

Invitation to Tender
Evaluation of Scottish Detainee Visitors

Introduction

Scottish Detainee Visitors (SDV) wishes to commission an independent evaluation of our work. It is anticipated that this work will be commissioned by mid August 2018 and completed by the end December 2018

Background

Scottish Detainee Visitors (SDV) has its roots in a project started by Scottish Refugee Council in response to the opening of Dungavel House as a detention centre in 2001. In 2002, we constituted as a separate charity and in 2015 we became a Scottish Charitable Incorporated Organisation (SCIO).

Until 2015, we had just one part time member of staff, but in 2015 we expanded in order to develop our services and increase our awareness raising and policy work. We now a staff team consisting of a part time director and a part time coordinator. Both have been with the organisation for many years as both volunteers and staff and they bring skills in policy and research, fundraising, project management, advice and advocacy, and human rights from previous employment. They are supported by a team of up to 40 volunteers, most of whom are visitors to people in detention, but other roles include research, fundraising and social media. Our management committee come from a range of backgrounds in law, the voluntary sector, academia and education and have skills in research, policy, project management and financial management.

SDV is the only organisation in Scotland with a specific focus on immigration detention. Our work includes:

- A twice-weekly visiting service to people held in Dungavel detention centre
- An additional bi-monthly drop in service at Dungavel
- Our Life After Detention project, which provides peer support and casework for people on release from detention and provides a focus for creative projects
- Policy and awareness raising work

In our strategic plan 2017-2020 we presented the outcomes we wished to achieve over the period of the plan:

- Outcome 1 - People affected by detention in Scotland are better informed, less isolated and more equipped to deal with their circumstances.
- Outcome 2 – Decision makers in Scotland and the UK will have a better understanding of the inhumanity and impact of detention and of the possible alternatives
- Outcome 3 - People in Scotland will have more awareness of the inhumanity of detention and its impact on men women and children

- Outcome 4 – People affected by detention will influence all aspects of our work
- Outcome 5 – Our volunteers will feel valued, will gain skills, confidence and knowledge of detention
- Outcome 6 – All our stakeholders will benefit from a strong, robust and sustainable organisation where staff are valued, for as long as the need continues.

Previous Evaluations

In 2015, we carried out an internal evaluation of our work. This included a survey of visitors and former visitors, focus groups with people in detention and interviews with staff at Dungavel. This exercise confirmed the value of our work to visitors and to people in detention but identified areas in which we could improve:

- Reaching more people in detention and assessing the need for and developing new services
- Improving the support and training we provide our volunteers
- Raising awareness of detention and advocating for change in the system

This exercise took place before our restructuring, which aimed to address these issues.

Research Aims and Objectives

The overall aim of the evaluation is to assess our work and measure progress towards the outcomes we hope to achieve.

The specific objectives in relation to the evaluation are assessments of:

- 1) the impact of our work on people who are or have been detained
- 2) the experience of our volunteers
- 3) our progress in relation to advocacy, campaigning and awareness raising

Proposed methodology

It is anticipated that a combination of quantitative and qualitative methodologies will be the most effective way to achieve the objectives. The target groups for this evaluation are SDV service users (people in detention and people who have experience of detention), SDV volunteers and former volunteers, representatives from organisations working on detention in the UK, and other stakeholders.

Contractors should describe the methods that they propose to use to address all aspects of the study, including a discussion of the rationale for choosing each method and demonstrating how they will ensure that the aims and objectives of the study are met.

Requirements

Proposals are invited that outline your approach to the evaluation and should include:

- An overview of your approach to the project and the methods you propose to use

- A timeline showing key milestones for the project
- How the project will be managed through the contracted period
- Any issues you expect to arise and how you will deal with these
- A risk assessment of the proposal

The contracted researcher should demonstrate:

- a strong background in research, specifically in the area of project evaluation
- understanding of immigration detention
- understanding of and experience of working with small voluntary sector organisations

Dissemination

The findings of this research will provide SDV with evidence of what we do well and where we need to improve. This information will feed into our future organisational planning

The findings of the evaluation will be shared with SDV committee, funders, service users and wider stakeholders. Findings will also be published on our website.

Expected outputs

- Tender document (1 electronic copy)
- Interim document (1 electronic copy)
- A full **research report**, inclusive of details of the methodology and sources of evidence and data. Contractors should be aware that one or more drafts may be required before a final draft is agreed, and this should be allowed for in the timetable and costs proposed
- An **executive summary report** about the key findings from the project.

Tendering process and timetable

Submission of tenders	2 August 2018
Project awarded	10 August 2018
Briefing meeting with SDV	Week commencing 3 September
Agreement of research instruments	Week commencing 3 September
Contracting period	10 August – 21 December 2018
Interim report	Week commencing 22 October
Interim report discussion meeting	Week commencing 29 October
Draft final report	Week commencing 3 December 2018

Final report	Week commencing 17 December 2018
Project completion	21 December 2018

Budget

A budget of up to £10,000 (excluding VAT) is available for the work.

A clear breakdown of all research costs and overheads should be presented, to include (as/if applicable): staff costs, equipment, access to data, any reimbursement for research participants, travel and subsistence and overheads. All costs quoted within the tender should be fixed for the period of the work.

Duration of contract

This contract will run from 8 August 2018 to 21 December 2018

Payment Schedule

Milestone/key output	Expected date	% Budget payable
On commissioning and signing of contract		25%
Interim Report		25%
On successful completion of study and signing off of written report/research outputs		50%

Tender specification

In responding to this brief, documents should include the following information:

- A brief statement detailing an understanding and interpretation of the purpose, specific objectives and scope of the project
- A detailed plan of how the research will be carried out
- An indication of any contact information, materials or other resources that will be needed from SDV
- A firm estimate of costs (excluding VAT) to complete the work outlined in this brief, giving a separate breakdown of costs for each round/stage of fieldwork, number of days and day rates for members of the research team
- A CV for each member of the project team
- A clear and detailed timetable for the study including: each stage of the work; a commitment to meeting the deadlines outlined in this brief; number of days work required
- Commitment to good client relations and active liaison

- Details on data collection, management, storage and transfer arrangements

Return of Tender

You must complete and submit your tender response/proposal electronically to director@sdv.org.uk by the tender deadline of **2 August 2018**. We will only accept responses submitted via the email address provided. We will not accept any responses submitted by any other method. Any tender delivered after the closing date and time for any reason will be discounted.

Opening of Tenders / Assessment of Tenders

Tenders will be stored securely and unopened until after the tender closing date, when they will be opened by SDV's director and reviewed by her and members of the Management Committee.

Research Management

In performing the services required under this contract the supplier will report to members of a steering group

Tendering

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

SDV reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.