

Tender Terms of Reference

Violence Against Women & Homelessness (VAWH) Fund

Large-Scale, Academic-Led, Qualitative, Collaborative Research Project

1.0 Background to the Community Foundation for Northern Ireland

1.1 Vision

Our vision is for a fair and equitable society for everyone, working hand in hand with communities to build a better future.

1.2 Values

We are passionate and ambitious about what we do. We act with integrity always.

1.3 Overview of the Violence Against Women & Homelessness (VAWH) Programme:

The Community Foundation's Violence Against Women & Homelessness Programme is part of the Community Foundation NI's Solutions to Housing & Homelessness Programme, funded by the Oak Foundation.

Aims of VAWH programme: To promote better understanding of how women in Northern Ireland experience and are impacted by violence and homelessness at the same time.

To support the development of new ideas and approaches to address root causes of both issues

2.0 Tender Specification

Purpose of the Large Scale, Academic-Led, Qualitative, Collaborative Research Project:

Community Foundation for NI will commission one large scale academic-led, qualitative, and collaborative research project, focused on the 'lived experience' of women from both urban/rural settings.

The research will comprise of:

A comprehensive literature review of relevant, existing information, statistics, policy, and research

A qualitative research project collating the ‘Voice of Lived Experience’ engaging service providers and women who are homeless or have experienced homelessness or homeless stress due to violence.

The output of this research will be the creation of an overview report, informed by the review, which summarises the current context, illustrates information sharing (current and future needs), identifies best practice as well as information and research gaps.

3.0 Purpose & Focus of the Research

Community Foundation for NI will commission a large scale academic led research piece, involving a comprehensive literature review of all existing and relevant information, statistics, policy, and research related directly to the intersect between violence and against women and how women experience homelessness. This will include, but will not be exclusive to, the NI Housing Executives End Homeless Now Strategy, Violence Against Women and Girls in Northern Ireland: NI Women’s Policy Group Research Findings April 2022, The Executive’s July 2023 Ending Violence Against Women and Girls report. The research shall involve a range of direct engagements with a range of stakeholders who work directly with women with ‘lived experience’ with key stakeholders from the VCSE sector and establish a range of focus groups with people with lived experience to identify best practice, barriers to support and any gaps in service provision, and with others from relevant sectors, including those from distinct communities such as BAME women, LGBTQIA, young women, rural women, women with disabilities, and women experiencing addiction, and who are currently homeless, and any other distinct community group that emerges from research findings as significantly impacted by both issues

Researchers will work closely with CFNI, Oak Housing and representatives from the fund’s Advisory Group to identify relevant information, statistics, policy, and research. As part

of their brief, they will host several discussions with relevant stakeholders to review various information currently being gathered, across a range of sources, relating directly to the issues, and help identify any information and research gaps. They will produce a report which maps out the current context and makes recommendations to guide future information gathering, information sharing and the focus of any future research.

The purpose of the research is to:

- Help inform policy.
- To best understand common themes and identify best practice
- Promote cross sectoral collaboration.
- Support investment in future services

The research will include:

- An in-depth examination of how violence and homelessness are being experienced by women.
- A comprehensive literature review of relevant, existing information, statistics, policy and research.
- A focus on the experiences of women from distinct communities such as BAME women, LGBTQIA, young women, rural women, women with disabilities, and women experiencing addiction, and who are currently homeless, and any other distinct community group that emerges from research findings as significantly impacted by both issues
- Identification of and awareness of service, policy or legislative change that is required, which will inform thematic areas for campaigns projects for strand 2.
- The development of a range of recommendations to enable improved cross-sectoral working with women who experience both issues at the same time.
- The sharing of results, at key intervals, with CFNI and other stakeholders

T4.0 Research Methods

Using a range of appropriate and effective methods, the research will examine:

- How women, both urban and rural, are impacted by violence and homelessness at the same time.
- The causes of violence and homelessness for women.

- The circumstances which keep women trapped in cycles of violence and homelessness.
- Women's experience of existing supports and services in relation to homelessness and violence.
- Gaps in existing support and services.
- How best signs and signals can be identified earlier on, as well as how best frontline personnel across a range of agencies can support women affected by both issues
- How specific groups of women are impacted by violence and homelessness at the same time: BAME women, LGBTQIA, young women, rural women, women with disabilities, and women experiencing addiction, and who are currently homeless, and any other distinct community group that emerges from research findings as significantly impacted by both issues

Community Foundation NI anticipates a range of research methods will be used including (but not limited to):

- A desk/literature review (an indication of potential content to be included as part of tender responses).
- Structured interviews with a broad spectrum of women, from urban and rural backgrounds, who have experienced both violence and homelessness at the same time. These interviews must be conducted ethically and safely and ensure appropriate protections and safeguards are in place for those women who participate.
- Structured interviews with women from the distinct communities such as BAME women, LGBTQIA, young women, rural women, women with disabilities, and women experiencing addiction, and who are currently homeless, and any other distinct community group that emerges from research findings as significantly impacted by both issues. These interviews must be conducted ethically and safely and ensure appropriate protections and safeguards are in place for those women who participate.
- Structured interviews with experienced practitioners and other relevant stakeholders from across agencies including the community, voluntary and statutory sectors.

