

26 July 2023

**INVITATION TO QUOTE (ITQ) TO SUPPORT THE DEVELOPMENT
OF A THEORY OF CHANGE BASED APPROACH TO IMPACT
EVALUATION OF THE COMMISSION'S WORK**

QUOTE Ref: SHRC/Theory of Change/2023/07

You are invited by **the Scottish Human Rights Commission** to quote for the provision of the services detailed in the attached brief. Your quotation must be received by no later than **12:00 noon Wednesday 9 August 2023**. It is the responsibility of all suppliers to ensure that their quotation response is received no later than the appointed time. The Scottish Human Rights Commission may undertake not to consider quotations received after that time.

The Scottish Human Rights Commission are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for 60 days from the submission date. Value Added Tax (VAT) should be shown separately, and the VAT registration number given.

The quotation will be evaluated using the following criteria and weightings:

Evaluation Criteria	Weighting
Quality	80%
Price	20%

By providing us with a quotation you agree to be bound by the Scottish Human Rights Commission's Terms and Conditions which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and submissions regarding this ITQ should be addressed to finance@scottishhumanrights.com via email.



David Lees

Head of Commission Secretariat & Business Support

Invitation to Quote: Support the development of a Theory of Change based approach to impact evaluation of the Commission's work.

July 2023

1. Introduction

This is an Invitation to Quote (ITQ) to support the development of a theory-based approach to impact evaluation of the work of the Scottish Human Rights Commission (The Commission).

2. Delivery Timescale

The requirement should be scheduled to commence on or around 15 August 2023 with completion expected by July 2024. All necessary activities required to deliver the provisions identified in this ITQ must be planned, delivered and concluded to accommodate this timescale.

3. Terms of Reference and Summary of Requirement of Response

The Terms of Reference (ToR), attached at Appendix 1, contain the full scope of the requirement relating to this ITQ. The ToR include context setting and background information that are the basis for the decision to conduct this project.

The core requirements for the written response are contained in 2 key sections of the ToR; **Section 11. Objectives** and **Section 12.**

Deliverables. Each element within these sections should be addressed in your response.

In addition to this, the Commission needs to understand and assess the relevant knowledge and experience of prospective contactors. A key part of the response should include evidence of similar or comparable provisions to provide assurance of capability and capacity to carry out this project.

The Price submission should reflect the number of days associated with each activity and the licence cost for any tailored impact evaluation software.

Bidders should include narrative around their approach to completing the work including, where necessary, any expected inputs from the Commission.

The format for submitting proposals to deliver the requirement is detailed below in Section 6 and the process and criteria for evaluation is contained in Section 8 of this ITQ.

4. Proposal Timetable

The key dates for the process are as follows;

1.	Issue ITQ	Wednesday 26 July 2023
2.	Closing date for submission	12 noon on Wednesday 9 August 2023
3.	Evaluation of Submissions	Friday 11 August 2023
4.	Award of Contract	w/c Monday 14 August 2023
5.	Project Commencement – initial start-up meeting	Tuesday 15 August 2023 (circa)
6.	Project Completion	Friday 12 July 2024

Note: Timescales may be subject to change.

5. Submission of Proposals

Proposals should be submitted by email to; finance@scottishhumanrights.com by no later than 12 noon on Wednesday 9 August 2023.

We will email confirmation of receipt of your proposal. Late submissions will not be considered.

We will review all the proposals we receive against our Terms of Reference, attached, and evaluation criteria, highlighted below in Section 8. We may contact you with follow up questions to clarify anything we need to confirm before we make our decision.

We aim to make a final decision by Friday 11 August 2023 and a contract will be awarded w/c Monday 14 August, subject to final agreement of T&Cs.

6. Format of Submission

To quote for this provision, please send us a written report (5 pages maximum) setting out as a minimum:

- 1) Your relevant skills, experience and qualifications for conducting a project of this nature. Evidence of carrying out similar projects for a public sector, civil society organisation, or a National Human Rights Institution, would be an advantage.
- 2) Your proposed plan to deliver and carry out as necessary;
 - a. each aspect of the Objectives of the Project, described in Section 11 of the Terms of Reference
 - b. the Deliverables, as described in Section 12 of the Terms of Reference
- 3) Your proposed approach to completing the work including any input you would require from us.
- 4) Your proposed price for this work including a breakdown of days against each element.

7. Budget

We have a maximum budget of £20,000 (including VAT) for this work.

Please provide a full breakdown of your costs indicating clearly whether these are inclusive or exclusive of VAT.

Please note the requirement is for a Fixed Price proposal.

A milestone payment schedule will be established based on satisfactory achievement of agreed delivery outcomes across the contract term.

Prices quoted should be in Pounds Sterling (£) and must be held firm for 60 days from the submission date.

8. Evaluation of Submissions

Submissions will be evaluated based on with Most Economically Advantageous Tender (MEAT) method, to maximise the opportunity to deliver Value for Money (VfM).

