External evaluation of the Centre of expertise on child sexual abuse

Deadline for receipt of tender proposals: Monday 8 January 2024

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# Background

The Centre of expertise on child sexual abuse (CSA Centre) was launched in 2017. We are a multi-disciplinary team, funded by the Home Office, hosted by Barnardo’s and working closely with key partners from academic institutions, local authorities, health, education, police and the voluntary sector.

Our aims are to:

* increase the priority given to child sexual abuse, by improving understanding of its scale and nature
* improve identification of and response to all children and young people who have experienced sexual abuse
* enable more effective disruption and prevention of child sexual abuse, through better understanding of sexually abusive behaviour/perpetration.

We seek to bring about these changes by:

* producing and sharing information about the scale and nature of, and response to, child sexual abuse
* addressing gaps in knowledge through sharing research and evidence
* providing training and support for professionals and researchers working in the field
* engaging with and influencing policy.

Further information can be found on our website: www.csacentre.org.uk

# External evaluation of the CSA Centre

The CSA Centre is committed to evaluating focused aspects of its progress during the current period of funding (April 2023 to March 2025). We are seeking to appoint an independent evaluation partner to support us in doing this.

Within this Invitation to Tender (ITT) we outline a potential structure for an evaluation of the CSA Centre’s activity. We expect that bids will suggest more detailed approaches to collecting appropriate data, including data that reflects our reach and engagement (in person and through traditional and digital communications).

The CSA Centre seeks to achieve positive outputs and outcomes over the short, medium and longer terms across the research, policy and practice landscape. We expect tenders to reflect this landscape, and the varied nature of outputs and outcomes.

The CSA Centre has established a rigorous process of monitoring and self-evaluation based on its Theory of Change model, most recently updated in 2022/2023 (see Appendix 1). That monitoring and self-evaluation data will be available to the successful bidder, and we do not expect it to be reproduced through this contract. Our monitoring and self-evaluation activity and outputs include:

* quarterly monitoring reports on the CSA Centre, informed by ‘activity tracker’ data recorded by all CSA Centre staff in relation to policy/strategic engagement; publications; research; training; application of learning in practice; and digital download and social media activity
* an annual monitoring return to the Home Office, including evidence of indicative impact where possible
* regular monitoring reports shared with the CSA Centre’s Advisory Board and Steering Group
* the collection of participant feedback on all training and learning events – to inform both internal learning and resource development – and the publication of evaluation reports on training courses and programmes
* learning reports from self-evaluation of pilot projects/programmes, published on the CSA Centre website.

These activities will continue regardless of the external evaluation to be commissioned, and all relevant data will be made available to the successful bidder and incorporated into the external evaluation in agreement with the CSA Centre’s internal monitoring and evaluation team.

We envisage an 11-month project focused on the evaluation of CSA Centre activity across the period **April 2023 – October 2024**. We anticipate an update on progress and an outline of the final report in **May 2024**, and a full, final report in **December 2024**.

# Evaluation specification – overview

The CSA Centre is seeking an organisation with a high calibre of evaluation expertise, which can demonstrate how it will independently evaluate the CSA Centre; produce well-grounded, robust and accessible findings; and draw conclusions from these.

## Evaluation objectives and research questions

The CSA Centre welcomes and anticipates a discussion on the evaluation framework, but suggests an approach informed by:

* the CSA Centre’s Home Office workplan 2023–25
* the CSA Centre’s Theory of Change model.

Our overarching Theory of Change model underpins all aspects of CSA Centre activity (see Appendix 1). We also devise theories of change for individual projects and programmes of work.

