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Tender

## **Invitation to Tender For The Facilitation and Recruitment Services for the Citizens' Assembly on Violence Against Women and Girls**

Maidstone Borough Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-039019

Procurement identifier (OCID): ocds-h6vhtk-055d0f ([view related notices](#))

Published 10 July 2025, 3:09pm

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

### **Scope**

### **Description**

\*This Notice Was Published On The 15th Of April 2025, But Proactis Did Not Upload It On Find a Tender\*

Maidstone Borough Council is commissioning a Citizens' Assembly to explore and address the issue of Violence Against Women and Girls (VAWG) in the borough. Following a Full Council motion on 4th December 2024, and a subsequent Housing and Community Cohesion Policy Advisory Committee meeting, it was agreed that the Council would implement a range of tools to reduce VAWG, including:

- Developing a broader VAWG Strategy
- Promoting a Women's Night-Time Safety Charter
- Leveraging licensing tools
- Making women's safety central to town planning
- Achieving White Ribbon accreditation.

### **Total value (estimated)**

- £0 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 31 July 2025 to 30 September 2025
- 2 months, 1 day

### **Main procurement category**

Services

### **Contract locations**

- UKJ46 - West Kent

## **Not the same for all lots**

CPV classifications are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. Recruitment Services for Citizens' Assembly on Violence Against Women and Girls**

### **Description**

The selected organisation will be responsible for the following:

- Design and Implementation of Sortition Process
  - o Develop a robust and transparent sortition methodology to ensure a representative sample of Maidstone residents, reflecting the borough's demographic make-up.
  - o Develop and manage a database of eligible residents, utilising appropriate data sources.
  - o Conduct the random selection process, ensuring impartiality and transparency.
  - o Develop and implement a system for inviting randomly selected residents to participate.
- Recruitment and Engagement

- o Develop and implement a multi-channel communication strategy to inform and engage potential participants.
- o Manage all communication with randomly selected participants, including initial invitations, follow-up calls, and provision of information about the Citizens' Assembly.
- o Provide clear and accessible information about the sortition process, the Citizens' Assembly and participant expectations.
- o Address participant queries and concerns in a timely and professional manner.
- o Achieve a target number of 45 residents.
- o Provide clear reporting on the demographics of recruited participants.
- Logistics and Administration
  - o Manage all administrative aspects of the recruitment process, including data management, communication and reporting.
  - o Ensure compliance with all relevant data protection regulations (GDPR).
  - o Provide regular progress reports to Maidstone Borough Council.

**Lot value (estimated)**

- £0 including VAT

**CPV classifications**

- 79600000 - Recruitment services

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Facilitation of a Citizens' Assembly on Violence Against Women and Girls**

### **Description**

Maidstone Borough Council envisions the Citizens' Assembly comprising of an estimated 35-

40 people, broadly representative of the population, meeting for approximately 4 days of learning and deliberation over the summer period of 2025.

The facilitator should provide a comprehensive range of services that allows them to execute

all facets of the Citizens' Assembly. They should operate at arm's length and work at all times

to ensure the impartiality, credibility, and professionalism of the process. The facilitator will work with the commissioning authority to deliver a high quality Citizens' Assembly.

### **Lot value (estimated)**

- £0 including VAT

### **CPV classifications**

- 98300000 - Miscellaneous services

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Submission**

### **Enquiry deadline**

11 July 2025, 12:00am

### **Tender submission deadline**

11 July 2025, 12:00am

### **Submission address and any special instructions**

\*This Notice Was Published on Kent Business Portal on the 15th of April 2025, but was not uploaded to Find a Tender by Proactis\*

All information can be found on Kent Business Portal - [www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk)

Project Title - Invitation to Tender For The Facilitation and Recruitment Services for the Citizens' Assembly on Violence Against Women and Girls

Project Reference - DN771661

### **Tenders may be submitted electronically**

Yes

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## Award criteria

### Lot 1. Recruitment Services for Citizens' Assembly on Violence Against Women and Girls

Name	Type	Weighting
Quality	Quality	70%
Cost	Cost	30%

### Lot 2. Facilitation of a Citizens' Assembly on Violence Against Women and Girls

Name	Type	Weighting
Quality	Quality	50%
Cost	Cost	25%
Interview	Quality	25%

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

<http://www.kentbusinessportal.org.uk>

Project Name - Invitation to Tender For The Facilitation and Recruitment Services for the

Citizens' Assembly on Violence Against Women and Girls

Project Reference - DN771661

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## **Contracting authority**

### **Maidstone Borough Council**

- Public Procurement Organisation Number: PGRT-5366-CGWY

Maidstone House, King Street

Maidstone

ME15 6JQ

United Kingdom

Email: [procurement@tunbridgewells.gov.uk](mailto:procurement@tunbridgewells.gov.uk)

Region: UKJ45 - Mid Kent

Organisation type: Public authority - sub-central government