- honest answers;
- a well-structured response that is easy for the reviewers to navigate, with accurate references to additional information provided;
- a methodology that is clearly tailored the requirements of the specification
- clear consideration of risks and mitigations;
- a clear indication of experience; and
- exact information about which individuals will deliver this work
- at least one example of published work, written by the lead applicant that demonstrates ability to deliver this work.

Return of proposals

Deadline for return of proposals: **12 noon, 23 November 2018.**

Email: info@csacentre.org.uk

Postal address:

Private and Confidential,
FAO Polly Pascoe
Centre of expertise on child sexual abuse,
Barnardo House,
Tanners Lane,
Barkingside,
Ilford,
IG6 1QG

Appendix A - Proposal form

Name: [Click here to enter text.](#)

Organisation: [Click here to enter text.](#)

Co-applicant name(s) and organisation(s): [Click here to enter text.](#)

Knowledge of the subject area:

Please outline your experience of CSA disruption, briefly explaining what expertise you will draw on and how you will gather evidence

Writing experience:

Please outline the experience you and your co-applicants have of writing accessible materials for practitioners and the public.

Working with a commissioner:

Please outline your experience of commissioning processes and working with a commissioner, alongside how you envision the relationship working.

Experience of review and publication processes:

Please outline your experience of organisational publications and review processes. Do you foresee any difficulties or challenges with his process?

Proposed methodology:

Please outline a proposal for the methodology for carrying out the work to the specification.

Risks and mitigation:

Please outline any risks you foresee arising when carrying out this work and how you propose to mitigate these risks.

Terms and conditions (Appendix F):

Please note any changes or editions you would propose to the terms and conditions set out in Appendix F.

Reference contact details:

Click here to enter text.

I confirm I have attached a CV for the lead and each co-applicant, along with an example of written work

Signed

Date

Appendix B - Whistleblowing procedures

If you need to raise a concern, in the first instance you should contact the Assistant Director – Business Support or your main contact at the CSA Centre. You can do this verbally or in writing. If you are unsure about raising a concern because you don't know if it is relevant, or whether it falls within this policy, you are encouraged to come forward so that the matter can be discussed and advice given.

The CSA Centre will then respond, usually within 5 working days, in line with their Whistleblowing Procedure.

Appendix C - Indicative timescales

Date	Activity
26 October 2018	Request for proposals sent out
7 November 2018	Deadline for questions
14 November 2018	Response to questions provided
23 November 2018	Deadline for proposals
30 November 2018	Shortlisting complete and applicants notified
7 December 2018	Interviews held
14 December 2018	Contract Awarded
22 February 2019	Final draft report to the CSA Centre

Appendix D - Declaration of interests form

Description of interest (please refer to the list below)	Relevant dates
Please state "no interests to declare" if none are applicable	

- employment¹;
- consultancies or quasi-employment with outside organisations;
- any involvement with Barnardo’s (see footnote);
- public, charitable or regulatory appointments, whether or not remunerated;
- directorships, trusteeships or other position of responsibility in commercial, charitable, regulatory or other organisations, whether or not remunerated;
- direct or indirect financial interests (in the order of £100k), including significant shareholdings, in organisations which may be affected by the work of the CSA Centre or which supply or propose to supply services to the CSA Centre;
- the interests of close associates (for example family members) who hold employment, positions of responsibility or other interests in organisations which may be affected by the work of the CSA Centre.

Signed

Date

Approved (Centre Director)

Date

¹ Staff working at the CSA Centre are employees of Barnardo’s and this does not need a specific declaration

Appendix E - Supplier set up form

SETUP UP FORM

To: Accounts Payable Tanners Lane Barkingside Ilford Essex IG6 1QG	From:	Name: Job Title: Project/Dept:
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(If multiple sites complete all details for each site) Name:
Type , (e.g. supplier, casual, consultant, volunteer, foster carer, trainee):
Address:
Telephone number:
E-mail address:
Contact Name:

Bank:	Branch Name:
Bank Account holder name:	
Account No:	Sort Code:

Authorised: _____ **Date:** _____

Supplier No: _____
(to be completed by Accounts Payable)

Appendix F - Terms and conditions

[consultant's name]

[address]

[date]

Dear [contact name]

CONSULTANCY AGREEMENT

I have pleasure in confirming the following terms and conditions under which you will provide 1) the consultancy services as described below and in the attached 0 (the 'Initial Services') and 2) any further services in accordance with clause below, to Barnardo's (the 'Company'):

Initial Services

- 1 This Agreement will commence as of [date] and you will complete the Initial Services by [date] or such later date as we may agree in writing.
- 2 During the consultancy you will give the Company advice and information, carry out studies and make reports as specified in 0 1 and in accordance with any reasonable instructions of the Company. The Company's representative(s) for the purpose of giving any instructions and approvals under this Agreement shall be me and such other persons as I may nominate in writing.
- 3 In consideration of the Initial Services, the Company will pay you the Fees described in 0 (the 'Fees').

Further Services

- 4 Barnardo's may wish to instruct you to carry out further services ("Further Services"). Any such request for Further Services will be made by Barnardo's in writing by submitting to you a Further Services Order Form in the form set out in Schedule 2.
- 5 The Further Services Order Form will contain detail of the services requested, Fees and any applicable deadlines.
- 6 Acceptance by you of the Further Services Order Form shall be communicated in writing or by beginning the performance of the Further Services.
- 7 Further Services will be carried out pursuant to these same terms and conditions contained within this letter.

Fees

- 8 Where the Fees are quoted on a daily rate basis, a day shall mean up to 7 hours' work. Any hours worked beyond 7 hours in a day shall be charged pro-rata to the Company.
- 9 All reasonable travel expenses, and any other expenses pre-agreed with the Company in writing, properly and necessarily incurred by you in the proper performance of the Services shall be reimbursed by the Company provided that all travel will be undertaken at the most economic

rates reasonably available and in any event any item of expense which may exceed £200 will be agreed with the Company in advance.

- 10 You will raise invoices on the Company (and send them to the below address marked for my attention) showing the fees due and expenses claimed with documentary evidence of such expenses.
- 11 All sums due under this Agreement are exclusive of VAT which where applicable will be paid by the Company to you in addition to any amount or rate quoted.
- 12 You will be responsible for the payment of any income tax, insurance contributions or other taxes, revenues or duties arising as a result of the performance of the Services or otherwise under this Agreement. For the avoidance of doubt neither you nor any person engaged by you in the performance of the Services will be an employee of the Company in performing the Services.

Confidentiality

- 13 You will promptly communicate in confidence to the Company all ideas generated, work done, results produced and inventions made in the performance of the Services ('Results'). You will not, without the written consent of the Company, use or disclose to any other person or organisation either during or after termination of this Agreement any confidential information of the Company that may come into your possession. For this purpose all Results shall be treated as the confidential information of the Company. You will in any event enter into the non-disclosure agreement annexed to this Agreement as Appendix 1.
- 14 On any termination of this Agreement you will return to the Company all documents, records (on any media) and other property belonging to the Company that are in your possession and are capable of delivery and you will retain no copies thereof in any form.
- 15 You undertake that all copyright, design right, rights to apply for patents, patents and other intellectual property in the Results shall belong to the Company. In consideration of the fees payable under this Agreement, you agree on demand to assign forthwith to the Company all intellectual property in the Results at any time after their coming into existence. At the Company's request and expense (but without further payment to you) you will use all reasonable endeavours to enable the Company at its discretion to make formal application anywhere in the world to obtain and maintain intellectual property in the Results.
- 16 Without prejudice to any other right or remedy, if you commit any material breach of, or fail to comply with, any of your obligations under this Agreement, become bankrupt or any judgment is made against you and remains unsatisfied for 7 days, the Company shall be entitled to terminate this Agreement forthwith on written notice to you.