The external evaluation’s objectives are focused on four key outcome areas in our conceptual Theory of Change:

1. **Increased use of CSA Centre research and resources across children’s social care, local authorities, policing and the wider criminal justice system, health, education, youth justice, multi-agency settings and the third sector.**

*Suggested questions to evaluate the CSA Centre’s progress in relation to delivering this Theory of Change outcome:*

* 1. What evidence is there of CSA Centre resources being applied to practice, what difference are they making, and are there areas for improvement? Are there useful case examples?
	2. How do child protection professionals learn about and access CSA Centre resources? What routes to the CSA Centre’s research and resources do professionals value and prefer?
	3. How well does the CSA Centre capture evidence of its resources’ application in practice, and how can it improve its methods of capturing longer-term impact? Are there opportunities to extend and/or develop the CSA Centre’s digital reach?
1. **Improved knowledge, skills and confidence among professionals in identifying and responding to child sexual abuse.**

*Suggested questions to evaluate progress in relation to delivering this Theory of Change outcome:*

* 1. To what extent has the CSA Centre’s training and consultation work influenced practice in these areas? What evidence is there of this?
	2. What has worked/not worked in achieving changes to practice? Are there useful case examples?
1. **Improved organisational practice and strategic planning at local and national levels in relation to child sexual abuse.**

*Suggested question to evaluate progress in relation to delivering this Theory of change outcome:*

* 1. To what extent is there evidence that the CSA Centre is contributing to system-wide improvements in the identification and response to child sexual abuse, and how might this be strengthened?
	2. How does this vary between local and national levels, and across different sectors and agencies?
1. **Better understanding of the gaps and barriers that prevent an effective multi-agency identification and response to child sexual abuse.**

*Suggested question to evaluate progress in relation to delivering this Theory of Change outcome:*

* 1. To what extent does the CSA Centre raise awareness of challenges faced in multi-agency settings?
	2. How well does the CSA Centre increase knowledge and understanding to address these challenges?
	3. In what ways might the CSA Centre strengthen its work in this area?

More generally, we welcome evidence-informed recommendations for future development, on topics such as:

* how to assess the impact of work carried out by an organisation like the CSA Centre, including through improved use of digital methods in our evaluation activity
* how the CSA Centre can ‘scale up’ in areas or regions where it currently has little or no work taking place – by making increased use of its digital reach, for example.

## Suggested evaluation activities

We suggest an evaluation approach which utilises a range of data collection methods and includes the following:

1. **Designing an evaluation framework focused on the evaluation questions above, and underpinned by the CSA Centre’s conceptual Theory of Change model and the Home Office workplan.**
2. **Conducting interviews and focus groups with key stakeholders including:**
	* professionals in the field[[1]](#footnote-1)
	* the CSA Centre’s Experts by Experience group[[2]](#footnote-2)
	* funders, commissioners and strategic partners, including the Home Office and members of the CSA Centre Advisory Board and Steering Group
	* senior CSA Centre staff.
3. **Developing case examples of specific CSA Centre activity, which reflect work at a regional and local level and across different agencies.**

These will be based on a series of short interviews with key actors and agencies and will serve to highlight activity and impact, particularly in relation to the CSA Centre’s ongoing work to embed practice resources in professional settings.

1. **Conduct an audit of the CSA Centre’s digital reach and engagement.**

This will capture the degree to which the CSA Centre’s information on training and resources are accessed via its online platforms, and any variations in engagement and access by different stakeholder groups.

## Outputs

The successful bidder will be required to deliver two substantial outputs:

1. **Progress update/outline of final report in May 2024**

We expect an update on progress and an outline of the final report, summarising findings to date in relation to achievement against agreed aims and objectives.

1. **Final report in December 2024**

The final report should provide an overview of progress to date, and anticipated progress through to March 2025. It should also contain recommendations for the CSA Centre’s future development in terms of awareness, access and use of training and resources; impact on practice; and digital reach. The report should include a standalone executive summary and slide pack.

The CSA Centre will publish the final report, which must be suitable for sharing with different audiences. The successful bidder will be expected to work with the CSA Centre to distil the report into short, accessible excerpts and infographics as appropriate.

## Expected experience and expertise

The successful bidder will have confidence in working with a wide range of stakeholders and will demonstrate experience of engaging participants in a manner that observes ethical standards (on safeguarding, data protection, etc.).

Experience of engagement with central government as well as wider voluntary and public sector services is required.