The overall award criteria weightings are;

Quality – 80%

Price – 20%

Proposals will be evaluated using the following weighted criteria;

MEAT	Overall Weighting	Criteria	Category Weighting
Quality	80%	1. Relevant skills, experience	20%
		2. Response to the Objectives of the Project (Section 11 of ToR)	40%

		3. Plan/approach for Deliverables (Section 12 of ToR)	20%
Price	20%	4. Price/Competitiveness	20%
	100%		100%

The Quality elements of the submissions will be evaluated against the scoring structure below.

Assessment	Standard Measure	Scores (0-10)
Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides details of how the requirements will be met in full.	10
Good	Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.	8
Acceptable	Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirements but may lack details on how the	6

	requirements will be fulfilled in certain areas.	
Limited	Limited Response is partially relevant. The response addresses some elements of the requirement with partial detail. There are a few concerns about whether or not the requirements can be met.	4
Poor	Response is generally poor. The response contains insufficient/limited detail or explanation to demonstrate how the requirements will be fulfilled.	2
Unacceptable	Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirements.	0

Each written submission will be evaluated as follows;

- Each quality criteria will be awarded a score.
- These scores are then weighted against the predetermined % weightings
- A weighted score is then calculated by multiplying the weight by the score and dividing by 10.

This is illustrated in the worked example below.

		Proposal 1		Proposal 2		Proposal 3	
Quality Criteria	Weight (80%)	Score (0-10)	Weighted Score	Score (0-10)	Weighted Score	Score (0-10)	Weighted Score
1	40	8	32	6	24	8	32
2	40	6	24	6	24	6	24
3	20	8	16	10	20	6	12
Total			72		68		68

The Price criteria will be based on;

- The lowest priced compliant bid will be awarded maximum points (20).
- The points for the other proposals will be scored relative to the lowest priced compliant proposal.
- Thereafter the price weighting detailed in Table 4 will be applied to obtain the final weighted price score.

The calculation is as follows:

Lowest bid divided by each bid multiplied by price weighting factor (20%) multiplied by 100.

Table 4 Price criteria scoring - worked example for illustration.

		Proposal 1		Proposal 2		Proposal 3	
Criteria	Weight (20%)	Quoted £	Weighted Score	Quoted £	Weighted Score	Quoted £	Weighted Score
4		£13,500	17.77	£14,000	17.14	£12,000	20

The total weighted scores for Quality and Price will be added together to determine the Most Economically Advantageous Tender, illustrated in the worked example below.

	Proposal 1	Proposal 2	Proposal 3
Quality Score	72	68	68
Price Score	17.77	17.14	20
Total	89.77	85.14	88

9. Freedom of Information

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIRs), all information submitted to the Contracting Authority (the Commission) may be disclosed in response to a request for information made pursuant to FOISA and/or the EIRs.

In submitting a proposal, bidders must understand and accept that information disclosed by the Commission in response to a FOISA or EIR

request may include, but not be limited to, disclosure of their proposal or any part thereof or any information contained therein and/or any score or other details concerning evaluation of their proposal.

If a Bidder considers any information in their proposal is confidential and/or commercially sensitive, they shall clearly identify which information they consider to be confidential and/or commercially sensitive, explain the potential implications of its disclosure and provide an estimate of the period of time during which they believe the information is likely to remain confidential and/or commercially sensitive.

If a Bidder identifies any information in their proposal as confidential and/commercially sensitive, the Commission will consider in its sole discretion withholding it from disclosure or publication however Bidders shall note that, even where they have identified information as confidential or commercially sensitive, the Commission may nonetheless be required to disclose or publish such information in accordance with FOISA or the EIRs, without consulting with, or obtaining consent from, the Bidder.

Bidders shall note that the Commission is required to form an independent judgement upon whether the information is exempt from disclosure under FOISA or the EIRs and whether the public interest favours disclosure or not and offers no guarantee that information identified as confidential and/or commercially sensitive will be withheld from disclosure or publication.

If a Bidder receives a request for information under FOISA or the EIRs during the course of the competition, they must immediately refer such a request to the Commission.

The Commission may publish the names of Bidders on its website.

10. Data Protection / Security Requirements (for suppliers with no access to our internal network)

Bidders should provide confirmation of compliance with our requirements in relation to data and information security.

Data Protection – the SHRC would prefer that all data be resident within the UK (failure to meet this point requires additional processes to be completed by the supplier and the SHRC).

You should confirm compliance with all UK data protection laws, and you should be certified with Cyber Essentials or the equivalent.

11. Confidentiality in Respect of the ITQ Process

This ITQ and all additional information concerning the SHRC are made available to Bidders on a confidential basis for the purpose of this process only. Information gained during the ITQ process must not be communicated to any other party, during or after the process.

