

SUPPORTING NEW SCOTS: REFUGEE EMPLOYMENT

INVITATION TO TENDER



Scottish Government
Riaghaltas na h-Alba
gov.scot



University
of Glasgow



This project is part funded by the European Union Asylum, Migration and Integration Fund.
Making management of migration flows more efficient across the European Union.

1. Introduction

The Scottish Government recently announced additional funding to support work to integrate refugees across Scotland. The funding has been secured from the European Union's Asylum, Migration and Integration Fund (AMIF) by the Scottish Government in partnership with COSLA, the Scottish Refugee Council and the UNESCO Chair for Refugee Integration through Languages and the Arts at the University of Glasgow and will focus on the development of the third New Scots refugee integration strategy, ensuring refugees are supported to integrate into their new communities, while reflecting changes in the refugee landscape in recent years.

The New Scots refugee integration strategy is a partnership strategy led jointly by the Scottish Government, COSLA and the Scottish Refugee Council and involving other partners across the public sector, third sector, academia and community groups. Scotland has responded to multiple humanitarian crises in recent years including large scale displacement of refugees from Afghanistan and Ukraine, with over 20,000 displaced people from Ukraine alone arriving in Scotland since February 2022. The speed and scale of the mass evacuation efforts is unprecedented within recent Scottish history and given the accelerating pace of environmental and political change, we can probably expect more such shocks. This refreshed strategy will ensure learning from these experiences is incorporated and that all communities are included equally in integration efforts and in research required before the strategy is finalised.

A portion of the funding received will be used in procuring a limited number of defined projects, totalling £500,000, focused across two of the highest priority areas: English for Speakers of Other Languages (ESOL) and Employability. The arrival of people from Afghanistan and Ukraine has reinforced the critical importance of employment in allowing all New Scots to rebuild their lives safely and securely thereby reducing the risk of poverty.

This document defines the requirement of the Employability element of the *Supporting New Scots Project* which specifically covers Refugee Employment.

2. Tender Summary

The *Supporting New Scots Project* Team are inviting tenders from organised groups working with refugees, who are already engaged with employers or who can quickly engage with employers, to deliver an intervention to improve the opportunities for, and success of, refugee employment in Scotland.

The Project Team are looking for short, sharp interventions which target the maximum number of beneficiaries and provide a tangible improvement in their skills and confidence in engaging with the jobs market..

The maximum award is £70,000 for local interventions or £100,000 for Refugee Employment projects which have a nationwide coverage, whilst the minimum award which can be applied for is £50,000. The successful organisations will be required to have engaged with their target beneficiaries and started-up their intervention within one month. The intervention should be delivered over the remaining months of the project ending on 30th November 2023.



Local Authorities, Third Sector Organisations and private bodies, including organisations currently in receipt of other AMIF funding will be eligible to bid. However, organisations currently in receipt of AMIF funding, should be aware that this funding is in addition to their own AMIF project, or another they may partner in, and avoid any double-counting of classes, beneficiaries or staff working more than their contracted hours, etc.

3. Background

This funding opportunity aims to establish new projects which replicate, or expand, on existing work which has benefited refugees, by providing them with opportunities to gain skills, confidence and awareness of the jobs market in Scotland. In addition, employers have benefited through recruiting enthusiastic refugees that have increased the diversity and equality of their workforce. Partnership models¹ with employers have delivered success in ensuring barriers to employment are reduced to refugees. Examples of partnership have spanned all aspects of work² providing practical support, navigating the labour market and rebuilding refugees' confidence at engaging with employment opportunities.

4. Tender Specification

As part of the *Supporting New Scots Project*, the Project Team are seeking tenders from organised groups working with refugees, who are already engaged with employers or who can quickly engage with employers, to deliver an intervention to improve the opportunities for, and success of, refugee employment in Scotland.

4.1 Project Definition

Establish a project to setup and deliver a project which delivers tangible benefits for refugees seeking employment. All projects should include delivery of one, more or all of the elements identified below:-

1. **Direct partnership with employers** – Working with local, national and international organisations – you will deliver a project which builds relationships with the private sector to ensure refugees have access to the labour market. This can be done, for example, through providing placements, mock interviews and skills building with specific employers. The focus must be on equipping refugees with the confidence, knowledge and skills to move into the labour market of a specific sector or employer.
2. **Providing opportunities to build skills and confidence** – Partnering with organisations that support employability you will deliver a project which supports refugees to gain confidence and experience navigating the labour market in the UK. Looking at issues such as CVs, supporting statements / cover letters, skills building sessions, application writing sessions and activities focused on navigating the jobs market.

¹ <https://www.dailyrecord.co.uk/in-your-area/lanarkshire/lanarkshire-food-manufacturer-partners-scottish-28293812>

² <https://www.scottishrefugeecouncil.org.uk/helping-new-scots-succeed/>



4.2 Project Duration and Start-Up

The project must operate for a minimum of seven months and must end by the **30th November 2023**. A maximum project start-up phase of one month is included in the project duration. A formal appraisal and sign off of the project start-up will be undertaken by the Project Team using the evaluation criteria identified in Appendix C. On successful sign-off of the start-up the second tranche of funding (25%) will be paid. Failure to complete this evaluation may result in delaying the next payment or the withdrawal of any further funding.

