Explore Adapt Renew - Evaluation Spec - Stage 1

Invitation to tender: Project Brief & Terms of Reference

Introduction

## Summary of programme

The Explore Adapt Renew programme will transform the asylum sector in England through services which are adaptive and underpinned by Early Action and organisations which are committed to shifting power and collaboration. It will build local and national asylum support ecosystems with 120 organisations supporting 18,000 people seeking asylum.

The Explore Adapt Renew Partnership (EAR Partnership) is made up of the 8 Early Action Partners: Action Foundation in Newcastle Upon Tyne; Bristol Refugee Rights; Brushstrokes in Sandwell, West Midlands; Nottingham Refugee Forum; Positive Action for Refugees and Asylum Seekers (PAFRAS) in Leeds; Refugee Women Connect in Merseyside and Southwark Day Centre for Asylum Seekers in South London and Refugee Action. Joining the partnership are 2 organisations specialising in designing for social impact: CAST and SIDE labs.

The programme is comprised of 4 interconnected elements:

**Early Action:** 18,000 people are empowered to navigate the asylum system to access services that prevent or de-escalate crisis. The partnership develops evidence for Early Action to influence systemic change. Asylum seekers and refugees get the support they need, enabling them to access justice and lead independent lives. The community using Early Action approaches continues to grow, share and scale service models that prevent and de-escalate crises.

**Shifting Power:** The role of Expert by Experience is transformed across the sector. 40 organisations are supported to shift power. 60 people with lived experience take on formal roles and get connected through the Expert by Experience Network. The knowledge, experience and voice of people with lived experience is embedded in service design and delivery, advocacy and community development. The refugee and asylum sector is more representative of the people it supports. There is improved awareness of and action taken to eradicate structural racism.

**Adapting Services:** A community of 300 Leaders, practitioners and Experts by Experience from 120 organisations gain knowledge and skills to re-design and coproduce services. This strengthens organisations and local ecosystems based on the needs of refugees and asylum seekers. This community will be inspired through opportunities to connect and share their work, driving the development of excellent services. Services evolve and adapt to meet the needs of asylum seekers and refugees and respond to external contexts. Collective best practice is developed and sustained through a shift to working in the open and connecting with others.

**Local Ecosystems:** 42 organisations in Newcastle, Bristol, Leeds,West Midlands, East Midlands, Merseyside and Southwark work with their partners to test joined-up ecosystem responses that support asylum seekers and refugees. All asylum seekers and refugees get support when and where they need it. Organisations are more collaborative and better able to offer asylum seekers and refugees collective, holistic and sustainable local support.

## Project Brief

## Monitoring and Evaluation Framework Needs

The EAR Partnership is looking for some initial support in exploring and setting the outline of its monitoring and impact framework and in working out how to bring together its learning for internal and external use.

There are two core outcomes of this piece of work:

1. Work with the EAR Partnership to establish an initial monitoring and impact framework which is usable and meaningful for all members of the Partnership and meets funder requirements (this involves working with all 10 organisations mentioned above; in terms of Refugee Action it will involve working primarily with the GPP team and the Experts by Experience team).
2. Make recommendations to the EAR Partnership on its longer term model of monitoring and impact and how to best record, analyse and share its learning over the course of the programme.

## Key deliverables

This piece of work would require the evaluator to work with EAR Partnership to produce the following:

1. A monitoring framework which clearly outlines individual partner outcomes and contractual targets and reporting methods/mechanisms and schedules in line with funder stipulations;
2. A simple Theory of Change for the programme
3. Development of outcomes/impact tools/ toolkit for use across all EAR Partners in relation to each specified element of the funding proposal;
4. A verbal presentation of the monitoring framework, theory of change and toolkit as outlined above;
5. A written report (approx. 10 pages) detailing EAR Partnership needs, potential solutions and collation of impact and learning to inform the longer term Monitoring and Evaluation strategy for the EAR Partnership.

The evaluator will report to the EAR Partnership co-ordinated by Lora Evans

## Evaluator Criteria

The EAR Partnership will be using the following criteria in assessing tenders.

**Essential experience:**

* A proven track record of producing independent evaluations of services for vulnerable people;
* Experience of collaborating with partners and stakeholders in the production of monitoring and evaluation frameworks
* A detailed understanding of the UK asylum system, and barriers to justice;
* Awareness of approaches to service user empowerment;
* Experience in working with beneficiaries, many of whom are vulnerable adults with limited English language capability;
* Able to work remotely and travel to other parts of the country to engage the service beneficiaries and the project team.
* Understanding and interpretation of the brief and its objectives

## Timetable, Budget and Project Management The piece of work will be delivered from February to May. The maximum budget for this piece of work is £10,000 inclusive of travel and expenses (where these to be required) and of VAT costs. Please include a detailed budget with your proposal, as specified below. The project will be managed by Pascale Gayford, Refugee Action’s Good Practice & Partnerships Deputy Manager, and the successful applicant will work closely with the Project Coordinator as well as with all other partner leads in the EAR Partnership. Application process Applications will be assessed by a EAR Partnership commissioning panel. The key dates are below. Please submit a written proposal in word or pdf format no longer than three sides of A4 to Lora Evans and Pascale Gayford detailing:

* Your experience
* Approach to the proposed work, covering each of the questions and deliverables
* High level delivery plan specifying key milestones
* Key risks and ethical issues to be considered
* Budget which includes: Staffing costs (e.g. evaluator’s time), travel expenses, administrative costs. Include VAT, or if VAT is not chargeable specify this.
* Two referees

Proposals should be submitted by 9:30 am on 17th January. Interviews will be held online in the last week of January where shortlisted applicants will be invited to present their approach to delivering the work. We will expect this piece of work to start as soon as possible and last until April.  
  
Please contact Pascale Gayford [pascaleg@refugee-action.org.uk](mailto:pascaleg@refugee-action.org.uk) and Lora Evans [lorae@refugee-action.org.uk](mailto:lorae@refugee-action.org.uk) if you have any questions about the project.