Experience of working with issues linked to child sexual abuse would be an advantage but is not essential.

The successful bidder will have access to our existing monitoring and evaluation data sets. However, extensive experience in using a range of relevant research methods for evaluation – including evaluating reach and engagement (in person and through traditional and digital communications) – is essential, as is a track record of developing meaningful case studies.

Skills in undertaking and presenting data analysis will be crucial to fulfil the reporting requirements, and the successful bidder will be expected to be able to cater to a variety of audiences when reporting its findings.

# Contracting authority

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

Barnardo’s will be acting through the CSA Centre for this contract.

The successful bidder will enter into a consultancy agreement, in the form set out in Appendix 2. 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 of the response form in Appendix 3).

Barnardo’s requires all suppliers to register and complete a Vendor Registration Questionnaire, and arranges for financial due diligence checks to be carried out as part of the procurement process. For more information, please email info@csacentre.org.uk

# Governance

This commission will be overseen by Dr Stephanie Kewley, Principal Research and Evaluation Officer at the CSA Centre, on behalf of the CSA Centre; Dr Kewley will manage the project on a day-to-day basis.

In addition, a CSA Centre Evaluation Reference Group will be formed, consisting of representatives from the Home Office and the Centre’s Advisory Board. Its role will be to scrutinise the independence of the evaluation, and to sign off the quality of the work and the outputs.

It is expected that the successful bidder will keep in touch with the CSA Centre’s evaluation team, to provide updates on progress and key learning points. We also anticipate three meetings with the Evaluation Project Reference Group over the course of the project. These arrangements will be discussed on confirmation of appointment.

The evaluation must adhere to the highest ethical standards and procedures at all times, having regard to the CSA Centre’s [Framework for Research Ethics](https://www.csacentre.org.uk/app/uploads/2023/10/Framework_for_Research_Ethics.pdf) and, if necessary, submitting to the CSA Centre’s Research Ethics Committee. Those tendering will be asked to identify ethical issues that might arise and discuss how they would plan to address these.

# Budgeting, payment and invoicing

The available budget for this contract is up to £40,000, including VAT and must be drawn in two tranches. The first tranche of up to £20,000 must be claimed before 31 March 2023, and the remaining tranche of up to £20,000 on submission of the final report in December 2024.

Invoices should be submitted electronically and sent to Louise Middleton, at louise.middleton@csacentre.org.uk

Each invoice should include a description of the work carried out.

# Tendering conditions and requirements

Information provided by the CSA Centre is provided in good faith and is believed to be correct at the time of publication.

Your tender response must demonstrate how the specifications are to be met, must follow the format set out in Appendix 3, and should be no more than nine pages.

Tender responses may be rejected if they have not been completed in line with the instructions, or if they contain omissions.

Your tender response is submitted on the basis that you consent to the CSA Centre asking third parties to analyse your documentation.

You must also complete and submit a declaration of interests form (see Appendix 4);

**The deadline for the submission of tenders is Monday 8 January 2024.**

**Tenders must be submitted to** **info@csacentre.org.uk**

You will not be able to amend tender documents once they have been submitted. If you subsequently discover any inconsistencies or omissions in your response, please let us know as soon as practicable by emailing info@csacentre.org.uk.

Tender documentation will remain the property of the CSA Centre and will be used only for tendering purposes.

The CSA Centre is subject to the Freedom of Information Act 2000, 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. (NB We may still need to disclose these under freedom of information requirements.)

You are responsible for all costs and expenses incurred in preparation of the tender response.

The tendering 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; you will be required to disclose if you have any 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. Your response to such a request should be emailed to info@csacentre.org.uk. The CSA Centre may also request interviews with key personnel, and references.

It is your responsibility to ensure that all your staff members or subcontractors involved with this tendering process abide by these conditions.

The CSA Centre reserves the right to cancel or vary this tendering process, and to reject any or all of the bids.

If you have any questions about the tendering process, or about the external evaluation of the CSA Centre, please email them to info@csacentre.org.uk **by Tuesday 5 December 2023**.