4.3 Project Area

Projects can be established in any part of Scotland and you will be required to provide details of the area (i.e. which county, city, town, ward, district etc.) you will operate in, the refugee communities you will engage with, and an indication of the number of anticipated refugee beneficiaries.

4.4 Project Ethics

You must comply with all relevant General Data Protection Regulations (GDPR), particularly those related to media and images. If you intend to work with vulnerable groups please provide details that you conform to all Protecting Vulnerable Groups requirements.

4.5 Project Reporting

4.5.1 Financial Management

Each project will be required to record, and keep evidence of expenditure, throughout the project and submit a mid-project report including financial details (as defined in Appendix A below) for assessment by **31st August 2023**. In addition, a closing financial report must be presented, as part of the project evaluation report by **8th December 2023**.

As a condition of the tender, the third tranche (50%) of the allocated funds will be paid after four months, from the start of the project, subject to Project Team scrutiny of progress and expenditure to date as detailed in the mid-project financial and progress report to be submitted by **31st August 2023**. The Project Team reserves the right to reduce the allocated funds depending on reported progress or if the reporting requirements are not met or there is a significant underspend.

4.5.2 Project Monitoring

Each project will be required to produce two project monitoring reports; a mid-project report by **31st August 2023** and a project evaluation report by **8th December 2023**. In addition, three online 'Project Monitoring' Exchanges' will be arranged to provide an opportunity for projects to share their successes and challenges and present their statistical data. It is our intention to hold the first of these Exchanges as part of the Successful bidders event on Thursday 20th April 2023 to cover the reporting requirements to ensure a common understanding of what is expected.



4.6 Project Management

Whilst formal project management of the proposed intervention is not a requirement of the tender, it should be understood that planning and control of personnel and events will be a necessary part of the project in order to deliver the best opportunities for the refugee participants and to meet the contractual reporting and financial requirements. An outline of how you will ensure these control procedures are established and operated should be included in your tender.

4.7 Project Outputs

For the participants in your project, we hope the outputs are as varied, innovative, interesting and successful as you can make them. The Project Team, however, will require the reports described in Section 4.5 Project Reporting above. In addition, the appraisal and sign-off of the project start-up will require the production of evidence as identified in the evaluation criteria (Appendix B) by **1st June 2023**.

To demonstrate success and document increasing social connection and integration activities, please take every opportunity to record rich audio-visual content. The procedure to upload these to the Project micro-site will be advised after project start-up.

4.8 Project Support

The Scottish Refugee Council Regional Integration Co-ordinators (RICs) will provide on-going contact, advice and support to the successful Refugee Employment projects and act as a communication channel to ensure awareness of good practice, tools and techniques. The RICs will also arrange and facilitate the Project Monitoring Exchanges.

4.9 Project Key Dates

Activity	Date
Tender closure date	24th March 2023
Bid Assessment Process	27 th March – 6 th April 2023
Decisions made by close of business	11 th April 2023
Successful bidders event	20 th April 2023
1 st Payment (25%)	1 st May 2023
Official Project start date	1st May 2023
Project start-up phase complete	1 st June 2023
Start-up phase assessment	29 th May – 8 th June 2023
2 nd Payment (25%)	1 st June 2023
Mid-project assessment	28 th August – 8 th September 2023
3 rd Payment (50%)	31 st August 2023



Activity	Date
Official Project end date	30th November 2023
Closing report presented by	8 th December 2023
Project Monitoring Exchanges	To be confirmed for August and November

4.10 Project Monitoring Exchanges

The Project Team will also require your attendance at 3 on-line events to be held during 2023. At these events, we would like a member of your group and, a refugee participant (for the 2nd and 3rd Exchanges) to:

- present to the other projects an overview of your project and the challenges and work that you have done,
- to provide project statistics (e.g. number of events, participants, etc.) and identify immediate and long term impact on beneficiaries,
- to discuss good practices and learn from each others' experiences, and
- to highlight your successes.

5. Format of Bid Submission

The bid must include:

- **A description of your group.**

To cover information about your group (e.g. what type of group you are, where you are based, number of members, group bank account details, what you do, how many refugee families you support etc.) sufficient to give us a good appreciation of your background and capabilities. In addition, provide details of the skills and experience of the group members who will be involved in the project. If you intend to involve partner organisations or contractors in the delivery of your approach, please provide details of the organisation/individual and what role they will play.

- **An explanation of how the proposed approach meets the specification.**

Explain how your proposed approach will meet the specification defined in Section 4 above.

- Indicate whether your project will involve partnering with employers, or providing opportunities to improve skills or confidence, or both.
- provide details of your approach and especially how it will meet the expected outcomes for the refugee participants over the seven months of the project.

You should pay particular attention to the management, reporting and financial requirements of the project specification and describe how you will meet these requirements.

Please clearly identify the area of Scotland you will be active in and indicate, to the best of your ability, the number of refugee and peer participants you will involve.

