**Invitation to Tender**

**Refugee Survival Trust:**

**Destitute Asylum Seeker Service (DASS) Year 2 Evaluation**

**Introduction**

The Refugee Survival Trust wishes to commission an evaluation of the Destitute Asylum Seeker Service (DASS). The evaluation will focus on the second year of this four year project and will measure progress towards the development and delivery of services, the effectiveness of the integrated service model used by the project, outcomes achieved and feedback from service users and wider stakeholders.

It is anticipated that this work will be commissioned by December 2016 and completed by early April 2017.

**Background**

For many years, the Refugee Survival Trust (RST) has provided assistance to asylum seekers and refugees in Scotland to alleviate destitution and enable access to education and employment. RST also has a track record of commissioning and participating in research on destitution issues.

RST aims to:

* prevent and alleviate the destitution of refugees and people seeking asylum in Scotland;
* support opportunities for refugees and people seeking asylum to be active citizens;
* raise awareness of the issues facing people seeking asylum and refugees; and
* influence the development of policy and good practice with reference to refugees and people seeking asylum.

**Destitute Asylum Seeker Service**

In 2012, RST commissioned a scoping study into the causes of long term asylum seeker destitution in Glasgow. The study, "Preventing Destitute Homelessness" (2013 Community InfoSource) played an integral part in developing the Destitute Asylum Seeker Service (DASS), a four year partnership project bringing together the Scottish Refugee Council, British Red Cross, Strathclyde University Immigration Law Clinic, Glasgow Night Shelter, Fasgadh and Arise and Walk. The project launched in June 2015 and is due to run until August 2018.

The overall aim of the DASS project is:

* to provide the opportunity for destitute homeless asylum seekers in Glasgow to work towards a permanent resolution of their legal situation by coordinating, with partners, the accommodation and support needed to enable this.

The DASS project has two objectives:

1. To establish a system to assist destitute and homeless asylum seekers to secure accommodation and legal support to resolve their asylum situation and if granted status, to settle into the UK.
2. To campaign and advocate on behalf of destitute and homeless asylum seekers with the aim of tackling the root causes of their situations, using evidence and data from this project.

DASS aims to work with 130 refused asylum seekers who are Appeal Rights Exhausted (ARE) and destitute per year.

**Policy Context**

Under current UK asylum legislation, once an asylum appeal is refused, the Home Office withdraws housing and financial support within 21 days. There is an expectation from the Home Office that refused or failed asylum seekers will make arrangements to leave the UK.

Accommodation and financial support can be restored through an application for “Section 4” support but is only awarded if specific criteria are met.

Refused asylum seekers can submit a fresh asylum claim but only if they have new evidence that has not been previously submitted.

**Previous Evaluations**

A first year evaluation of the project took place in 2015. Areas covered in the report included progress against the service delivery plan, feedback on services, stakeholder and referrers’ feedback and recommendations. At this stage the project had only just started to see clients so the main focus of the evaluation was on the development of the partnership and the infrastructure of the project. This report can be made available to researchers undertaking the Year 2 evaluation.

**Research Aims and Objectives**

The overall aim of the evaluation is to assess the second year of the DASS project and to measure progress towards the project’s aims and objectives. The specific objectives in relation to the evaluation include:

1. Progress towards overall project aim
2. Progress towards project objectives
3. Outcomes for service users
4. Progress in relation to advocacy, campaigning and awareness raising
5. The effectiveness of the partnership model

**Proposed methodology**

It is anticipated that a combination of quantitative and qualitative methodologies will be the most effective way to achieve the objectives. The target groups for this evaluation are project partners, service users and wider stakeholders.

Contractors should describe in detail the methods that they propose to use to address all aspects of the study, including a discussion of the rationale for choosing each method and demonstrating how they will ensure that the aims and objectives of the study are met.

Monitoring data from project partners will be available for analysis along with case studies and reports to funders and trustees.