- A range of focus groups with experienced practitioners and other relevant stakeholders from across agencies including the community, voluntary and statutory sectors.

Successful tenders will illustrate their intended research methods/tools and state why these methods/tools are appropriate and effective.

Information relating to Strand 2 and Strand 3 can be viewed at Appendix 1. An outline of how the researcher will engage and collaborate with these strands is expected by Community Foundation NI as part of tender responses.

5.0 Research Team

As indicated, the Community Foundation NI is seeking a university with a suitably qualified and experienced senior research team or a senior researcher who will work collaboratively with a range of appropriate community, voluntary and statutory organisations to successfully deliver the project. As part of tender responses, details of all those involved in the research team will be provided by all interested parties, including a CV for each person illustrating their relevant experience, knowledge, capabilities, and qualifications.

The appointed researcher will be supported by designated staff within the Community Foundation and an advisory panel as required.

6.0 Key Outputs & Delivery Timeframe

The contract will commence in February 24 and will continue to November 2024 when a formal public launch will take place.

6.1 Preparation:

- Design research methods and tools and meet with Community Foundation NI and advisory panel to sign off.
- Meet with Community Foundation NI and the advisory panel to present and agree a research plan.
- Complete desk/literature review.

6.2 Fieldwork:

- Carry out a series of structured interviews with women who have lived experience using a range of effective, ethical, and safe methods.
- Carry out a series of structured interviews with a range of appropriate stakeholders.
- Host focus groups with appropriate stakeholders.
- Host regular meetings with Community Foundation NI, the advisory panel, and a range of other stakeholders to provide updates and insights into research progress and findings.
- Identification of and awareness of service, policy or legislative change that is required, which will inform thematic areas for campaigns projects for strand 2.
- The development of a range of recommendations to enable improved cross-sectoral working with women who experience both issues at the same time.

6.3 Analysis & Write Up:

Complete data analysis

- Complete draft report and present to Community Foundation NI and advisory panel for sign off.
- Complete final report and present it to Community Foundation NI and advisory panel for sign off.
- Develop Executive Summary and present to Community Foundation NI and advisory panel for sign off.

6.4 Design & Printing:

Design final report

- Provide 150 printed copies of the full report.
- Provide 150 printed copies of Executive Summary

- Provide an electronic version of the full report.
- Provide an electronic version of the Executive Summary

6.5 Launch:

- Attend the project launch and present findings.

6.6 Delivery Timeline

Time	Action(s)
January 2024	Contract initiation meetings & research plan
January 2024	Complete desk/literature review
March – April 2024	<ul style="list-style-type: none"> • Fieldwork & regular meetings with Community Foundation NI, advisory panel, and other relevant stakeholders to highlight progress and findings. • This should include identification for thematic areas for the campaign projects in strand 2 and recommendations to enable cross sectoral working with women who experience both issues at the same time.
October 2024	Write up
October 2024	Presentation of 1 st draft full report
November 2024	Final report signed off by Community Foundation NI and advisory panel

November 2024	Full report inc Executive Summary Formal launch
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7.0 Selection Criteria

Tenders will be selected for their ability to demonstrate a high quality and professional approach that offers value for money to the Community Foundation. You should highlight your suitability to fulfil the brief using examples of contracts/roles you have worked on over the last five years.

7.1 Pass or Fail Criteria

NB. Failure to meet the below criteria will result in a proposal not proceeding to scoring.

- Experience of working on similar projects
- Confirmation of capacity to deliver the work over the specified timeframe, and to work with the Foundation in the roll out of the contract.

7.2 Weighted Scoring Areas:

Criteria	Score
Level of experience in undertaking similar previous work	30%
Understanding of the brief, the tasks to be completed, the key relationships to be developed, and programme successfully concluded	30%

Methodology – description of approach to the delivery of the contract outputs	30%
Value for money	10%

In the event of more than one strong tender, the Foundation may invite potential researchers for an interview, following shortlisting.

The successful researcher will report to the Community Foundation’s Programme’s Directorate in the first instance.