If you have any concerns about this procurement and tendering process, please refer to our whistleblowing procedure in Appendix 5.

# Bid assessment criteria

## Compliance checks

* Tender response is received before the deadline.
* A completed supplier response form and declaration of interests form is included, along with all additional documents required (see previous section).
* Pricing information is included.
* The bidder response form has been signed by an authorised individual.

## Scoring and weighting

The bidder response form must provide:

* clear and honest answers, each focusing only on the specific requirement being addressed
* sufficient detail to demonstrate how the requirements would be delivered
* a well-structured response that is easy for CSA Centre staff assessing the bid to navigate, including accurate references to additional information
* answers that are clearly tailored to meet the CSA Centre’s specific needs
* a clear indication of experience
* responses that suggest that you will deliver above the organisation’s requirements and expectations.

When shortlisting bids, CSA Centre staff will apply a scoring mechanism to your bidder response form. In each of the six areas listed below, they will allocate a score using the following scale to indicate the degree to which each criterion is met:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Not met |  |  |  | Fully met |
| 1 | 2 | 3 | 4 | 5 |

|  |
| --- |
| Understanding of requirements and context (total score range 1–10) |
| **Score A** | *Weighting: 10*  |
| 0 | The proposer has demonstrated good understanding of the CSA Centre and its aims. |
| 0 | The proposer has demonstrated good understanding of the wider sector around child sexual abuse. |
| 0 | There is a commitment to work closely with the CSA Centre throughout the project to completion. |

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| **Company experience (score range 1–10)** |
| **Score B** | *Weighting: 10* |
| 0 | The provider has relevant experience in evaluation work using both quantitative and qualitative methods (e.g. surveys, interviews, focus groups). |
| 0 | The provider has relevant experience of working for voluntary-sector clients. |
| 0 | The provider has relevant experience of developing outputs for a variety of audiences (including government). |
| 0 | The provider’s experience is recent. |
| Capability and skills of the team (score range 1–10) |
| **Score C** | *Weighting: 10* |
| 0 | The proposed project team are highly skilled in the completion of evaluation work. |
| 0 | The proposed project team are skilled in, and comfortable with, interacting with senior stakeholders including civil servants. |
| 0 | There is a named project manager, and roles and responsibilities of the project team are clearly outlined. |
| 0 | There is evidence of contingency planning with regard to the project team. |
| Outlined approach to meeting objectives (score range 1–10) |
| **Score D** | *Weighting: 10* |
| 0 | The detail provided gives confidence that the aims and objectives will be met. |
| 0 | There is a strong rationale as to the chosen approach to primary research. |
| 0 | The proposal includes an effective strategy to recruit the required sample (not entirely reliant on the CSA Centre’s contacts). |

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| **Timescales (score range 1–10)** |
| **Score E** | *Weighting: 10* |
| 0 | The timescales proposed are realistic and achievable. (If an extension is required, a clear and convincing rationale is given.) |
| 0 | The timescales proposed are clearly displayed and indicate actions required of the CSA Centre. |
| Budget/expenses and value for money (score range 1–5) |
| **Score F** | *Weighting: 5* |
| 0 | The proposer can deliver the project within the available budget |
| 0 | There is evidence of added value in the proposal |
| 0 | Day rates and costs are clearly communicated and easy to understand using the template provided in the specification |

# Indicative timescale for the procurement process

|  |  |
| --- | --- |
| Date | Activity |
| **Friday 24 November 2023** | Tendering process launched |
| **Tuesday 5 December 2023** | Deadline for questions |
| **Tuesday 12December 2023** | Further information and answers to questions circulated to all interested parties |
| **Monday 8 January 2024** | Deadline for tendering responses |
| **Tuesday 9 January 2024** | Shortlisting complete |
| **Tuesday 23 January 2024** | Interviews held |
| **Wednesday 24 January 2024** | Contract awarded and unsuccessful bidders notified |

