

Self-employment/starting a business - support for BN(O) visa holders

Invitation to quote

I. Context and Purpose of Contract

The Strategic Migration Partnership (SMP) for the East of England is letting a contract for the provision of self-employment/starting a business support for BN(O) visa holders in the East of England.

The aim of the contract is to provide the training and support needed for BN(O) visa holders in the East of England who would like to become self-employed and/or to start their own business.

The SMP receives funding from the Department of Levelling Up, Housing and Communities to establish and operate a Hong Kong Welcome Hub, with the aim to support BN(O) visa holders arriving in the region. This aims to support Hongkongers to settle well, access the services that they need, work productively, and integrate into their local communities.

Currently, BN(O) visa holders who want to become self-employed and/or to start their own business can access some support through the AMIF programme - [Well being and Work for Refugee Integration Project - EELGA SMP](#). However, feedback has been that this does not meet the full needs of our BN(O) visa holders, who often need more understanding of the wider aspects of running a business, for example, understanding corporation tax law, or employment law. There is also no guarantee that the AMIF funding will be extended after December.

The purpose of the contract is to provide group training and subsequent one-to-one mentoring support to BN(O) visa holders. The specification is attached at Appendix A, and the brief survey results at Appendix B.

II. Hong Kong Welcome Hub Website

For more about the work of the Hong Kong Welcome Hub in the East of England, go to <https://smp.eelga.gov.uk/hk-hub/>

III. Timing

- Bidding closes: 9am Monday 1 August 2022
- Contract awarded: 2 August
- Contract delivery: September 2022 – July 2022

IV. Contract Management

The contract will be held and managed by the Strategic Migration Partnership, East of England Local Government Association (EELGA) with oversight from the Hong Kong Hub Coordinator.

The organisation awarded the contract will be able to contact the Hong Kong Welcome Hub Coordinator as necessary and to discuss any issues with them throughout the project.

The winning bidder must submit written bi-monthly reports with agreed quantitative and qualitative evidence.

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

The contract holder must be fully committed to comply with the data protection and privacy requirements of the project, including the secure transfer of private information.

V. 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 period 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.

VI. 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.

VII. How to Quote

Sealed quotes supported by an email copy (malgorzata.strona@eelga.gov.uk and justin.leung@eelga.gov.uk) should be submitted by **09.00 hours on Monday, 1 August 2022** addressed to Justin Leung, Hong Kong Welcome Hub administrator, at East of England LGA, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU, and marked clearly as “BN(O) Self-Employment Quote” as above. **It will not be possible to accept email copies only.**

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

- How you will meet the specification, and what you will deliver within the contract
- Relevant background information about your organisation's work
- Evidence of experience in delivering self-employment support to non-British nationals
- Any outputs proposed in addition to those listed within the specification
- Any added value that your organisation can bring to the contract, for example, from other strands of work that your organisation is currently engaged in
- Any other supporting information that you may wish to include
- Accounts for the last year (externally audited if you are a registered charity)
- 2 references for your organisation

For further information about this project and/or an informal discussion about this work please contact Lisa Faulkner, Consultant – Hong Kong Welcome Hub, at email: lisafaulkner10@gmail.com.

Scoring Matrix

Please include:

- How you will meet the specification, and what you will deliver within the contract
- Relevant background information about your organisation's work
- Evidence of experience in delivering self-employment support to non-British nationals
- Any outputs proposed in addition to those listed within the specification
- Any added value that your organisation can bring to the contract, for example, from other strands of work that your organisation is currently engaged in
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Score /10 per section

	Score/10
Demonstrates a good understanding of the Hong Kong Welcome programme.	
Demonstrates the necessary skills and experience as an organisation to provide training and mentoring in self-employment and starting a business.	
Quality and scope of proposed programme of training and support to BN(O) visa holders.	
Demonstrates how feedback will be obtained from BN(O) visa holders, and how the programme can flex to meet need.	
Demonstrates experience in working with non-British nationals.	
Demonstrates that the organisation provides additional outputs which add value to the project.	
Demonstrates that the organisation is able to comply with timetable, reporting and contractual arrangements.	
Demonstrates that the organisation has the necessary financial stability to deliver the contract.	
The proposed cost is at or below £50,000 and demonstrates good value for money.	
Total /90	

Appendix A

Specification

Overview

The contract holder will provide training and support to a minimum of 30 BN(O) visa holders who wish to become self-employed and/or to start their own business.