Termination

- 17 Either party may terminate this Agreement and your services by giving no less than one months' notice in writing to the other.
- 18 If you are, or become, unavailable to work on the Services, this Agreement may be terminated by either Party giving written notice to the other Party such notice to take effect either forthwith or as specified in the notice.
- 19 Neither Party shall be liable to the other Party in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature whatsoever incurred or suffered by that other Party of an indirect or consequential nature including without limitation any economic loss or other loss of turnover, profits, business or goodwill.

- 20 This Agreement is personal to you and may not be assigned by you. This Agreement does not give you any authority to act as agent of the Company. Nor can any part of the agreement, duties or obligations be sub-contracted.
- 21 For the purpose of ensuring compliance with your obligations under this Agreement the Company shall have access to and the right to inspect any work being carried out by you under this Agreement.
- 22 This Agreement is made under English law and the parties submit to the non-exclusive jurisdiction of the English courts.
- 23 This agreement does not create any right enforceable by any person not a party to it.

I would be obliged if you would indicate your agreement to the provisions of this Agreement by signing and returning to me the enclosed copy of this letter.

Yours sincerely

[signature]

[name]

[job title]

Address for notice:

Barnardo House,
Tanners Lane,
Barkingside,
Ilford, Essex,
IG6 1QG

SCHEDULE 1 - INITIAL SERVICES

[description of services to be performed by the Consultant]

Outputs

[outputs]

Fees

[fees to be paid for those services] [VAT included/No VAT to be charged]

To be invoiced upon completion and acceptance of the outputs.

Invoicing instructions

Please address invoices to Alejandra Garcia-Gardner at Barnardo House, Tanners Lane, Barkingside IG61QG.

Please ensure all invoices include the typed reference 'XT01010408' and are sent in individual emails as individual PDF documents to AP Invoices APInvoices@barnardos.org.uk and Viki Calais viki.calais@csacentre.org.uk .

Please contact Viki (vikil.calais@csacentre.org.uk) if you have any questions or need further assistance

(1) BARNARDO'S

and

(2) (NAME)

**CONFIDENTIALITY
AGREEMENT**

THIS AGREEMENT is made on: [date]

BETWEEN:

(1) **BARNARDO'S** (Company number: 61625 whose registered office is at Tanners Lane, Barkingside, Ilford, Essex, IG6 1QG. (the "**Company**")

AND

(2) **Name (address)**

RECITALS:

(A) The parties wish to disclose to and receive from each other certain Confidential Information as defined in Clause 1.1 on the terms of this Agreement.

AGREEMENT:

1 DEFINITIONS AND INTERPRETATION

1.1 Save as set out below, the words and expressions used in this Agreement shall have the same meanings as are respectively assigned to them in the Agreement:

(1) **Confidential Information** means all information of a confidential or proprietary nature (including information imparted orally) relating to either party's (the "**Disclosing Party**") business, products, processes, potential or actual clients, suppliers (which is not publicly available) including, but not limited to, any information specifically designated by the Disclosing Party as confidential; any information supplied to the Disclosing Party by any third party in relation to which a duty of confidentiality is owed or arises; and any other information which should otherwise be reasonably regarded as possessing a quality of confidence or as having a commercial value in relation to the business of the Disclosing Party;

(2) **Purpose** means any discussions and negotiations between the Consultant and the Company concerning a potential or actual engagement in commercial activities on a contract, joint venture or other basis.

1.2 In this Agreement where the context requires:

- 1.2.1 words importing the singular include the plural and vice versa; and
 - 1.2.2 words importing the masculine include the feminine; and
 - 1.2.3 words importing persons shall include firms companies and corporations and vice versa; and
 - 1.2.4 the words "including" and "include" shall be deemed to be followed by the words "without limitation"; and
 - 1.2.5 any reference to a clause or schedule means a clause or schedule of this Agreement.
- 1.3 Headings or titles in this Agreement are for ease of reference only and do not form part of or affect the interpretation of this Agreement.
- 1.4 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.
- 1.5 Any obligation in this Agreement on a person not to do something includes an obligation not to agree or allow that thing to be done.

