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Award

The Facilitation and Recruitment Services for the Citizens' Assembly on Violence Against Women and Girls

Maidstone Borough Council

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-039935

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

Published 15 July 2025, 12:36pm

Scope

Description

Due to errors with Kent Business Portal, this notice's dates are inaccurate

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.

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.

Contract 1. The Facilitation Services for the Citizens' Assembly on Violence Against Women and Girls

Lots

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

Supplier

- The Involve Foundation

Contract value

- £135,864 including VAT

Below the relevant threshold

Award decision date

9 July 2025

Earliest date the contract will be signed

31 July 2025

Contract dates (estimated)

- 31 July 2025 to 30 November 2025
- 4 months, 1 day

Main procurement category

Services

CPV classifications

- 98300000 - Miscellaneous services

Contract locations

- UKJ46 - West Kent

Information about tenders

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

- 2 tenders received
- 2 tenders assessed in the final stage:
 - 2 submitted by small and medium-sized enterprises (SME)
 - 0 submitted by voluntary, community and social enterprises (VCSE)
- 1 supplier awarded contracts
- 1 supplier unsuccessful (details included for contracts over £5 million)

Lots that will not be awarded

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.

CPV classifications

- 79600000 - Recruitment services

Date of decision not to award

9 July 2025

Procedure

Procedure type

Below threshold - open competition

Supplier

The Involve Foundation

Oxford House, Derbyshire Street

London

E2 6HG

United Kingdom

Email: involve@involve.org.uk

Region: UKI42 - Tower Hamlets

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1. The Facilitation Services for the Citizens' Assembly on Violence Against Women and Girls

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

Region: UKJ45 - Mid Kent

Organisation type: Public authority - sub-central government