**Requirements**

Proposals are invited that outline your approach to the evaluation and should include:

* An overview of your approach to the project and the methods you propose to use
* A timeline showing key milestones for the project
* How the project will be managed through the contracted period
* Any issues you expect to arise and how you will deal with these
* A risk assessment of the proposal

The contracted researcher should demonstrate:

* a strong background in research, specifically in the area of project evaluation
* experience in and knowledge of the asylum field
* up to date knowledge of the provision of services and other forms of support to asylum seekers and refugees in Scotland.
* recent Disclosure Scotland/PGV check(s) are in place for staff who will have face to face contact with asylum seekers

**Dissemination**

The findings of this research will provide RST with evidence of what is working well within the DASS project and information on potential ways to improve service provision. This will feed into our planning process for the next year of the project, helping us to identify the developments we want to make.

The findings of the evaluation will be shared with RST Trustees, project partners, funders, service users and wider stakeholders. Findings will also be published on the RST website.

**Expected outputs**

* Tender document (1 electronic copy)
* Interim document (1 electronic copy)
* A full **research report**, inclusive of details of the methodology and sources of evidence and data. Contractors should be aware that one or more drafts may be required before a final draft is agreed, and this should be allowed for in the timetable and costs proposed
* An **executive summary report** about the key findings from the project.

**Tendering process and timetable**

|  |  |
| --- | --- |
| Submission of tenders | Monday 28th November 2016 to DASS\_Manager@rst.org.uk |
| Project awarded | 12th December 2016 |
| Briefing meeting with DASS Manager | December 2016 |
| Agreement of research instruments | January 2017 |
| Contracting period | December 2016 - April 2017 |
| Project Progress meeting | February 2017 |
| Interim report  | March 2017 |
| Interim report discussion meeting | March 2017 |
| Draft final report | By 12 noon on 3rd April 2017 |
| Final report | By 12 noon on 10th April 2017 |
| Project completion | April 2017 |

**Budget**

A budget of up to £10,000 (excluding VAT) is available for the work.

A clear breakdown of all research costs and overheads should be presented, to include (as/if applicable): staff costs, equipment, access to data, any reimbursement for research participants, travel and subsistence and overheads. All costs quoted within the tender should be fixed for the period of the work.

**Duration of contract**

This contract will run from December 2016 to April 2017.

**Payment Schedule**

|  |  |  |
| --- | --- | --- |
| **Milestone/key output** | **Expected date** | **% Budget payable** |
| On commissioning and signing of contract | December 2016  | 25% |
| Interim Report | March 2017 | 25% |
| On successful completion of study and signing off of written report/research outputs | April 2017 | 50%  |

**Tender specification**

In responding to this brief, documents should include the following information:

* A brief statement detailing an understanding and interpretation of the purpose, specific objectives and scope of the project
* A detailed plan of how the research will be carried out
* An indication of any contact information, materials or other resources that will be needed from Refugee Survival Trust
* A firm estimate of costs (excluding VAT) to complete the work outlined in this brief, giving a separate breakdown of costs for each round/stage of fieldwork, number of days and day rates for members of the research team
* A CV for each member of the project team
* A clear and detailed timetable for the study including: each stage of the work; a commitment to meeting the deadlines outlined in this brief; number of days work required
* Commitment to good client relations and active liaison
* Details on data collection, management, storage and transfer arrangements

**Return of Tender**

You must complete and submit your tender response/proposal electronically to DASS\_Manager@rst.org.uk by the tender deadline of **5pm, Monday 28thth November 2016.** We will only accept responses submitted via the email address provided. We will not accept any responses submitted by any other method. Any tender delivered after the closing date and time for any reason will be discounted.

**Opening of Tenders / Assessment of Tenders**

Tenders will be stored securely and unopened until after the tender closing date, when they will be opened by the DASS Project Manager and members of the DASS Subgroup

**Research Management**

In performing the services required under this contract the supplier will report to Cath McGee, DASS Project Manager at DASS\_Manager@rst.org.uk or on 0141-353-5603.

**Tendering**

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

The Refugee Survival Trust reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.

November 2016