2 RECEIVING PARTY'S OBLIGATIONS

- 2.1 In consideration of the disclosure to it by the Disclosing Party of the Confidential Information, the Receiving Party will:
- 2.1.1 keep the Confidential Information secret and safeguard it accordingly; and
 - 2.1.2 use the Confidential Information only for the Purpose and for no other purpose whatsoever without the prior written consent of the Disclosing Party;
 - 2.1.3 only disclose the Confidential Information to such of its employee(s), director(s), agent(s) and professional adviser(s) who are engaged in the Purpose and need access to the Confidential Information, and will take all reasonable steps to ensure that such employee(s), director(s), agent(s) and professional adviser(s) keep the Confidential Information secret and observe the terms of this Agreement;
 - 2.1.4 not copy the Confidential Information without the Disclosing Party's consent except as is necessary for the Purpose;
 - 2.1.5 return at the Disclosing Party's request all Confidential Information provided that the Receiving Party is allowed to retain one copy of the Confidential Information subject always to the confidentiality obligations in this Agreement; and
 - 2.1.6 apply to the Confidential Information no lesser security measures and degree of care than the Receiving Party applies to its own confidential information.

3 PROPERTY OF CONFIDENTIAL INFORMATION

- 3.1 The parties acknowledge that:

3.1.1 the Confidential Information, and the media and tangible property recording it, is the absolute property of the Disclosing Party, and;

3.1.2 any disclosure under this Agreement will not confer on the Receiving Party any intellectual property rights or other rights in relation to the Confidential Information.

4 EXCEPTIONS

4.1 The Receiving Party's obligations under this Agreement will not apply or shall cease to apply to such part of the Disclosing Party's Confidential Information as the Receiving Party can show to the reasonable satisfaction of the Disclosing Party that:

4.1.1 is or has become available in public domain otherwise than as a result of a breach of this Agreement;

4.1.2 was already known to the Receiving Party prior to disclosure under this Agreement;

4.1.3 has been received from a third party who did not acquire it in confidence;

4.1.4 the Receiving Party is required to disclose it pursuant to an order of a court of competent jurisdiction or in compliance with the provisions of any law or regulation provided that in such circumstances:

(a) the Receiving Party shall advise the Disclosing Party to take whatever steps it deems necessary to protect its interest, and

(b) the Receiving Party will disclose only that portion of the Confidential Information which it is legally required to disclose.

5 CONSEQUENCES OF BREACH OF THIS AGREEMENT

5.1 The Receiving Party acknowledges that any breach or threatened breach of this Agreement could cause injury to the Disclosing Party and that monetary damages may not be an adequate remedy. In the event of a breach or threatened breach, the Disclosing Party will be entitled to seek injunctive relief in any court of competent jurisdiction.

6 DURATION OF OBLIGATIONS UNDER THIS AGREEMENT

6.1 The parties agree that their respective obligations under this Agreement will be continuing and will survive the completion of the Purpose.

7 NON-ASSIGNMENT

7.1 This Agreement is personal to the parties and neither party may assign or otherwise transfer in whole or in part any of its rights and/or obligations without the prior written consent of the other party.

8 WAIVER

8.1 No failure or delay by any party to exercise or assert any right, power, remedy or entitlement will operate as a waiver of it nor will any partial exercise or assertion preclude any further exercise or assertion of the same, or of some other right, power, remedy or entitlement.

9 COUNTERPARTS

9.1 This Agreement may be executed in separate counterparts (and signature pages may be delivered by facsimile or e-mail) all of which together evidence the same agreement.

10 THIRD PARTY RIGHTS

10.1 The parties agree that this Agreement does not confer or purports to confer on any third party any benefit or any right to enforce any term of this Agreement under the Contracts (Rights of Third Parties) Act 1999.

11 GOVERNING LAW

11.1 This terms and conditions of this Agreement are governed by the law of England and Wales and the parties submit to the exclusive jurisdiction of the English courts.

THIS AGREEMENT has been entered into on the date stated at the beginning of it.

Executed for and behalf of **BARNARDO'S**:

(Signature) _____

Date:

Name:

Job Title:

Executed for and behalf of **(SUPPLIER)**:

(Signature) _____

Date:

Name:

Job Title: