



The Royal Society *for*  
*the Support of*  
Women *of* Scotland

Founded in 1847 as the  
Indigent Gentlewomen's Fund IGF

## Invitation to tender

### About The Society

***The Royal Society for the Support of Women of Scotland*** is a national charity operating throughout Scotland with the purpose of providing financial support to single women over the age of 50 who struggle to live on low income and limited savings.

The charity was originally founded in 1847 as the *Society for the Relief of Indigent Gentlewomen of Scotland*. Initially, applicants had to be spinster ladies of 50 years and over, of professional parentage and impoverished through no fault of their own. The qualifying criteria have evolved over the years, to take account of changing social circumstances, embracing ladies of Scottish birth or education or those with long term residency in Scotland. Widows were admitted for the first time in 1898 and alongside the admission of divorcees in 1982 women were also allowed to qualify in their own right, even if not of professional parents.

In 2015, the Society was granted a new Royal Charter, giving it its present name and further-broadened remit. The Charitable Object of the Society is now *“To provide support and aid to women who are resident in Scotland and are of good character and are single and require assistance by reason of financial hardship, age or ill health in the interest of the general public benefit”*.

Since 2015, applications have been considered from any single, widowed, divorced or formally separated woman, of 50 years or older, and who has been resident in Scotland for at least two years at the time of application. Applicants must have income and capital beneath ceilings set from time to time by the General Committee and show that they have lived a decent, responsible and respectable life.

In 2017-18 the Society provided financial assistance amounting to £1,217,040 to 924 women. The number of beneficiaries has grown significantly in recent years, and applications continue to grow.

Further details of the Society's history, current work and application criteria can be found at [www.igf.org](http://www.igf.org).

## **What kind of research are we looking for?**

The Trustees of the Society wish to ensure that its resources are used, towards its Charitable Objects, in the most appropriate and effective way. As a part of its strategic planning the Society wishes to commission research around this objective.

We are seeking interest from an organisation, or group of organisations to undertake a review exercise of

***“The nature of, and response to, poverty amongst women in Scotland over 50 years of age who are, or have become, single and experience financial hardship, in order to identify the gaps and opportunities for future action by the Society”.***

It is expected that the project will comprise 3 distinct parts

- To provide the Society with a sound understanding of the current and emerging causal factors of poverty among those individuals meeting its Charitable Object;
- To survey the types, purpose and extent of support already available to such individuals from other sources and identify where significant gaps exist within this, and
- To identify opportunities to which the Society could respond within the confines of its Charitable Object; detailing the risks/ issues and potential complexity of any opportunities identified.

More detail can be provided by the Society’s Chief Executive, Dr Maurice Hankey, if required. Contact details are provided below.

The successful researchers will be able to request access to generic information about current applicants and beneficiaries, in so far as such information is available. For data protection reasons **no** access will be available to information about individual applicants or beneficiaries.

## **Who can bid?**

Bids are invited from independent researchers, from organisations or from a collaboration of these.

Bids must demonstrate:

- a. Your understanding of poverty as an issue and the factors contributing to it at present and how these might evolve in future;
- b. Your understanding of public policy to mitigate its extent and impact;

- c. Your understanding of third-sector activity in this area;
- d. What methodology you will use to identify gaps in provision for single women aged 50 plus in Scotland;
- e. How you will stage this work over a period of 7 months (June 2019 to December 2019 – see timescales below).

If the bid is from a collaboration of organisations, of independent researchers or of each, you must also:

- a. appoint a lead partner who will be the primary contact with the Society;
- b. explain how you will pool your expertise and skills to maximum effect and avoid duplication;
- c. have a formal agreement between you that outlines who is responsible for what and where lines of accountability lie.

### **Deadline for bids: Wednesday 17<sup>th</sup> April 2019 at Noon**

Bids should be sent to [ceo@igf.org](mailto:ceo@igf.org) or posted to:

Dr Maurice Hankey  
Chief Executive  
The Royal Society for the Support of Women of Scotland  
14 Rutland Square  
Edinburgh  
EH1 2BD

Bids submitted after the deadline will NOT be accepted.