8.0 Making a Response

You should respond to the invitation by supplying a maximum 10 page electronic proposal, (CVs can be sent in addition) sent via email to dshackels@communityfoundationni.org that should inter alia include the following components:

- A statement of experience detailing your work in this area
- Your understanding of the brief.
- Your proposed methodology to meet the tender specification and set against each of the contract outputs.
- Number of days allocated to each
- A detailed budget set against the delivery of key activities which includes a breakdown of the number of days allocated to each of the two strands
- Any comments you wish to make on the proposed approach.
- Your ability to fulfil all the tasks and deliver the outputs in the timeframe outlined.
- Who will be involved in delivery of the work with respective CV’s.

- The names and addresses of two clients for whom you have completed similar assignments (detailing the nature of the work undertaken for them).

Please note the maximum budget available for this work is £60,000 inclusive of VAT and reasonable travel expenses required to deliver support.

It is imperative that the successful applicant provides a flexible and robust approach, alongside excellent value for money.

Costs associated with events will be paid by the Community Foundation directly.

9.0 Further Information

Contact: Gemma McCaughley gmccaughley@communityfoundationni.org

Queries will only be accepted via email.

10.0 Closing Date

The closing date for receipt of tenders is **Wednesday 10th January 2024**. Tenders received after the closing date and time will not be considered.

*** Note that the Community Foundation is not obliged to appoint the lowest, or any tender.**

Appendix 1: Details of Strands 2 & 3 of the Programme

Criteria

Strand 2: 2 medium sized collaborative campaign type projects which seek to safely amplify the voice of ‘lived experience’ and raise awareness of how women are experiencing violence and homelessness together.

Funds available: Up to a maximum of £35k per project

Target audience: Voluntary, community and social enterprise organisations and groups.

This will be a targeted funding call in which we will directly solicit a small number of suitable organisations to explore and develop project potential.

Objectives:

Successful projects will:

- Reflect a strong collaborative approach in design and delivery, involving several relevant partners led by an appropriately experienced lead organisation. Projects will illustrate a commitment to work collaboratively with other projects funded by this programme.
- Raise awareness about the cause and impact of both issues as they are felt by women from a broad range of backgrounds (using culturally sensitive approaches).
- Help develop ‘advocates for change’ to raise awareness about relevant issues and promote where important change should take place.
- Have a strong focus on ‘lived experience’ and use a trauma informed approach to safely engage and protect those women who come forward.
- Provide training for any women involved in design and delivery who have been impacted by both issues, to enable them to safely articulate their experience and their needs and amplify their voice around these issues.
- Have a focus on the experiences of women from women with disabilities, BAME women, LGBTQIA, young women, rural women, women experiencing addiction, women who are homeless, and any other distinct communities as emerging from research findings.

Projects can bring together several partners, across geographies and sectors and will be led by a suitably experienced lead organisation, preferably from the community and voluntary sector.

Project proposals will be clear about the policy and practices of safely protecting the voice of lived experience during design and delivery and will illustrate a proven track record of safely engaging women affected by both these issues.

Reasonable participation costs should be incorporated in budgets to help enable and support the 'voice of lived experience' to come forward.

The Community Foundation welcomes collaborative projects and will strongly favour collaborative projects that represent a broad geographic and sectoral spread. Proposals should make clear who their anticipated target group of participants will be.

All funded projects will actively engage and contribute to the large-scale research project in Strand 1.

Projects will be fully completed by end December 2024.

Eligibility criteria for strand 2:

VCSE organisations applying to deliver projects under strand 2 should meet the eligibility criteria for receiving a grant from the Foundation.

Criteria

Strand 3: **Capacity building bursary programme specifically for women directly affected by violence and homelessness together, managed and administered as part of CFNI's Women's Fund.**

Funds available: **Up to a maximum of £20k in total (with individual bursaries available up to a maximum of £750 per person).**

Objectives:

Community Foundation NI will administer a total of £20k funding across several bursaries to specifically support the capacity building and development of individual women directly impacted by violence and homelessness together via its existing Women's Fund. They will encourage stakeholders involved in the broader programme to appropriately refer women into the bursary scheme.

Bursary programmes will focus on personal and professional development, providing funding for education and training programmes, career and entrepreneurial mentoring, life coaching. Childcare may be considered but this will strictly be limited to those women who require this support to participate in personal and professional development opportunities.

As a direct result of support, women in receipt of bursaries will be able to improve their own life circumstances and those of their children. Bursaries will enable:

- Amplification of the voice of women affected by both issues regarding their experiences and needs.
- Improved confidence, skills, and capabilities to identify, secure and sustain meaningful employment.
- Pathways into further learning and development such as HE/FE.
- Increased participation of women in local groups and communities including volunteering.

Bursary programmes should be completed by end December 2024