We estimate that there are over 2500 BN(O) visa holders in the East of England, and we know that more are arriving, in particular over the summer holidays in time for the new school year. All are able to work, on an employed or self-employed basis, but have No Recourse to Public Funds (NRPF). This means that BN(O) visa holders are not entitled to claim benefits.

For those wishing to become self-employed, there is already some support available through the AMIF programme. This self-employment support is currently provided by MENTA, working in partnership with the Strategic Migration Partnership. The AMIF programme is currently planned to finish in December.

The contract holder will be required to:

1. Applications and process
 - Design an application process which works for their own system.
 - Promote and publicise the programme to the target audience of BN(O) visa holders.
 - Process applications to ensure only eligible BN(O) visa holders attend.
2. Training and one-to-one mentoring
 - Design and deliver a bespoke programme of online learning seminars and one-to-one mentoring (in-person if required) for a minimum of 30 people.
3. Access to seed funding
 - Where possible and where needed, source and provide access to seed funding for attendees from external funding sources.
4. Consultation and feedback
 - Undertake appropriate consultation and seek regular feedback to ensure that the programme meets the needs of those wanting to become self-employed and/or start their own business.

- Ensure flexibility within the programme to change or flex the content to be able to meet the needs of those attending.

Monitoring and reporting

Contract monitoring will take place according to a timetable to be agreed with the contract holder.

At a minimum, reporting requirements will include:

- Number of BN(O) enquiries
- Number of BN(O) attendees at seminars
- Numbers of BN(O) actively engaged in the programme
- Number of drop outs from the programme
- Results of any attendee surveys or exit interviews
- Numbers of new businesses started, or sole trading commenced, if known

There will be a requirement for an end of contract report which captures learning from the programme to be applied to future provision. The content and format of that report will be agreed with the contract holder.

Support from the Strategic Migration Partnership

The SMP recognises that it will need to work in close partnership with the contract holder to make sure that programme is well publicised within the Hong Kong BN(O) community, and that any unanticipated barriers are overcome.

The SMP commits to:

- Supporting the development of an appropriate application route
- Publicising the training programme through its own routes and channels
- Producing guidance in undertaking sharecode checks to check eligibility
- Promoting close working partnerships with the AMIF programme providers and any successor regional projects
- Helping to unpick any issues that may arise.

Appendix B

Survey results

The SMP's Hong Kong Welcome Hub undertook a very brief snapshot survey through some existing Whatapp groups of local Hongkongers. The survey was brief, informal, and took place over the course of one day, so we expect the interest in this programme to be significantly greater.

Results were:

1	Would you like to become self-employed and/or start a business in the UK?	Yes 11 Maybe 10
2	Would you be interested in attending training and support sessions to start your own business?	19 yes
3	Have you already got experience of running your own business in Hong Kong?	6 yes
4	What times you like the training to be provided?	Morning 13 Afternoon 7 Evening 6 Weekend 9
5	When would you like to get this help?	18 asap
6	What sort of training or support would you find useful?	How to set up a business 16 Methods of constituting a business 17 Premises and landlords 13 Creating a business plan 14 Market research 10 Using social media 9 Marketing and advertising 10 Employment law 17 Income and corporation tax 21 Ongoing support and mentoring 12 Anything else (please write below)

Please tell us here anything else we might find useful to set up the right support and training:

Set up a permanent support centre

More details for tax system

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Appendix C

Information from HK Business Hub

Hong Kong Business Hub, an independent international business organisation established in 2021, ran a number of webinars for HK people interested in setting up their own business. They tell us that 1000 people have visited these sessions but no data about numbers from this region.

Of the 1000, 800 want to set up a business within a year.

Of these 800, 25% were interested in food business and e-commerce (retail and trade).

What they need more of:

- Networking with other industry professionals (construction identified as an important sector)
- How to set up a business e.g. limited company / sole trader.
- PAYE and contracts of employment.
- Taxation – VAT and PAYE on salaries.
- Laws and regulation (employment).