



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

Wellbeing and Work for Refugee Integration (WW4RI) Project Invitation to subcontract for IELTS courses

I. Context and Purpose of Project

Overall, the WW4RI project will support 580 refugees to obtain wellbeing support and move nearer to the job market by the end of the project in December 2022. The project is based on the principle that being well enough to be economically active is the most significant step towards becoming integrated in society. With no current regional infrastructure to support refugee integration, the project prioritises local engagement by partners, stakeholders and employers in support of individual refugee needs and skills, fostering best practice exchanges and networks, and resulting in apprenticeships, work placements and better employment opportunities.

The project consists of three strands:

- Wellbeing / mental health support,
- A network of employment advisers and
- Specialist ESOL and skills courses

and is provided across 6 counties in the East of England (Norfolk, Suffolk, Essex, Hertfordshire, Bedfordshire and Cambridgeshire).

Our project partners are largely local charities who have developed their expertise over the years, through their work with asylum seekers and refugees. These partners will undertake skills assessments and identify 'unique beneficiaries' for the other strands of the project:

- Some will be offered a place on an ESOL and Skills course provided in-house or by another agency;
- Some will be offered wellbeing support, which will be provided by the Refugee Council in most parts of the region;
- Those who complete their ESOL programme will have the chance to undertake work experience.

The need has arisen for IELTS courses since the arrival of Afghans under the ARAP/ACRS schemes and Hong Kong British Nationals Overseas. We are looking to award a contract for the online delivery of IELTS courses in 2022.

Appendix A of this document contains the Job Description for the IELTS tutor. More information relating to the delivery of this contract can be found in Appendix B.

In applying to deliver this work, applicants are required to set out the methods to be used to teach the IELTS courses. In doing this, you should refer to Appendix B for further guidance.



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II. Project Website

More information on the project is published here: <https://smp.eelga.gov.uk/refugees/well-being-and-work-for-refugee-integration-project/>. More details on the courses provided under WW4RI are found here: [WW4RI ESOL and skills courses - EELGA SMP](#).

III. Timing

- Bidding closes: 11 February
- Interviews: week of 14 February 2022
- Contract awarded: week of 21 February 2022
- Contract delivery: March 2022 – December 2022

IV. Contract Management

The contract will be held and managed by the East of England Local Government Association (EELGA).

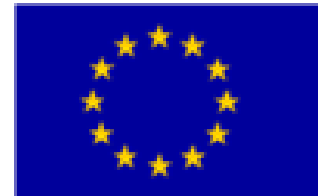
The organisation awarded the contract will be able to contact the WW4RI Project Officers as necessary and to discuss any issues with them throughout the project.

The winning bidder must submit written quarterly reports in line with the funder's requirements. They must also attend monthly meetings of the ESOL providers involved in the project.

EELGA takes a zero-tolerance policy towards modern slavery and will report any suspicion of such activity to the relevant authorities.

V. Evaluation

All subcontractors must be fully committed to comply with the data protection and privacy requirements of the project, provide the secure transfer of private information and produce all of the necessary evaluation documents required by the project funder, which is the UK Responsible Authority for and on behalf of the European Union.



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VI. Payment

Applications are expected to be inclusive of all expenses, consultation and other costs (excluding VAT if applicable). EELGA will authorise payment, payable against invoices issued in arrears at stages to be agreed when the contract is awarded. All payments will be subject to: satisfactory completion of the contract; quality standards required by the project team; and delivery against the conditions of the terms of engagement agreed between EELGA and the appointed organisation.

Variations on terms of engagement will require negotiation and will need to be agreed in writing by both sides in advance if payment is not to be affected. Nothing in this briefing in any respect whatsoever constitutes a contract.

VII. Property and Contractual Conditions

The final summary document may be shared with partner organisations wishing to learn from our practice. The contract holder will be required to keep confidential and shall not (except as required by the terms of this brief) use or disclose any confidential information, records or other materials related to the work undertaken.

VIII. How to Tender

Sealed tenders supported by an email copy (gill.searl@eelga.gov.uk and louise.gooch@eelga.gov.uk) should be submitted by **17.00 hours on Friday, 11 February 2022** addressed to Louise Gooch, WW4RI Project Manager at East of England LGA, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU, and marked clearly as “WW4RI Project Tender” as above. **It will not be possible to accept email copies only.** We may wish to organise selection interviews with applicants depending upon the level of interest we receive. If so, these would take place during the week starting 14 January 2022 and may be conducted remotely via conference call.

Those wishing to tender are required to submit the following information:

- An explanation of how you expect to be able to deliver the contract, using no more than two sides of A4 paper, adhering to the Job Description set out in Appendix A and the guidance in Appendix B
- Relevant background information about your organisation’s work
- Evidence of past success in preparing learners to pass the IELTS exam.
- Evidence of knowledge and experience gained over the past 3 years that nominated teachers from your organisation have in relevant areas of work and IELTS in particular;



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please detail any professional qualifications that your teachers have, e.g. Preparing to Teach in the Lifelong Learning Sector (PTLLS), CELTA, DELTA.

- Accounts for the last year (externally audited if you are a registered charity)
- CVs for nominated teachers
- 2 references for each teacher; please note they should not be from family members
- 2 references for your organisation
- Any additional outputs proposed to those listed above
- Any other supporting information that you may wish to include

For further information about this project and/or an informal discussion about this work please contact Gill Searl on 07790 973101 email: gill.searl@eelga.gov.uk.



