

RECRUITMENT OF MEMBERS TO THE CITIZENS' ASSEMBLY OF SCOTLAND: SPECIFICATION OF REQUIREMENTS (Schedule 1)

Revised Version (3 July 2019)

Introduction

1. The Scottish Government (the "Authority") wishes to commission a suitable service provider (the "Contractor") to undertake the recruitment of members to the Citizens' Assembly of Scotland.
2. It is anticipated that the contract will run for approximately 3.5 months, commencing in early July 2019.

Background: Purpose of Contract

3. On 24 April 2019, the First Minister of Scotland made a Parliamentary statement¹ on Brexit and Scotland's future. In this, she announced three key steps that the Scottish Government intended to take in a bid to identify the best way forward for Scotland in the event that the UK leaves the European Union. Firstly, to introduce the Referendums (Scotland) Bill so the option of giving people a choice on independence later in this term of Parliament is progressed². Secondly, to establish a Citizens' Assembly to bring together members of the population of Scotland to help find consensus on issues where people have divided opinions. Thirdly, to take forward cross-party talks to identify areas of agreement on constitutional and procedural change.
4. **The Contractor will be responsible for the recruitment of the members of the Citizens' Assembly of Scotland, such that membership broadly reflects the profile of the adult (age 16 and over) population of Scotland.**

Background: The Citizens' Assembly of Scotland

5. The Citizens' Assembly of Scotland (hereafter, the "Assembly") will bring together members of the adult population of Scotland to discuss and deliberate on Scotland's future.
6. The aim is for an Assembly membership of a minimum of 100, sustained throughout the entire life of the Assembly (expected to be around 6 months). In practice, this will require recruiting circa 120 members plus a smaller number of replacement members.
7. The Assembly will consider the following broad issues:
 - What kind of country we are seeking to build
 - How we can best overcome the challenges we face, including those arising from Brexit
 - What further work should be carried out to give people the detail they need to make informed choices about the future of the country.

¹ <https://www.gov.scot/publications/first-minister-statement-brexit-scotlands-future/>

² The Bill was introduced in the Scottish Parliament on 28 May 2019. This sets the rules for any referendum now or in the future within the competence of the Scottish Parliament.

8. Further information on the role, remit and operation of the Citizens' Assembly will be provided following contract award. The Assembly will be supported in its work by a Secretariat.
9. The Assembly will meet for six weekends between late October 2019 and late April 2020. Assembly members will be required to attend all meetings.
10. The first meeting will be held in Edinburgh, with subsequent meetings in Glasgow. Both venues will be accessible by public transport. Venues and the proceedings of the Citizens' Assembly itself will be accessible.
11. Assembly members will receive a gift of thanks of £200 per weekend for their time and contribution. Members' travel and accommodation and other reasonable expenses, such as child care, will be reimbursed.
12. The Assembly will operate under Open Government principles, especially of transparency. However, there is no expectation that members will be required to be publicly facing or speak to the media.
13. The names and further details of Assembly members will not be contained in any of the outputs of the Assembly.
14. Once the Assembly has begun meeting there will be no opportunity to substitute or top-up membership. The Authority therefore proposes that a minimum of **120 Assembly members plus replacement members** be recruited in order to ensure a minimum Assembly membership of 100. This over-recruitment should be focused on groups who are less likely to attend on the day, based on the experience of other citizens' assemblies and similar initiatives.

Description of the Requirement (Contractor Responsibilities)

15. The requirement is for the provision of the names and contact details, together with personal information on socio-demographic variables and political attitudes, of 120 members of the adult (aged 16+) population in Scotland who are eligible and willing to act as members of the Assembly and have consented to the sharing of their personal information.
16. Reflecting the experience of citizens' assemblies elsewhere, some of those recruited to the Assembly will change their mind or be unable to attend at short notice. To allow for this, the Contractor is required to identify replacement members (in addition to the 120 members recruited) up until 5 days before the first meeting of the Assembly.
17. Individuals to be invited to become members of the Assembly should be selected at random.
18. They must, however, also be broadly representative of the adult population (aged 16 and over) of Scotland in terms of socio-demographic variables and political attitudes/views. The Authority proposes the use of the following socio-demographic variables for stratification purposes, in line with practice in other citizens' assemblies in the UK:

- Age
 - Gender
 - Socio-economic group and/or educational qualifications
 - Ethnic group
 - Geography
19. Data sources to be used in the design of the stratified sample profile will be agreed between the Contractor and the Authority.
20. The Contractor's methodology for the identification, selection and recruitment of proposed Assembly members should meet both the above aim and the following Assembly membership eligibility rules:
- Assembly members must be available and eligible to vote under the Scottish Government's proposed franchise for Scottish Parliament and local government elections as set out in its Electoral Reform Consultation in 2017.
 - Elected or appointed representatives (including MSPs, MPs, MEPs, councillors and Members of the House of Lords), the staff of political parties, public appointees and senior public and civil servants and the representatives or officials of relevant advocacy groups (to be identified by the Authority in advance of contract award) will all be ineligible to be Assembly members.
21. The Contractor will obtain the Authority's prior approval of any written material used in the recruitment process.
22. The Contractor will provide the Secretariat of the Citizens' Assembly of Scotland, by early October 2019, with the following details pertaining to 120 individuals whom the Contractor has recruited as proposed members of the Assembly:
- Names
 - Contact details (address, telephone/mobile number(s), email address)
 - Socio-demographic information and information on political attitudes as set out at paragraph 18 above.

Optional Requirement

23. The Contractor may additionally be required to recruit and provide contact details for a further small group of around 10 additional members of the Assembly, to complement the randomly-selected members. These individuals would be drawn from groups found to not be represented amongst the Assembly members already selected. The need for, and approach to, recruiting these additional potential members, as well as implications for the collection of further personal information as part of the main recruitment exercise, will be discussed and agreed with the Contractor.

