



Women's Fund for Scotland 2016 fund

EVALUATION BRIEF

CONTEXT

The Women's Fund for Scotland (WFS) and Foundation Scotland (FS) seek a contractor to undertake an evaluation of the Women's Fund for Scotland's 2016 funding programme (administered by Foundation Scotland in partnership with the Women's Fund for Scotland) to assess its impact, to inform the future development of the Fund's work and to help it ensure good value for money.

1. Introduction and Background

The Women's Fund for Scotland (WFS) aims to empower disadvantaged women and adolescent girls and help them to overcome the multiple obstacles and discriminatory practices that females of all ages experience throughout their lives. The WFS vision is of a Scotland in which women participate equally at all levels of society, free from barriers to full and equal engagement in political, institutional, economic, and cultural life, including freedom from sex-based violence. WFS also wishes to strengthen the women's sector, through supporting organisations led by women and girls.

Established in 2002 under the umbrella of Foundation Scotland, WFS is the only grant making organisation in Scotland to provide grants exclusively to projects for women. WFS remained part of Foundation Scotland until 2019 when it set up as a Scottish Charitable Incorporated Organisation (SCIO). Foundation Scotland still manages its current grant making. To date the Fund has distributed over £2.4m in grants to 564 community groups and local charities.

2. WFS 2016 Fund

In 2016 WFS successfully applied to the Treasury to distribute a proportion of Tampon Tax funding (TTF) and were awarded £510,000 to distribute in grants. This funding constitutes the WFS 2016 fund. There were two strands to the programme. Firstly a 3-year scheme, providing grants of up to £10,000 annually. 13 organisations were beneficiaries under this multi-year scheme. Secondly, individual grants of between £1,000-£10,000 were available. 49 organisations were beneficiaries under this strand of the programme.

Funding was only available to projects which contributed to one of WFS' core investment themes, which are:

- building skills and confidence
- improving health and well being
- building social networks
- moving on from violence

Of the organisations granted awards, 33 had annual incomes of under £250,000. Awards were made both to organisations run exclusively by and for women and also to mixed organisations providing women-only projects. Grant recipients were located throughout Scotland in both rural and urban areas.

3. Aims of the Evaluation

This evaluation is required to further inform WFS about where its future grants can be most effectively made. It should evaluate the impact and outcomes of grants on:

- The organisations to which the grants were made
- The beneficiaries of the projects
- If appropriate, the wider community

Project completion dates were between 2017 and 2019 and end of grant reports have now been submitted by all grant recipients. The evaluation should therefore identify the immediate perceived benefits of the project and also the extent to which these translated into long term, sustainable outcomes.

It is important to note that the majority of WFS donors restrict their giving to one-off grants. The 3-year, multi-award grants under the 2016 programme were therefore an exception and the first of its kind for the fund. One question for the evaluation will therefore be the extent to which the 3-year grants provided better value for money and whether this might therefore be a grant giving process that WFS should strive towards repeating.

4. Considerations

Organisational Impact

Questions about the organisational impact of the grant will vary across grant recipients but the evaluation should consider:

- the extent to which the grant enabled organisations to further develop projects for women (especially but not exclusively relevant for mixed organisations)
- the long-term sustainability of the organisation (especially but not exclusively relevant for women-only organisations)
- whether the grant related to a new area of work for the organisation and if so if this type of work has continued
- if the WFS award was start-up funding for a new organisation, how important was this to the organisation's continued development and existence

Impact on Beneficiaries

The evaluation should also consider the different types of beneficiary. Some projects were aimed at a specific group of beneficiaries whereas other projects targeted a broad range of women in the community. In addition, some projects worked continuously with a select group of women whereas others had different attendees at each session. The evaluation should therefore consider:

- whether some beneficiaries were more likely to show positive outcomes from project than others
- has the Fund identified and supported innovative/novel approaches of supporting women?
- whether some types of outcome were more likely to be achieved than others
- whether there any factors that make it more or less likely that a project will impact on a larger percentage of participants
- Similarly, nearly every project provided a different type of support to beneficiaries. ranging from individual counselling to skills development. Are certain types of support particularly beneficial or relatively ineffective?

It is expected that the evaluation will also consider the depth and extent of the difference the project made to women's lives. So far as possible the evaluation should consider the number of women who benefitted, rather than simply count individual participants. Such information might be obtained through discussions with organisations and participants as well from project reports provided through FS. The impacts might include, for example the number of women who experienced:

- A major life change (such as escaping a violent relationship or returning to work);
- A significant change in day to day living situation (such as improved childcare provision)

- A minor change in day to day living situation (such as developing a new skill or hobby)
- No discernible long-term benefit

Contractors should not feel bound by this particular typology nor by the examples given.

Other Considerations

Additional consideration should also be given to:

- Whether projects had an effect on the local community, and if so how.
- Whether the WFS award constituted the sole funds for a project or was part of a larger funding package. Did this have any effect on the impact of the WFS award?

5. Methodology

Contractors are invited to outline their methodology. This might include desk-based research, surveys/questionnaires and interviews with both staff and project participants. The proposed methodology will have to take account of the requirements imposed by Covid-19 restrictions. It is anticipated that it will include a mixture of qualitative and quantitative analysis.

