

## **Invitation to quote: Administration of Summer 2024 Playscheme Fund for Hong Kong British Overseas Nationals (BN(O)s)**

### **Overview**

The Strategic Migration Partnership for the East of England is issuing a contract for the administration of a Summer Playscheme Fund.

The Fund has been established to encourage and enable access to existing summer playscheme provision for the children of BN(O) visa holders. The aims are:

- To support greater integration of BN(O) children within their local communities and with their local peers
- To help Hongkongers to understand and negotiate the system of playscheme provision in their local area, so that they will be able to book further playscheme access in the future.

### **Contract start date and duration**

The contract will commence as soon as possible, no later than Monday 22 July 2024. The contract will end on 30 August 2024.

### **Contract sum**

The Summer Playscheme Fund is £24,800. The contract payment is included in this total, with the remainder set aside to fund BN(O) visa holders' access to playschemes. Payment will be made upfront at the start of the contract.

### **What to include in the quotation**

The award of the contract will take into consideration responses to the four points below. Quotes should state:

1. The total sum that the organisation intends to spend on administering the Fund, and hence the total remaining for paying for playscheme provision.
2. Previous experience in working with Hongkongers.
3. Previous experience in administering a fund which pays directly to the public.
4. Any existing understanding within the organisation of childcare provision.

In addition, please outline briefly how you intend to staff and administer the Fund, and how you could use this staffing time appropriately to support Hongkongers' access to childcare if insufficient applications arise.

**Deadline for quotation**

Please return your quotation by noon on Tuesday 28 May 2024.

Please send your quotation to Karen Lowes, Regional Hong Kong Hub Finance Officer – Strategic Migration Partnership, at:

[Karen.lowes@eelga.gov.uk](mailto:Karen.lowes@eelga.gov.uk)

**Award of contract**

The contract will be awarded by Friday 31 May 2024.

## **APPENDIX**

### **Specification**

The Summer Playscheme Fund will fund one week of holiday playscheme provision (up to a maximum of £250) for school-aged children of BN(O) visa holders who apply. Families will need to find, select, and book a playscheme from those available locally.

The contract holder will be required to:

1. Develop a simple application form and make this available on their website.
2. Publicise the Fund through their existing routes.
3. Support simple queries from Hongkongers about how to find a playscheme, through signposting to the appropriate websites.
4. Establish and keep a queries log, outlining the incoming queries from families.
5. Process applications, which will include checking BN(O) status using share-code checks.
6. Request and check the playscheme registration form or invoice to ensure that the child is booked to attend a recognised playscheme.
7. Make payments to applicants for one week of playscheme provision per child (up to a maximum of £250), by requesting bank details and making electronic transfer payment.

### **Monitoring and reporting**

The contract is for the duration of the school summer holidays only (six weeks) and consequently, only a formal end of programme report is required. This must be submitted by Friday 13 September 2024. The contract holder will be expected to report on:

- The number of applications received, the number of applications paid, and a record of any queries that arose. The report should also include details of any barriers to accessing the activities experienced by families, any learning points for the future and how the families have benefitted overall, for example enhanced community integration.

### **Support from the Strategic Migration Partnership (SMP)**

The HK Hub will work in close partnership with the contract holder to make sure that the Fund meets its aims, and that any unanticipated barriers are overcome.

The SMP commits to:

- Publicising the Fund through its own routes and channels.
- Helping the contract holder with complicated queries about playscheme access.
- Producing guidance for the administrator in undertaking share-code checks.