# Appendix 1. The CSA Centre’s conceptual Theory of Change model

|  |  |
| --- | --- |
| **Context** | More children are being sexually abused than are currently being identified and safeguardedThere is a lack of training and support for professionals, resulting in a lack of knowledge, skills and confidenceThe response to perpetration of CSA requires strengthening in order to protect more children |
|  |  |
| **Vision** | Our vision is a world where children can live a life free from the threat and harm of sexual abuse |
| **▲** |  |
| **Overall aim** | Our overall aim is that children, young people and families affected by child sexual abuse receive the support and protection they need from professionals |
| **▲** |  |
| **Strategic aims** | To increase the priority given to child sexual abuse by improving understanding throughout organisations of the scale and nature of child sexual abuse | To improve identification of and response to all children and young people affected by child sexual abuse | To enable more effective disruption and prosecution of child sexual abuse through better understanding of sexually abusive behaviour/perpetration |
| **▲** |  |
| **Key outcomes** | Professionals and agencies are more able to put the needs of children at the centre of their decisions, responsibilities and actions | Better understanding of the gaps and barriers that prevent an effective multi-agency identification of and response to child sexual abuse  | Increased use of the CSA Centre research and resources across children’s social care, local authorities, police, health, education, justice, multi-agency settings and the third sector  | Professionals and agencies have a better understanding of responsibilities and actions necessary to safeguard and support children and young people  | Stronger, evidence-informed, and more consistent focus on child sexual abuse across all services |
|  |
| Enhanced focus on child sexual abuse within pre- and post-qualification training | Improved knowledge, skills and confidence among professionals in identifying and responding to child sexual abuse | Better recognition of all types of child sexual abuse among professionals and strategic leads | Improved local, regional and national strategic planning based on a better understanding of child sexual abuse prevalence and incidence data | Improved organisational practice and strategic planning at local and national levels in relation to child sexual abuse |
|  |
| Improved recording of child sexual abuse in agency records | Greater priority given to child sexual abuse in policy | More evidence- informed policy formation and implementation | The professional response to child sexual abuse is shaped by experts by experience | Improved national data collection on child sexual abuse |
| **▲** |  |
| **Activities** | **FUNCTION 1: Identifying and addressing gaps in frontline practice to tackle child sexual abuse**Identify key gaps in practice, drawing on all available evidence spanning the tackling child sexual abuse landscape to then work with partners across the sector to identify where improvements to practice could be madeWork with key bodies to develop, test, publish and disseminate evidence-based and user-friendly, easily accessible and freely available, practice resources and training to address key gaps in practice, including implementing the Child Sexual Abuse Response PathwayImprove the child sexual abuse-specific content of pre- and post-qualification training for key professionsWork strategically with key national and regional organisations and bodies to ensure that child sexual abuse is adequately reflected in professional standards, qualifications and training curricula pre- and post-qualificationWork closely with key inspectorates to help ensure wider safeguarding and child sexual abuse-related inspections have a clear focus on known delivery challenges | **FUNCTION 3: Producing *Scale and Nature of Child Sexual Abuse* reports and working with key stakeholders to disseminate and learn from findings**Produce regular reports which provide detailed analysis of the latest statistical evidence from surveys and official agency records to set out what is known about the scale and nature of child sexual abuse in England and WalesIdentify key emerging issues from the *Scale and Nature* reports across practice and policy, and to identify any actions and make recommendations to address these issuesDisseminate the *Scale and Nature* reports through existing media channels, and share the reports and emerging findings in a more targeted way with key organisations and bodies directlyDevelop a ‘critical friend’ role to support assessments of the scale and nature of child sexual abuse which may be produced by other partners, organisations and bodies in England and Wales |
| **FUNCTION 2: Leading system-wide improvement through close collaboration and coordination with other key partners, improvement bodies and programmes**Identify and amplify key messages on the whole-system response needed to tackle child sexual abuse, including supporting wider implementation of the Child Sexual Abuse Response PathwayShare high-quality, evidence- based learning and practice resources to ensure they reach and are used by the widest possible audienceWork in close collaboration with other key strategic and sector performance bodies to share learning on what is needed to generate system-wide improvements, and support them to incorporate this learning into their workCarry out research and evaluation to develop better understanding of effective practice, including learning from our own work | **FUNCTION 4: Supporting delivery of key activities captured in the UK Government’s Tackling Child Sexual Abuse Strategy, and providing expert input into the development of ongoing child sexual abuse policy across government**Act as a key delivery partner for named aspects of the Tackling Child Sexual Abuse Strategy 2021, working closely with the Tackling Child Sexual Abuse Unit of the Home Office and other Government departments, delivery partners and stakeholdersProvide expert independent input to the development of child sexual abuse-related policy across government |
| **Activities *(continued)*** | **ADDITIONAL WORK NOT FUNDED BY HOME OFFICE CORE FUNDING**Continue to deliver our *Strengthening services for victims, survivors and families* programme, including by publishing a ‘state of the sector’ report and developing an online directory of servicesContinue to deliver additional training for a range of agencies on a paid-for basis, including the Practice Leads ProgrammeContinue to facilitate opportunities for experts by experience to shape the response to child sexual abuseIdentify and respond to new opportunities for engagement, e.g. the Child Safeguarding Practice Review Panel |