The contractor will be given access to documentation related to the WFS 2016 Fund including applications, assessments, project progress and final reports. It is expected that the contractor will deal directly with organisations and participants, and the bid should state what type of sampling will be used, if any.

6. Conclusions and Recommendations

The contractor will not be expected to provide a hierarchy of benefits but should outline some of the key features of the 2016 Fund that WFS will be able to use when considering its future priorities. Conclusions should:

- identify the nature of the outcomes that were achieved as a result of the WFS funding and if any of these were likely to be sustained in the long term.
- outline any features of projects or organisations that are more, or less, likely to lead to a long-term and sustainable beneficial outcome for organisations, project participants or communities;
- include consideration of WFS's 4 investment themes and identify if there are particular issues for projects falling within any of the categories;
- discuss any findings in relation to the 3-year funding,
- note any difference in impact relating to awards for start-up funding, awards where WFS was the only funder or awards which were part of a larger funding package.

The researcher may additionally wish to include discussion of other conclusions. These can be identified in the bid, if known, or added as the work progresses.

7. Reporting

A draft report should be submitted and revised following feedback from WFS and FS. A presentation on the evaluation is expected to be made within two weeks of the final submission. Two hard copies of the final report should be delivered, as well as an electronic copy.

The timetable for this will be agreed between all parties.

8. Proposal Format

Due to the sensitive issues addressed by some of the funded organisations we will prioritise a female led evaluation. Consequently, bids for this project are invited from women-led organisations and individual researchers. It is expected that potential contractors will demonstrate an understanding of the principals of evaluation and experience of working with community-based programmes.

Potential contractors should evidence an awareness of the sensitivity of some of the challenges faced by project participants, in particular by women who have experienced male physical or sexual violence. They should demonstrate an ability to converse with victims of male violence in ways that do not cause additional trauma or distress.

The proposal should include:

- Detailed timetable and methodology - including the number of days allocated to each part of the evaluation.
- The proposal should indicate phasing of stage payments appropriate to how the work schedule is presented in the bid proposal.
- Copy of organisation's policy on equality and diversity.
- Details of any similar work undertaken by the contractor. As part of the assessment of the bid, Foundation Scotland might seek evidence of such work, such as published reports.
- Composition of the individuals/team members working on the project and the role and experience of each member.
- If applicable the company registration number and the VAT registration number.
- The names of 2 referees, ideally within the voluntary sector, who can provide a reference about the satisfactory completion of relevant work.
- A statement about data protection (see section 11)
- An unambiguous statement setting out the quality management procedures to be put in place to achieve the review objectives.

9. Budget

Concerning the budget, tenders will be welcomed within the region of £10,000 - £15,000.

Your proposal must be marked 'EVALUATION PROPOSAL - Private & Confidential' for the attention of Mercedes Green, Programmes Advisor - mercedes@foundationscotland.org.uk Proposals should be in the form an electronic copy to arrive no later than **11.00 am on Monday 10th May 2021**. Any queries in respect of this brief should be addressed to Mercedes Green.

10. Timetable

The consultancy will follow the timescale outlined below:

- Deadline for return of tender - **Monday 10th May 2021**
- Interviews with short listed consultants (this will involve a presentation) - **w/c 17th May 2021**
- Consultant appointed - **Friday 21st May 2021**
- Initial Meeting with consultant - **Tuesday 25th May 2021**
- Draft report and preliminary findings - To be agreed between WFS, FS and the successful contractor
- Final report -To be agreed between WFS, FS and the successful contractor

11. Data Protection Matters

The review could include direct or inadvertent discovery of personal information protected by the Data Protection Act 2018. FS is relying upon the contractor to bring all necessary knowledge and expertise to this task in respect of ensuring that the requirements of the Data Protection Act 2018 are met.

The submissions should clearly state in unambiguous terms that the contractor shall make appropriate provision for meeting indemnities to Foundation Scotland for any breach by the “data processor” and his/her staff. The appointed consultant will be required to provide evidence of current professional indemnity cover together with contact details of the underwriter in the event that Foundation Scotland wishes to check the extent of this cover, exemptions, exceptions and policy excesses.

12. Quality Control and Accuracy

As outlined in Article 8, the submission should include an unambiguous statement setting out the quality management procedures to be put in place to achieve the review objectives.

13. Copyright

The copyright and any other intellectual property on the materials provided by WFS/FS or produced on their behalf, including both the final report and any earlier drafts, shall vest with WFS/FS.

The Consultant shall not be permitted to make use of the materials referred to for any other purpose without prior written approval of WFS/FS. All materials received and software files created in the course of this project should be returned to the WFS/FS at the conclusion of the project in an agreed format.

14. Confidentiality

The Consultant shall keep confidential and shall not disclose to any third party any information gathered during the course of working on the Evaluation and shall ensure that their staff fully understand the on-going nature of their obligations under the Data Protection Act 2018 as “recipients” of personal data, both during their employment with the firm and upon changing employment at a later date.

15. Right to Termination

WFS/FS reserve the right to terminate the contract (giving one week’s notice in writing) should they feel that the project is not progressing to their satisfaction.

16. Invoicing Arrangements

As outlined in Article 8, the bid submission should indicate phasing of stage payments appropriate to how the work schedule is presented in the bid proposal. Details of what has been agreed will be confirmed in the letter of appointment.