Interdependencies

24. The Contractor is not responsible for identifying or booking venues: this will be undertaken by the Authority.

25. The Contractor will not have any further role in the operation or support of the Assembly. For the avoidance of doubt, the Contractor's responsibilities will cease upon further fulfilment of the requirement described herein (expected to be complete by mid/late October 2019).
26. The Contractor is not responsible for the arrangement of Assembly members' travel arrangements or for the payment of honoraria and expenses (and hence these costs do not form part of the contract price).
27. While the Authority will be party to the Contract and will have contract management responsibilities, the Contractor will liaise operationally with the Secretariat of the Citizens' Assembly of Scotland (which will assume responsibility for ongoing and future communication with Assembly members).

Summary of Deliverables

28. The Contractor will provide the following Deliverables under the contract:
 - a stratified sample profile which is reflective of the socio-demographics and political attitudes of the adult population of Scotland (by 5 August 2019)
 - weekly updates on progress during the course of the contract
 - the details (names, contact details, socio-demographic details and political attitudes/views) of 120 individuals who are eligible and willing to act as members of the Assembly (by 2 October 2019)
 - a report, documenting the selection process and demonstrating that the process has been fair, transparent and open (by 2 October 2019)

Timetable and milestones

29. A detailed project schedule will be agreed following contract award. The indicative timetable is as follows:

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| • Tenders submitted | 8 July 2019 |
| • Contractor appointed | W/c 15 July 2019 |
| • Stratified sample design | By 5 August 2019 |
| • Member recruitment | Early August – early October 2019 |
| • Delivery of contact and other details of Assembly members | By 2 October 2019 |
| • Identification of replacement members | Early-late October 2019 |

Contract management

30. The Contract will be managed by Dr Donna Easterlow, Strategic Analysis Team (T: 0131 244 2600; E: Donna.Easterlow@gov.scot).
31. The Contract Manager will be responsible for the day to day liaison with the Contractor. A project Advisory Group will be established of Scottish Government policy and analysis officials, and possibly external experts.

32. The contractor will:

- Attend an inception meeting following contract award
- Provide a regular email update and progress report, particularly during the recruitment period, including number of members recruited and identifying any delivery concerns.
- Proactively raise any issues or concerns as soon as they arise.

Data Protection

33. The Contractor will, in conjunction with the Scottish Government and in its own right, and in respect of the contract, make all necessary preparations to ensure it will be fully compliant with Data Protection Laws, including the General Data Protection Regulation (GDPR). The contractor will be responsible for ensuring that any sub-contractors are also fully compliant.
34. The Contractor will be required to enter into a data controller/processor agreement (see Schedule 9: Data Protection).
35. The Contractor will destroy all personal data associated with the Contract after a period to be agreed on appointment.

Invoicing & Milestone Payments

36. The Contractor will invoice (and the Scottish Government will pay) as each of the following milestones are met:
- 10% following inception meeting
 - 30% upon delivery of the stratified sample profile
 - 50% upon delivery of potential member details (and accompanying report)
 - 10% on completion of all other work
37. The Contractor will submit invoices in accordance with the process described in Schedule 3 (Ordering Procedures).

Sustainability

38. The sustainability agenda is of vital importance to the Scottish Government Where services are provided that have sustainability implications, public sector customers need to assure themselves that actions taken on the basis of services is congruent with the organisation's sustainability/corporate social responsibility (CSR) objectives and help them to meet their targets. The Scottish Government's Environmental Policy is as follows: <http://www.scotland.gov.uk/Resource/0045/00458528.pdf>
39. It is therefore of crucial importance that contractors and their Subcontractors are increasingly knowledgeable about both the sustainability implications of their services, and public sector objective, policies, standards, targets and legislation. This includes focussing on their suppliers' and their supporting supply chains to ensure that strategies are in place that minimise environmental impact, including low carbon, low waste, reduced water consumption, increased recycling and respecting biodiversity.
40. The Contractor shall ensure that its policies and processes will support the Scottish Ministers 'Greener Scotland' strategic objective including: a proactive approach to sustainable consumption and the efficient use of resources; consideration given to

social and environmental consequences; policies which ensure that business activities have a direct positive impact on climate change and energy; and policies which encourage natural resource protection and environmental enhancement.

41. The Contractor will be responsible for delivering sustainable services which take into account social, economic and environmental factors designed to maximise the involvement of the wider community.
42. The Contractor will be required to assist in achieving the Scottish Government's Environmental Policy and their specific targets for sustainability. This covers such areas as:
 - Waste management – Reduction in waste, paper, recycling.
 - Travel reduction.

Fair Work Practices

43. The Scottish Government (SG) is persuaded by evidence which shows that the delivery of high quality public services is critically dependent on a workforce that is well-motivated, well led and has appropriate opportunities for training and skills development. These factors are also important for workforce recruitment and retention, and thus continuity of service. SG itself has adopted workforce policies to meet these requirements. These policies include:
 - a pay policy that includes a commitment to supporting the living wage for the duration of this parliament;
 - fair employment practices;
 - clear managerial responsibility to nurture talent and help individuals fulfil their potential;
 - a strong commitment to Modern Apprenticeships and to the development of Scotland's young workforce;
 - support for learning and development;
 - no inappropriate use of zero hours contracts;
 - no inappropriate use of "umbrella" companies
 - flexible working;
 - flexi-time; and
 - career breaks.
44. In order to ensure the highest standards of service quality in this contract we expect contractors to take a similarly positive approach to workforce-related matters as part of a fair and equitable employment and reward package.