

# Invitation to Tender

**Building a Human Rights Culture - SNAP Participatory Engagement 2017**

The Scottish Human Rights Commission (SHRC) was established by The Scottish Commission for Human Rights Act 2006, and formed in 2008. The Commission is the national human rights institution for Scotland and is independent of the Scottish Government and Parliament in the exercise of its functions. The Commission has a general duty to promote human rights and a series of specific powers to protect human rights for everyone in Scotland.

**Background**

Scotland’s National Action Plan for Human Rights (SNAP) is in its fourth and final year of activity in this phase.

SNAP has engaged groups and organisations across Scotland in many different ways to achieve a range of outcomes (see our [year 3 Report](http://www.snaprights.info/what-is-snap/year-three-report-and-case-studies)). One of the main aims of this final year is to ensure the participation of rights holders in the development of work going forward and to ensure that the experience of rights holders and a wider group of stakeholders drives the setting of priorities for future activity.

**Proposal**

SHRC invites interested parties to tender for a contract to develop and deliver a nationwide participatory process culminating in a large scale event on or near December 10th 2017.

**Objectives**

* Build knowledge and understanding of human rights amongst rights holders through a participatory capacity-building process
* Engage a range of stakeholders including people with lived-experience of poor human rights delivery in setting an agenda for future action
* Design and help deliver a one-day event in December 2017 that brings together the evidence gathered and engages people in a participatory priority setting process to support future planning.
* Deliver a report that details the whole process and dialogue and outlines recommendations for future activity.

**Methodology**

**Participatory engagement**

We have identified three broad target audiences for this work and will be looking for the successful contractor to outline an effective means of engagement with these different audiences.

**Current stakeholder engagement** - SNAP is made up of 5 action groups, the adequate standard of living reference group, a Monitoring Progress Group and the Leadership Panel – some 50+ people and organisations. These range from large scale civil society organisations, duty-bearing organisations like the Scottish Government and other public authorities and some individuals with specific expertise. In many respects this group is made up of the people who have invested in SNAP over time and will have considerable experience to share in determining future action. Their participation in this process is essential.

**Rights Holders** - People with lived-experience of human rights issues have been engaged in SNAP to date but not to the degree that is necessary. This process is intended to build increased engagement of rights-holders, engage them in building understanding of rights and supporting future direction for action. We would anticipate this process engaging a number of groups from different parts of Scotland and with a range of experiences.

**Duty Bearers** - Duty-bearers have a significant role to play in delivering on human rights and while a number of different individual duty-bearers and organisations are involved in SNAP the scope for increased engagement of duty bearers in this process is significant. We would also expect duty-bearers to be part of this process.

In assessing tenders we will be looking to understand the means by which you will engage these different stakeholders together and /or separately, what additional resources you will require to ensure a successful output, and any partners you would identify as being essential to the success of the process.

We anticipate a process whereby the different stakeholders are engaged in a variety of ways that ensure they can meaningfully participate in the discussion around human right and priorities for action including small meetings, larger meetings, roundtable discussions, online surveys, one to one conversations.

We expect this engagement process to be conducted in Autumn 2017 in different geographical parts of Scotland with a diverse range of rights holders and wider stakeholders. (15 - 20 days)

**Project support**

SHRC has also identified the need to generate informed resources to ensure effective delivery of this process and would anticipate working alongside the contractor to generate various communication materials required for delivery. Details of these material will be worked out once the contract is established. This work will be undertaken by SHRC and is not part of this contract but will complement the work of this contract (2 days).

**One-day event**

10th December is International Human Rights Day and SHRC has organised many events in the past to highlight this. In 2017 we are planning to hold a one-day event around December 10th marking the end point of the first phase of SNAP. We anticipate this being a relatively large scale event which will bring together our initial evaluation of SNAP (being undertaken elsewhere) and the results of the participation process undertaken here. The intention is for that event to further interrogate what has come out of that process and determine priorities for action going forward.

We also expect many of the participants of this event to be rights holders and to have participated in the previous process.

We would like the contractor to prepare the interim report that goes to this event , assist in devising and delivering the event and prepare the final report of the whole process incorporating recommendations for action (see below). (10 - 16 days)

This aspect of the work will be carried out in close partnership with SHRC. Exact division of labour will be confirmed. Event costs (venue, speakers, accommodation etc) do not comprise part of this proposal.

**Report**

The final report will be due in January/February 2018. This will detail the whole process including the outcomes of the Dec 10th event. The report will be published by SHRC. (6 days)

**Oversight**

SHRC is planning to convene a steering group to assist in the oversight of this process. Members will be drawn from SNAP and other organisations interested in partnering in the whole process. The contractor will report to Steering Group meetings as well as to the Participation Office who will be the main contact in SHRC for this process.

**Timeline**

Tender application deadline 11am on Tuesday 23rd May

Interview date 31st May

Contract awarded w/c 5th June

Planning participation process Mid-June/August 2017

Delivering participation process September/October 2017

Interim report development November 2017

One day event preparation Sept/October/November 2017

One day event December 2017

Final report preparation January 2018

Final report February 2018

**Selection criteria**

1. Strong track record in developing and delivering effective participatory processes
2. Evidence of strong experience in engaging diverse groups in Scotland in a participatory process to an agreed agenda and outcome
3. Proven track record in analysing and processing complex data to an deadline in a clear and accessible format
4. Significant experience in leading the development and delivery of large scale participatory event.
5. Knowledge and understanding of human rights, social justice, equality issues and the policy context in Scotland.
6. Proven track record in partnership working
7. Awareness of and approach to risk management and quality control
8. Evidence of capacity, experience and skills required to undertake the proposed contract including project management and an ability to deliver to deadlines
9. The proposed budget compared to the funds available.

**Budget**

Consultant costs £20,000

Small scale venue hire £250 x 8 – 10 £2000 – 2,500

Participation expenses for rights holders £2,000

**Tender proposal**

Applicants are requested to submit proposals for this work which include the following information:

* an outline of the proposed methodology to be used to achieve the project objectives;
* an indication of any foreseen risks in the project and how they will be managed;
* a profile of the project team, including the name and brief biography of key team member/s;
* contact details of two referees who are able to attest to the quality and timeliness of the applicant’s research;
* An indicative budget for the work;
* A satisfactory assessment of commitment to human rights and ethical working;
* Full contact details for the Project Coordinator.

The deadline for receipt of applications is **11am on Tuesday 23rd May.** Applications should be no longer than four pages (12 point, standard space, excluding annexes).

Please send applications to hello@scottishhumanrights.com

If you have any questions related to this tender, please contact Emma Hutton or Kirsty Innes on 0131 244 3550 or at [Emma.Hutton@scottishhumanrights.com](mailto:Emma.Hutton@scottishhumanrights.com) / [Kirsty.Innes@scottishhumanrights.com](mailto:Kirsty.Innes@scottishhumanrights.com)

Applicants may be contacted by email or telephone to clarify their proposal.

**Tender Decision Notification**

SHRC is not bound to accept any tender.

Shortlisted contractors will invited to interview before a final decision is made with regard to awarding a contract.

All those who have been involved in the tendering process will be informed by email.