# Appendix 2. Terms and conditions of contract

The winning bidder will be requested to enter into a consultancy agreement as set out below. At the time of bidding, please use the Declaration section of the supplier response form (see Appendix 3) to provide feedback on any provisions within the agreement that may require negotiation.

## 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 Schedule 1 (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 Schedule 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 Schedule 1 (the ‘Fees’).

### Further Services

1. 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.
2. The Further Services Order Form will contain detail of the services requested, Fees and any applicable deadlines.
3. Acceptance by you of the Further Services Order Form shall be communicated in writing or by beginning the performance of the Further Services.
4. Further Services will be carried out pursuant to these same terms and conditions contained within this letter.

### Fees

1. 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.
2. 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.
3. 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.
4. 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.
5. 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

1. 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.
2. 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.
3. 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.
4. 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

1. Either party may terminate this Agreement and your services by giving no less than one months’ notice in writing to the other.
2. 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.
3. 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.
4. 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.
5. 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.
6. This Agreement is made under English law and the parties submit to the non-exclusive jurisdiction of the English courts.
7. This agreement does not create any right enforceable by any person not a party to it.

## 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.

# Appendix 3. Supplier response form

|  |
| --- |
| Supplier details |
| Supplier name |  |
| Company registration number or equivalent |  |
| Registered address |  |
| Website address |  |
| VAT registration number  |  |
| Date of VAT registration |  |
| Bank name |  |
| Bank account number |  |
| Bank sort code |  |
| Details of main contact |
| Name  |  |
| Job title |  |
| Business address  |  |
| Telephone number(s)  |  |
| Email address  |  |

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| Executive summary |
| Keep to one side of A4. This should provide the CSA Centre with a clear, concise and complete summary of your tender, highlighting key strengths, providing insight into the reasoning and rationale behind the response, demonstrating how the tender represents value for money to the CSA Centre. |
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| **A. Understanding of requirements and context** |
| Please demonstrate: * your understanding of the CSA Centre and its aims
* your understanding of the wider sector around child sexual abuse
* your commitment to work closely with the CSA Centre throughout the project.
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| B. Company experience |
| Please demonstrate that:* you have relevant experience in evaluation work using both quantitative and qualitative methods
* you have relevant experience of working for not-for-profit sector clients
* you have relevant experience of developing outputs for a variety of audiences (including government)
* your experience is recent.
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| C. Capability and skills of the team |
| Please demonstrate that:* the proposed project team is highly skilled in the completion of evaluation work
* the proposed project team is skilled in, and comfortable with, interacting with senior stakeholders, including civil servants
* there is a named project manager
* the roles and responsibilities of the project team are clearly defined
* contingency planning is in place with regard to the project team.
 |
|  |

