**Wellbeing and Work for Refugee Integration (WW4RI) Project**

**Invitation to subcontract for Mobile ESOL in Hertfordshire**

**I. Context and Purpose of WW4RI Project and ESOL for Afghans extension**

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.

The main WW4RI 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 at E2 or higher.
* Some will be offered wellbeing support, which will be provided by the Refugee Council in Hertfordshire.
* Those who complete this ESOL programme will have the chance to undertake work experience.

The project extension is to support 10 newly arrived Afghans (ARAP, ACRS and others) in Hertfordshire who we currently aren’t reaching with our overarching project. It aims to work with people earlier and with intensity to fast track them into our main project, resulting in apprenticeships, work placements and better employment opportunities.

We are looking to award a contract for the in-person delivery of ESOL for 10 low level learners (below entry 2) in 2022, in their homes or in local community facilities e.g. library.

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

In applying to deliver this work, applicants should set out the methods they expect to use to teach the ESOL learners’ courses. In doing this, you should refer to Appendix B for further guidance.

**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](https://smp.eelga.gov.uk/ww4ri-esol-and-skills-courses/).

**III. Timing**

* Bidding closes: 28 March 2022
* Interviews: week of 11 April 2022
* Contract awarded: 20 April 2022
* Contract delivery: May 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 (30 June, 31 September and 31 December) 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.

**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](mailto:gill.searl@eelga.gov.uk) and [louise.gooch@eelga.gov.uk](mailto:louise.gooch@eelga.gov.uk)) should be submitted by **17.00 hours on Monday, 28 March 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 11 April 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 knowledge and experience gained over the past 3 years that nominated teachers from your organisation have in successfully delivering ESOL 1-2-1 to learners working at entry 2 or lower; please detail any professional qualifications that your teachers have, e.g. Preparing to Teach in the Lifelong Learning Sector (PTTLLS), 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](mailto:gill.searl@eelga.gov.uk).

**Tender Scoring Matrix**

**Score /10 per section**

|  |  |
| --- | --- |
| Demonstrates a good understanding of the WW4RI project, ESOL for Afghans project extension. |  |
| 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 ESOL courses. |  |
| Demonstrates that identified teachers have the necessary skills, experience and references to successfully provide ESOL 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 progressing learners with a low baseline assessment through the levels of ESOL and into other learning or work. |  |
| The proposed cost is at or below £55,000. |  |
| **Total /90** |  |

**APPENDIX A:**

EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

**JOB DESCRIPTION**

## JOB TITLE Mobile ESOL Tutor for 1-2-1 or 1-2-2 Afghan learners

**DURATION** 1 May 2022 to 30 December 2022 (fixed term contract)

**JOB PURPOSE**

To deliver ESOL to Afghan refugees in line with the WW4RI project plan extension, ESOL for Afghans

**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 by individual learners to meet their learning goals and move up one level of ESOL in one or more skills.
2. Devise a flexible programme of study for 5-10 learners, which will include support to use a tablet (provide by the project) to enable access tools that encourage home study.
3. Undertake initial ESOL assessment and identify learning goals with up to 10 beneficiaries who are directed to the service by local case workers and / or the councils who are supporting ARAP or ACRS programmes.
4. Undertake session planning after the initial assessment and ahead of classes to ensure that the are enough suitable resources for use with each learner.
5. Create a register of learners and record attendance against the register and upload to the project team sharepoint folder once a month.
6. Empathise with, engage and motivate learners.
7. Regularly assess learning to track progress and prepare learners for what they will move onto after the course ends – an ESOL course in college, a vocational college course or a job.
8. Liaise with the regional project team, provide them with copies of the register, initial assessment paperwork, and completed learning assessments.
9. Provide all reports required to deliver, manage and evaluate the project by the SMP at EELGA and the project funders.
10. 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.
11. 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 or at weekends – it is essential that the post holder can work outside office hours if required.

Location: Hertfordshire. 2 ESOL posts with administrative support are available.

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.

**APPENDIX B – Guidance for applicants**

**Additional information on WW4RI ESOL for Afghans:**

The main WW4RI has developed a range of ESOL and Skills modules for those working at strong E2 or above. The details are found here: [WW4RI ESOL and skills courses - EELGA SMP](https://smp.eelga.gov.uk/ww4ri-esol-and-skills-courses/) . This one ESOL teacher per 5 Afghan learner (households) complements this programme as it is for people who are working at a lower level who will eventually be able to tap into these higher level, work orientated modules.

The Afghan programme extension has been developed in response to the influx of resettled Afghans following the emergency in the country in the summer of 2021. These refugee families are larger than our other refugee families and are living in a wider number of communities where there is no local ESOL provision.

Each ESOL tutor should be teaching 5 families (5-10 adults), 4 hours per week in 2 units of 2 hours, at home or close to home depending on preference. The programme will be able to supply each family with a tablet and the tutor can develop a scheme of learning to meet their individual learning goals. It would be possible for the ESOL teacher to adapt and deliver the WW4RI IT and ESOL curriculum with these Afghan learners which would in turn make it possible for them to access supplementary learning materials outside their lessons.

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 if 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.

The resettling councils and their casework teams will identify which families most need this provision – a learner in a remote place with school aged children, or maybe a new mother or a family of two adults where one has a mobility issue might be the sort of learners the teacher would be matched to. You will need to undertake the initial assessment to determine their ESOL level as well as their availability to be able to timetable in your teaching.

The bidding organisation will provide the curriculum. WW4RI will be able to provide access to the IT curriculum for adaptation if required.

The maximum contract amount that can be awarded is £55,000.

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. We expect to see costs for ESOL teachers’ hours, travel costs for their mileage to reach the learners, up to 10 tablets for learners and the cost of some administrative support.