It is your responsibility to make sure that your bid reaches the Society by the deadline.

Enquiries should be directed to Dr Maurice Hankey at [ceo@igf.org](mailto:ceo@igf.org) or through the Public Contracts Scotland portal. Please submit enquiries in the first instance by email to [ceo@igf.org](mailto:ceo@igf.org) requesting a telephone contact if appropriate.

### **Value of the tender**

The value of this tender is up to **£30,000 over** 7 months inclusive of VAT.

## Information which must be included in your tender

- Your tender document can be as long as it needs to be. Please provide a very clear picture of what your vision for the research is and provide detail about how you will achieve this.
- Clear evidence that you have taken account of the information and expectations outlined above.
- If the bid is from a collaboration of organisations, it should be completed and submitted by the lead partner and all other partners should be named in it. The bid should include letters from the lead member of staff/researcher in every partner organisation that clearly outlines their agreement to be involved in the work.
- Set out a clear approach to the work, with a **project plan, timelines and milestones** (taking note of the timescales we have outlined above).
- Details of other organisations for whom you have undertaken similar work, providing a named individual there and confirmation that you are happy for the Society to make contact with them.
- Please also submit a **risk register**. We want to see if you are able to identify where potential risks lie and what you will do to mitigate those risks.
- Clearly identify who will do what, when and where.
- Include C.V.s for everyone who will be involved in the project and please be very clear about the expected availability of each person over the course of the 7 months.
- Include a breakdown of the total cost of the work, **inclusive of VAT where it applies**.
- Confirm that you have a Health and Safety Policy and appropriate and adequate insurance cover in place (we will ask for evidence of these upon appointment).

## Timeline

Tender issued	Friday <b>22<sup>nd</sup> March</b> 2019
Submission of tenders direct to The Chief Executive by post or email ( <a href="mailto:ceo@igf.org">ceo@igf.org</a> )	By <b>Noon</b> on Wednesday <b>17<sup>th</sup> April</b> 2019
Shortlisting Meeting	Thursday <b>25<sup>th</sup> April</b> 2019
Interviews with shortlisted bidders	Tuesday <b>7<sup>th</sup> May</b> 2019 in Edinburgh
Confirmation of outcome	<b>15<sup>th</sup> May</b> 2019
Work to commence	June 2019
Inception meeting	Tuesday <b>June 4<sup>th</sup></b> 2019
Interim report 1	No later than Friday <b>8<sup>th</sup> November</b> 2019
Final report	No later than Friday <b>13 December</b> 2019

## Scoring

The project panel will individually score your bid against the pre-determined scoring criteria. The project panel will rank bidders' proposals by total score in order to determine who to invite to interview.

<b>Area for Scoring</b>	<b>Maximum score</b>
Value for Money	50
Understanding of poverty in Scotland, its causes, and public policy and third-sector activity to mitigate its impact.	50
Understanding of role of the Society and its work to relieve poverty among mature single women in Scotland	50
Ability to meet research requirements of the project specification set by the Society	50
Ability to meet the timescales set out by the Society	50
An appropriate but creative approach to the project that recognises the varying circumstances and needs of the Society's future beneficiaries	50
Actual or transferable experience of similar work	40
Clarity of proposal	35
<b>Total</b>	<b>375</b>

## Project Marking Guide

Marks	Description	Award
Unacceptable	No answer given or unacceptable response. The evaluator <u>must</u> record the reason for using this mark.	0/35 0/40 0/50
Marginal	Answer does not meet minimum requirements, gaps are evident in the response.	7/35 8/40 10/50
Acceptable	Answer addresses <b>ALL</b> of the areas required.	18/35 20/40 25/50
Very Good	Answer exceeds requirements.	27/35 30/40 38/50
Excellent	Answer demonstrably far exceeds requirements. This mark should be awarded where the answer far exceeds what is required in the question, thus bringing an added value. This could include financial benefits or, where it can be demonstrated and justified, evident strength, capacity or capability in a particular area.	35/35 40/40 50/50