- **Ethics and data protection considerations.**



Detail how you will ensure conformance to General Data Protection Regulations, particularly for images and media. Indicate whether Protecting of Vulnerable Groups membership is required and that the group members active in the project are registered.

- **Obligations and Timescales for completion of the work.**

Please indicate your acceptance of your:

- commitment to provide the financial and monitoring requirements;
- attendance at the three Monitoring Exchanges;
- project will run for seven months, with a maximum of one month start-up phase; and,
- delivery of an end of project report by 8th December 2023.

- **Budget which must be inclusive of VAT.**

Please detail your proposed expenditure in the following categories.

Category	Sub-category	Amount
Staff / personnel	Costs of Group members in delivering project	
	Costs of partners/contractors involved in delivering project.	
Travel	Costs for Group members, partners or contractors, if required.	
	Costs for refugee participants, if required.	
Organised Participant Activities	Costs for venue hire, materials, refreshment.	
Management Overheads and Project Reporting (max 10% of total budget).		
	Total	

- **Relevant experience.**

Please provide details.

It is anticipated that your Tender response will be a maximum of four pages of text with an additional page to document your budget.

6. Bid Selection criteria

Bids will be evaluated and selected against the following criteria:

- Fitness for purpose (quality).
- Skills and Knowledge – as appropriate to the work required.
- Value for money.
- Deliverability.



- Availability of staff, resources and beneficiaries.
- Statutory Requirements (The tenderer should be legally able to work in the UK with a relevant tax reference number and pay the real living wage as a minimum).
- Data Protection and PVG considerations.

7. Bid Award Criteria

Quality criterion: As set out in the ITT / Weighting: 80

Price / Weighting: 20

8. Further information

To ensure fairness and transparency during the bid period, no further information or advice will be given.

9. Instructions to return Tender

Please send your tender by email to the SRC Head of Finance and Corporate Services directly, clearly marked “**Refugee Employment Tender**” in the subject line.

David Powrie, Head of Finance and Corporate Services

E-mail: david.powrie@scottishrefugeecouncil.org.uk

10. Deadline date for submission of tenders.

Tenders must be submitted by 11:59pm on **Sunday 26th March 2023**.

11. Terms and Conditions

The bidding group, and any partner organisation in receipt of funds from the Project, must be legally able to work in the UK with a relevant tax reference number. In addition, individuals or contractors working on your project who receive funds from the Project must be legally able to work in the UK.

All salaried staff actively engaged on your intervention must be paid, as a minimum, at the real Living Wage level. Evidence for this will be required at the Project Start-Up Evaluation, as defined in Appendix B.

Please ensure you provide your group’s bank account details on your bid document.

Scottish Refugee Council’s standard terms and conditions will apply.

Scottish Refugee Council does not bind itself to accept any or all of the bids submitted in response to this tender.



12. Payment Schedule

The maximum funding you can apply for is **£70,000** inclusive of VAT for local interventions or **£100,000** (incl. VAT) for Refugee Employment projects which have a nationwide coverage, and the minimum funding is **£50,000** (incl. VAT).

Subject to invoices, the work will be paid for in three instalments:

- 25% following notification of successful bid;
- 25% on successful start-up of the project;
- 50% four months after the successful start-up of the project, subject to meeting project reporting requirements and Project Team's scrutiny of progress and expenditure to date.



APPENDIX A – Reporting Requirements

Financial Monitoring

For each sub-category, please detail expenditure in the reporting period and for the project to date total.

For the Mid-Project Report, the reporting period is June-August 2023, the Project To Date Total will cover May-August 2023.

The Final Evaluation Report must include a financial statement covering the reporting period September-November and a total expenditure for the project.

Category	Sub-category	Period Amount	Project To Date Total
Staff / personnel	Costs of Group members in delivering project		
	Costs of partners/contractors involved in delivering project.		
Travel	Costs for Group members, partners or contractors if require.		
	Costs for peers and refugee participants.		
Organised Participant Activities	Costs for venue hire, materials, refreshment.		
	Total		
All amounts should be inclusive of VAT.			

Monitoring Progress and Statistics

In addition to simple metrics, to cover the number of events, number of participants (including their demographics, i.e. age, gender, education level etc.), descriptions of the type of activities undertaken will be required.

You should also gather evidence of the impact of your project on the beneficiaries and participants.

Evaluation Report

The end of project Report should cover an evaluation of your project in terms of what you planned to do and what you actually achieved and identify the challenges, issues and successes that you encountered. It should also include case studies to present the impact your project has had.



APPENDIX B – Project Start-Up Evaluation Criteria

Project Start-Up criteria	Evidence Available
Project staff, partners and/or contractors are in place and trained.	
Salaried project staff, including partners and/or contractors paid real Living Wage.	
Evidence of spend to date.	
Procedures are in place to meeting scheduled financial, statistical and evaluation requirements.	
Evidence of any local promotional / publicity to increase community awareness and involvement.	
1 st language activity planned – i.e. objective, date, time, venue, attendees, anticipated number of participants.	

