



Derby
Derbyshire
Nottingham
Nottinghamshire

RESEARCH PROJECT TO BETTER UNDERSTAND THE ECONOMIC AND SOCIAL IMPACT OF EMERGING MIGRANT COMMUNITIES IN THE D2N2 LEP AREA

INVITATION TO TENDER

TENDER Ref: D2N2- ESIMC

1. INTRODUCTION

D2N2 Local Enterprise Partnership is inviting submissions to deliver a research project to better understand the economic and social impact of emerging migrant communities and the challenges they face.

Knowledge of the issues facing migrant communities is essential in delivering this research project

1.1 Background

D2N2 is the Local Enterprise Partnership for Derby, Derbyshire, Nottingham and Nottinghamshire. Our vision is a more prosperous, better connected, and increasingly resilient and competitive economy. The aim is to create 55,000 private sector jobs in the area by 2023.

Minority Communities suffer multiple discrimination and risk exclusion from mainstream employment and enterprise opportunities.

Established minority communities experience continuing disadvantage resulting in members of minority communities being over represented in statistics for unemployment, the criminal justice system, health inequalities and in poor housing. Recent sustained increases in immigration are compounding existing inequalities.

Unlocking the otherwise lost potential of established and migrant communities represents a key economic challenge to avoid a significant loss to growth and wealth creation across D2N2.

1.2 Summary of Research Proposal

Applicants are asked to undertake targeted research on the economic impact of emerging migrant communities, the challenges they face and the implications for local growth strategies and their implementation.

1.3 Project Goals and Objectives:

To establish the economic and social impact of emerging migrant communities and the challenges they face, including;

- What are the favoured sectors and kinds of businesses the new and emerging minority communities are creating or are well placed/capable of creating?
- How do they differ from previous and now established minority communities?
- What are different skills sets new migrants bring to develop novel goods and services to be nurtured? Similarly do they have skills deficits?
- What and where are the gaps between the practical sustainable support needed and that available?
- What are the direct and indirect barriers to people from new and emerging minority communities from being more engaged in skills and enterprise development?
- What is the economic impact of new and emerging minority communities on established migrant communities?
- What are the implications for the development and implementation of local growth strategies?
- What are the current and future trends for emerging migrant communities in terms of economic and social impact? What changes and challenges are likely to emerge over the coming years for emerging migrant communities?
- What are the specific issues facing individuals in emerging migrant communities e.g. asylum seekers.

1.4 Procurement Timetable

The tendering process will open on Friday 27 May 2016 and close at 23.59 on Friday 24 June 2016

Applicants will be notified by Friday 8 July 2016 if they have been successful

Tender documentation must be received by the specified deadline. No late proposals will be accepted.

Ideally project proposals will be emailed in Microsoft Word format to Richard Kirkland at richard.kirkland@d2n2lep.org or delivered to

Richard Kirkland
D2N2 Local Enterprise Partnership
8 Experian Way
NG2 Business Park
Nottingham, NG2 1EP

Hard copy returns should be in a sealed envelope and marked 'Addressee only'

- Tenders may be rejected if complete information is not given at the time of tendering.
- D2N2 LEP does not undertake to accept the lowest or any tenders or to pay expenses incurred in the preparation or submission of tenders.
- Once commissioned, all documents / results of the study will become the property of D2N2 LEP

1.5 Reporting

The contract will be managed by the D2N2 Growth Plan Manager and D2N2 ESIF Coordinator who will convene a steering group to inform and oversee the production of the final report.

1.6 Format of the final research report

Draft and Final Reports should reflect the following generic format:

- executive summary,
- background,
- aims & objectives,
- methodology,
- findings,
- outcomes of discussions,
- conclusions and recommendations.

Reports shall be produced in Arial font, size 12 using normal or bold type to ensure adequate contrast between the type and background. Text should not be printed over a visual image.

1.7 Evaluation Criteria (see also section 2)

Tenders will be evaluated using the following criteria:

- Understanding of the project requirements;
- Methodology (to include feasibility, robustness and efficiency of approach);
- Timetable;
- Expertise (in relevant policy & research areas) and
- Experience (in undertaking similar projects);
- Cost

1.8 Costings

The costs for the research project are expected to be no more than £10,000

1.9 Notes for applicants

Please note the following:

In order to simplify this process, you don't need to provide supporting documents, for example, accounts, certificates, statements or policies with this tender document. However, D2N2 LEP will ask to see these documents at a later stage. You may also be asked to clarify your answers or provide more details.

This form must be completed in the English language.

The provision of false or misrepresented information will result in your application being rejected.

Section 2 BASIC DETAILS OF YOUR ORGANISATION			
2.1	Name of the organisation:		
2.2	Contact name for enquiries about this Invitation to Tender:		
2.3	Company address and post code:		
2.4	Telephone number:		
2.5	E-mail address:		
2.6	Website address (if any):		
2.7	Company Registration number (if this applies):		
2.8	Is your organisation: (Please tick one)	i) A public limited company?	
		ii) A limited company?	
		iii) A partnership?	
		iv) A sole trader?	
		v) Other? (please specify)	
2.9	How many years has your organisation been trading?		

Section 3 FORMAT AND CONTENT OF SUBMISSIONS

For uniformity and ease of evaluation purpose, tenderers should submit their proposal in the following format

3.1	EXECUTIVE SUMMARY Please provide an Executive Summary, reflecting the structure of your response. This should also include a summary of the costs associated with the project.
3.2	UNDERSTANDING OF REQUIREMENTS Demonstrate concisely your understanding of the Project Goals and Objectives – see section 1.3
3.3	RESEARCH METHODOLOGY It is expected that the successful contractor will already be familiar with any relevant research/policy literature and relevant datasets. Applicants should provide a detailed overview of the methodology which they feel is best suited to fulfilling the objectives of the project. Applicants must indicate: <ul style="list-style-type: none">• What partnership approaches they intend to use to inform the project findings to ensure they are specifically relevant to the D2N2 LEP area and can inform future support and actions• which materials, reports and data sources they intend to use to inform the project findings
3.4	OUTPUTS AND TIMETABLE – see also section 1.6 It is essential that all outputs and findings are rigorous, with a clearly described, evidence based, rationale and are accessible to D2N2 policymakers, strategic partners and, where appropriate, a lay audience. Applicants are invited to propose a timetable appropriate to the project (indicating key milestones/dates) for delivery of the research project. The timetable should demonstrate a capability to complete the exercise within the stated deadlines.
3.5	EXPERTISE & EXPERIENCE The names and CVs of people involved in delivering the project; their expertise and experience of related research; how each individual will allocate their time across the project; and their specific roles and responsibilities within it. In particular, who will be overall project manager and who will be responsible, where appropriate, for: project design, data collection, data analysis, report writing, quality assurance and any presentation(s) associated with the project findings.

3.6	<p>COSTING – see also section 1.8</p> <p>Applicants are invited to outline appropriate costs for the completion of the project. The contractor should present a total cost of the project and related work (including VAT) in pounds sterling; plus a breakdown of costs for each part of the project, showing (where applicable):</p> <ul style="list-style-type: none">• daily rates and totals for staff, broken down by:<ul style="list-style-type: none">• project design• project management• data collection• data analysis• reporting • travel and subsistence• any other costs of administration• Contractors should include any other information which adds value to their proposal.
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Please return your completed project proposal as per section 1.4 to

Richard Kirkland

Email richard.kirkland@d2n2lep.org

Or hard copy delivered to

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D2N2 Local Enterprise Partnership
8 Experian Way
NG2 Business Park
Nottingham
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