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Tender Scoring Matrix

Score /10 per section

Demonstrates a good understanding of the WW4RI project.	
Demonstrates that the organisation is able to comply with timetable, reporting and contractual arrangements.	
Demonstrates the necessary skills, experience and references as an organisation to provide IELTS courses.	
Demonstrates that identified teachers have the necessary skills, experience and references to provide IELTS courses.	
Demonstrates that the organisation has the necessary financial stability to deliver the contract.	
Demonstrates that the organisation provides additional outputs which add value to the project.	
Demonstrates that the organisation's practices, culture and work align with those of the WW4RI project and the SMP at EELGA.	
Provides evidence of past success at preparing learners to pass the IELTS exam	
The proposed cost is at or below £50,000.	
Total /90	



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APPENDIX A:

EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

JOB DESCRIPTION

JOB TITLE IELTS Tutor

DURATION 1 March 2022 to 30 December 2022 (fixed term contract)

JOB PURPOSE

To deliver IELTS exam preparation courses to refugees and other third-country nationals in line with the WW4RI project plan

PRINCIPAL ACCOUNTABILITIES

The main duties and responsibilities of the post include the following:

1. Effective, flexible, dynamic and innovative planning and delivery of a teaching programme, which will focus on the English required to take the IELTS exam in consultation with the Regional ESOL Lead from the East of England LGA Strategic Migration Partnership (SMP).
2. Undertake initial ESOL assessment of beneficiaries enrolled by the Employment Adviser (if not already completed) to determine their current ESOL level, their desired IELTS grade and therefore the work required to achieve that grade. Learners will have as a minimum Entry 3 / B1 ESOL.
3. Undertake session planning ahead of classes to ensure that there are enough resources for use in the classroom.
4. Create a register of learners enrolled on the module and record attendance against the register.
5. Regularly assess learning to track progress and provide records on learner progress and achievement to the WW4RI project team.
6. Create conditions in the classroom that will help to develop the abilities, skill and confidence of each learner.
7. Empathise with, engage and motivate learners across all programmes.
8. Ensure that discipline is maintained at all times and so that learners and the ESOL Tutor can work in a safe environment.
9. Liaise with the regional project team, provide them with copies of the register, initial assessment paperwork and completed learning assessments.
10. Provide all reports required to deliver, manage and evaluate the project by the SMP at EELGA and the project funders.
11. Work effectively with other local ESOL tutors, employees in the organisation you work for, partner organisations and WW4RI project team (SMP at EELGA) to highlight successes and areas for improvement.



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12. Liaise with the local employment advisers involved in the WW4RI project to ensure that relevant beneficiaries participate, make progress and have a clear progression route once the IELTS course has finished.
13. Teamwork is a vital aspect of the success of the project and all ESOL tutors will be expected to take an active part in team meetings across all programmes.
14. Ensure that all safeguarding procedures are implemented and strictly adhered to at all times.

Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the job, at the appropriate grade. This job description will therefore be subject to periodic review with the post-holder to ensure it accurately reflects the duties of the job. Classes may need to take place in the evening, at weekends or in school holidays – it is essential that the post holder can work outside office hours if required.

Location: All classes will take place online.

This post requires a DBS check; appointment to this position is subject to an enhanced disclosure check. Having a conviction will not necessarily cause a bar to employment.



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APPENDIX B – Guidance for applicants

Additional information on WW4RI ESOL and Skills modules:

WW4RI has developed a range of ESOL and Skills modules. The details are found here: [WW4RI ESOL and skills courses - EELGA SMP](#) . The IELTS courses supplement and complement the other courses that are available. They aim to enable learners to achieve a higher grade in the IELTS exam, thus facilitating study at university and/or a return to their professional career. This contract does not cover the exam itself but rather only the course to prepare learners to take the exam. Evidence must be provided on how the knowledge and skills of the learners has increased as a result of the course, for example by providing assessments at the start and end of the course.

The successful bidder(s) will join a network of ESOL and skills tutors in place around the region. All ESOL and skills tutors will be supported by the project's ESOL lead, Gill Searl. The successful bidder must attend monthly meetings (online) with the other ESOL providers.

Each IELTS course is expected to cover 150 guided learning hours. The successful organisation will also provide additional work to be completed in the learner's own time and provide advice for them to achieve their desired IELTS grade. The successful organisation will provide 5 or more courses for up to 10-15 clients through online delivery. Our network of Employment Advisers will identify suitable candidates for courses but you will need to undertake the initial assessment to determine their suitability for an IELTS course as well as their availability to be able to timetable in a course to reach the right number of learners.

The role is therefore for a sessional tutor but the application must cover the relevant administrative tasks associated with the role and also the management of the sessional tutor by the bidding organisation.

The bidding organisation will provide the curriculum. WW4RI will not provide resources or curricula for IELTS preparation.

Organisations may bid to deliver at least 5 courses and the maximum contract amount that can be awarded is £50,000.

We cannot accept applications from individuals.

Bid Requirements

Bids must cover all of the costs involved in delivering the contract and must include a spreadsheet that clearly indicates the different types of costs involved and how the total cost is made up. Your budget should allow for a fall out between assessment and attendance at a class because of timetable issues.



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Bids for online delivery should include the cost of employing and managing tutors but also the cost of any IT equipment that students may need, the means of getting the equipment to them and ensuring they can use the equipment to access the classes. The cost of devices/IT equipment must be listed separately. These costs are not subject to the £50,000 contract limit but must be reasonable and justified.