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| --- |
| D. Outlined approach to meeting objectives |
| Please demonstrate: * how the aims and objectives will be met
* the rationale behind the chosen approach to the study.
 |
|  |

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| --- |
| E. Timescales |
| Please set out clear timescales and indicate the actions required of the CSA Centre.Please demonstrate that the timescales proposed are realistic and achievable  |
|  |

|  |
| --- |
| F. Budget/expenses and value for money |
| Please provide a clear breakdown of the evaluation activities, the day rate of members of your team, and the number of days required to complete each task.Please demonstrate the added value your company would bring. |
| Expected full cost of project |  |
| Day rate per role/blended day rate |  |
| Expenses incurred |  |
| Additional infrastructure charges |  |
| Discounts/rebates you have applied |  |
| Other charges, e.g. cancellation fees |  |
| *Please add further detail if necessary:* |
|  |

|  |
| --- |
| Declaration |
| I accept the CSA Centre’s terms and conditions | Yes / No*If No, please state which clauses you would wish to negotiate:* |
| The documentation submitted constitutes my full and final tender response | Yes / No |
| My tender shall remain open for acceptance for a period of 90 days after the deadline for receipt of tender responses | Yes / No |
| Name of authorised person |  |
| Signature |  |
| Date |  |

# Appendix 4. Declaration of interests form

|  |  |
| --- | --- |
| Name, role and organisation |  |

|  |  |
| --- | --- |
| Description of interest*(please refer to the list below)* | Relevant dates |
| *Please state “no interests to declare” if none applies to you* |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Please state any interests relating to:

* employment[[3]](#footnote-3)
* 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 (CSA Centre Director)** | **Date** |
|  |  |

# Appendix 5. Whistleblowing procedure

### How to raise a concern

1. In the first instance you should raise your concern with 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.

### How the CSA Centre will respond

1. On receiving your concern we will contact you, usually within five working days of receipt, giving you:
* confirmation that the concern has been received and will be investigated
* the name of the person who will investigate it
* a named point of contact during the investigation
* temporary alternative working arrangements (if applicable).

### How we will investigate

1. The investigator will contact you to discuss your concern in more detail. If necessary, the investigator will meet with you to find out all the facts and check any details. You may be asked to give a statement. Once the investigator clarifies your concern, if he/she believes the concerns fall outside this policy you will be advised of the alternative route to follow.
2. The investigator will take reasonable steps to investigate the concern as quickly as possible, depending on the circumstances of the case. We will keep you informed as to the likely duration of the investigation.
3. Once the investigation is complete, we will contact you to confirm the outcome and any action planned. Because of confidentiality and data protection, we may not be able to give you full details of our findings, but we will discuss this with you fully and explain our decisions.

### How to appeal a decision

1. If you do not think your concerns have been addressed, you may appeal the decision by writing to the Director of the CSA Centre within 10 working days of receipt of the outcome. You should state clearly and succinctly the reasons you are appealing and any alternative outcome you think is appropriate. The purpose of the appeal is to assess whether the conclusions and actions decided during the investigation were appropriate based on all the evidence available.
2. The Director will contact you to discuss your appeal, and will then decide whether any further investigation is needed as part of the appeal.
3. We will contact you to explain the outcome of the appeal and any new or changed actions. Because of confidentiality and data protection, we may not be able to give you full details of our findings, but we will discuss this with you fully and explain our decisions. This is the end of the process.
1. The CSA Centre keeps a record of its training course participants and learning event attendees who have consented to be re-contacted later in order to discuss ways in which they may have implemented their learning in their professional roles. We will contact these individuals to ask if they are willing to be interviewed, and will pass on relevant details to the successful bidder. [↑](#footnote-ref-1)
2. This group consists of adults who are victims/survivors of child sexual abuse, and non-abusing parents/carers of children who have been sexually abused. [↑](#footnote-ref-2)
3. Staff working at the CSA Centre are employees of Barnardo’s and this does not need a specific declaration. [↑](#footnote-ref-3)