Bidders may disclose, distribute, or pass the ITQ to their advisers, subcontractors, consortium members or other persons provided:

- this is done for the sole purpose of enabling them to submit a proposal and the person receiving it undertakes in writing to keep it confidential on the same terms as the bidder.
- the bidder obtains the Commission's prior written consent in relation to the disclosure, distribution or passing of an ITQ.
- the Bidder is legally required to make a disclosure or the ITQ has been published in accordance with the conditions relating to the Commission's obligations in relation to transparency.

The Commission may disclose information submitted by Bidders during the Procurement to its officers, employees, agents, or advisers who are stakeholders in the Procurement.

The Commission may disseminate information provided by Bidders that is materially relevant to the Procurement, to other Bidders subject to any:

- procedures described in the ITQ for raising questions and/or clarifications;

- duty to protect commercial confidentiality in relation to the information contained within a proposal (unless such duty is overridden by a requirement for disclosure under FOISA).

12. Canvassing

This procurement is being carried out by ITQ and all questions relating to the ITQ should in the first instance be directed through finance@scottishhumanrights.com

Responses to all clarification questions will be sent to all Bidders.

APPENDIX 1 Terms of Reference to support the development of a Theory of Change based approach to impact evaluation of the work of the Scottish Human Rights Commission.

Context

1. The Scottish Human Rights Commission (SHRC) was established in 2008 by the Scottish Human Rights Commission Act (SHRCA) 2006 as a public body funded by, but independent of, the Scottish Parliament.
2. The Commission is a small organisation with 13.8 FTE staff and a budget of £1.37m. Staffing costs represent around 85% of the Commission's budget, providing for a limited operational budget.
3. The general duty of the Commission is to promote human rights and, in particular, to encourage best practice in relation to human rights. The SHRCA provides for it to fulfil these duties through providing guidance, publications, awareness raising and research and by making recommendations for changes in law, policy and practice in Scotland, and through education and training. The Commission also has statutory powers to:
 - Conduct inquiries into the policies or practices of Scottish public authorities;
 - Enter some places of detention as part of an inquiry;

- Intervene in civil court cases, where relevant to the promotion of human rights, and where the case appears to raise a matter of public interest;
 - Cooperate with others in the exercise of these functions while avoiding unnecessary duplication.
4. The SHRC is a National Human Rights Institution (NHRI) and was recently re-accredited as an “A status” institution, signifying it was compliant with the UN’s Paris Principles (1993) and entailing independent participation rights at the UN Human Rights Council.
 5. The human rights landscape in Scotland is increasingly complex. The SHRC has responsibility for promoting human rights under the European Convention on Human Rights (ECHR) and other human rights treaties to which the UK is a party. This has been interpreted as referring to devolved matters under the Scotland Act 1998. The Equality and Human Rights Commission (EHRC) has responsibility for promoting human rights in reserved areas. The EHRC is also the national equality body for Great Britain. There is a Memorandum of Understanding between both organisations. While the rights of children and young people are not excluded from the SHRC’s remit, Scotland has an independent Children and Young People’s Commissioner.
 6. As a public body, the Commission must lay its Annual Report and budget before the Scottish Parliament. It is audited every 12 months by the Auditor General for Scotland. In recent years

Auditors have called for the Commission to improve how it demonstrates its impact.

7. As a public body, accountable to the Scottish Parliament, it is important that the Commission has a robust process to deliver on and evidence impact towards its Strategic Goals. This process must be proportionate to the time required to fulfil its mandate.
8. The Commission has developed a one-year Transition Strategy with four spotlight projects designed to support completion of the final year of Strategic Plan 4 (2020-2024) and the preparation for Strategic Plan 5 (2024-28). Within this strategy lies a commitment to explore how the Commission can better evidence the impact of its own work moving forward.
9. The Commission wishes to use the Transition Strategy and its four spotlight projects as a pilot, through which to develop a Theory of Change based methodological approach to measuring and evidencing impact. This can then be further developed and applied by the Commission to its fifth Strategic Plan.
10. The Commission would be keen to make use of a tailored software solution to support the evidence capture and analysis of impact, that all Commission staff can be supported to use.

Objectives

11. Accordingly, the SHRC is commissioning a project to:

- Support Commission staff to develop a Theory of Change for its Transition Strategy,
- Develop Commission staff's understanding of ToC methodology and build their capacity to measure and evidence impact in their own work, using the four spotlight projects as working pilot examples;
- Provide a software solution to support the Commission's impact evaluation and analysis.

Deliverables

12. By the end of the project we expect to have a better understanding of:

- the outcomes that matter to the Commission, expressed in a way that is straightforward and simple to understand and articulate to colleagues and stakeholders;
- the difference between outputs and outcomes and how to evidence impact of the latter;
- how to collect evidence relevant to showing impact, in a proportionate manner;
- how to approach the development of a Theory of Change map for the Commission's next Strategic plan;
- a relevant software tool that can support the collection and analysis of data and the presentation of impact.

13. The timeline for completion of the project is Friday 12 July 2024.

14. The contract is being procured through an Invitation to Quote (ITQ) procedure, using standard government procurement rules.