

Separated Child

deprived denied detained displaced



Invitation to Tender / Terms of reference Programme Research Consultancy

Background

Established in 2007, the [Separated Child Foundation](#) offers emotional, social, financial and physical support to separated children and young people in Britain who are asylum seekers or refugees.

We currently have two part-time staff members: our Chief Executive Officer, and a Packing Co-ordinator and the charity is supported by six Trustees, 50 volunteers, and a freelance youth worker to deliver our work. As a young charity our strategy is to work in partnership with over 90 partners across London, the South Coast, Midlands and the North; including the Refugee Council, British Red Cross and local charities in areas where children arrive and are dispersed to. We support separated children with:

- > **Arrival packs and sleep packs-** giving children comfort and welcome. We have provided over 11,000 packs to children containing warm clothing, toiletries and practical items to gain a restful night's sleep: the foundation in settling to a new life.
- > **Club Class** – offering weekly educational, social and cultural programmes for around 30 children in London aged 14-18, including refreshments, supper and travel expenses.
- > **Giving children a voice** – we use social media to help change public perceptions of the plight of separated children, raising awareness of their needs, and changing attitudes towards them.

Background to the assignment: Trustees agreed in 2019 to grow the charity, commencing with the appointment of our first CEO in March 2019. He has developed a new three year strategy, which aims to transform our charity to better meet the needs of separated children. In March 2020 we secured funding for a second staff member – a part time co-ordinator for our Packs project.

In the next three years, we are aiming to grow the provision of arrival and sleep packs, and the numbers benefiting through Club Class. Alongside this we aim to develop new evidenced based programme work, engage more volunteers and grow our partner base. We will also grow our presence and social media work, to help change public perceptions and attract new supporters.

We need to improve the sustainability of our approach, offer a national reach more effectively, and significantly increase income raised. In what will be undoubtedly be a more competitive fundraising environment, it is key that we achieve growth in a cost effective way, in partnership with others, so that our work complements existing support.

We wish to build internal expertise to help us plan our Programme work via employing a programme consultant experienced in the sector. Our plans are ambitious but realistic: planning decisions will be built on evidence based research into the needs of separated children and what already exists to meet those needs. Hence new programme work will be targeted at where gaps exist in the sector.

The assignment

It would be unwise to embark on new programme work without proper expert research and knowledge to identify gaps in services for separated children. As an example, at our 2019 evaluation session, separated children told us that they would like to experience days out to the seaside. It may well be that any new resources would best be spent in this area but that was just a snapshot of a small representative group and we don't know whether there is a better use of our resources.

Therefore, we aim for a consultancy assignment to inform our development of new programmes. The consultant will draw on their expertise and networks to assess our current plans and also identify unmet needs of separated children and make recommendations regarding new programmes appropriate for a small charity with limited resources.

Key questions to answer

1. Which organisations exist in the sector in the whole of the UK to meet the needs of separated children (unaccompanied minors) with which we currently do not have a relationship?
2. What evidence is there of the need to grow what we already do by expanding our reach into new geographical areas? In particular:
 - Expanding our geographical reach with arrival packs
 - Expanding our geographical reach with sleep packs
 - Further Club Classes
3. What evidence is there that the following projects identified by us would be a good use of resources?
 - Cultural/activity days out for separated children (eg visits to the seaside, countryside or outward bounds type activities)
 - Cultural weekends away (similar to above but residential)
 - Day or weekend opportunities aimed more towards education/leadership/development or life skills
 - Provision of mobile phones or laptops for separated children
 - A befriending scheme (either peer to peer or a grandparent-type support)
 - Campaigning/educating the public on separated child issues
 - Working with separated children to represent their stories/voices perhaps including cultural events
4. Of those projects in the above list which are identified as gaps/good use of resources, which other organisations are delivering these already and who might we partner with?
5. What other unmet needs for separated children (unaccompanied minors) exist as they arrive into the UK and after they are settled?
6. Where are the main gaps in provision to meet these needs?
7. How is the work of the Separated Child Foundation viewed by partners; and where do they think we can best add value to meet gaps in provision in the future?
8. What are your recommendations* as to how best should the Separated Child Foundation use its resources in the future to help meet gaps in provision?

*Recommendations should cover:

- > Evidence-based priority programmes and associated activities with suggested outcomes for children; and suggested new partnerships bearing in mind our size and limited budget

Outputs of the assignment

The research undertaken will answer the key questions and will set the direction for us to co-produce plans with children and other stakeholders following the consultancy assignment.

The assignment outputs will form the basis of funding applications to a wide variety of donors. A written report including an executive summary of findings and recommendations is therefore required. The consultant should assume that their report is to be used as a standalone supporting document and should therefore ensure it includes: the ToR; consultant biography; date of assignment; executive summary including key findings and recommendations; findings & recommendations with references / footnotes where academic sources and / or statistics are cited.

Phases of the assignment

- > Desktop research, familiarising self with the work of the charity
- > Interviews with staff & selected Trustees as to our work and ambitions
- > Interviews with key partners such as Refugee Council and British Red Cross, and other stakeholders known to consultant, to answer key questions posed.
- > Analysis of refugee and asylum seeker sector to answer key questions posed.
- > Review points
- > Written report presented
- > Meeting with Charity (CEO & Trustees) to present the report
- > Agree any changes to final report

Payment terms

The budget for this work is £5,000 including expenses

Payment will be in stages by negotiation, with the final payment made at the end. Final payment will be dependent on the CEO's satisfaction that the report answers the key questions and meets the terms of reference as set out here. Consultants will be responsible for their own obligations to HMRC in relation to payments under this assignment and sole traders will need to confirm this obligation post appointment.

Key contacts and support provided to the consultant

The researcher's key contact will be the CEO, who will advise of Trustees & partners to interview, providing contact details and will support them to access information, as will the external fundraiser. They will be expected to conduct interviews with relevant Trustees, key partners, and wider refugee and asylum seeker (RAS) stakeholder organisations.

The person we are looking for

This is a strategic role so we are looking for someone who has a strong background in the refugee and asylum seeking sector. Someone who has:

- > Existing knowledge of the needs of separated children; and of the organisation of the RAS sector as to the key players and how they work together, inclusive of any strategic networks and a wide network of contacts with organisations in the RAS sector
- > worked as a programme manager at a regional or national level and has capacity to begin the assignment in November 2020

Key dates and how to apply

The assignment will ideally begin in November 2020 with work completed by end December 2020. A 2 page proposal should be sent with your CV to: **Richard Hammond** , Chief Executive Officer, by midnight 26th October 2020. The proposal should outline:

- > your background and relevant experience
- > The extent of your networks within the sector
- > how you would approach the work
- > what you will be able to achieve within the budget of £5,000 including expenses and how many days that would equate to
- > If not hyperlinked, an example of your work in this area
- > Two references of contacts at organisations for whom you have conducted similar work

Your CV should outline key knowledge, experience and skills of the consultant, including where possible hyperlinks to examples of similar work. Interviews will be held remotely on dates to be arranged. Please feel free to contact Richard at richard.hammond@separatedchild.org (Richard works part time - Mondays, Wednesdays or Thursdays) if you have specific questions which are not answered here.

Thank you for your interest