



**Invitation to Tender: Research on Immigrant Youth
and Integration in Contemporary Irish Society**

Date Issued: Wednesday 12th March 2008

Closing Date: 16:00 on Wednesday 26th March 2008

Submission of Tenders

Hard Copies of completed tenders (three (3) copies) should be submitted in a sealed envelope addressed to:

**Dr Jean-Pierre Eyang Ekumeloko
International Liaison and Research Co-ordinator
Integrating Ireland
17 Lower Camden Street
Dublin 2.**

And clearly marked:

Research on Immigrant Youth and Integration in Contemporary Irish Society

To be delivered or emailed no later than:

16:00 on Wednesday 26th March 2008.

Late Tenders:

Tenders must be completed in accordance with the format specified. Tenders received late will not be considered and incomplete tenders will be rejected. It is the responsibility of the Tenderer to ensure their tender is delivered or emailed to the designated address before the closing date and time.

Queries/Clarifications by Email Only

Any queries in relation to this tender should be addressed electronically to Dr Jean-Pierre Eyang Ekumeloko: jeanpierre@integratingireland.ie or Ms Vanya Theodorova vanya@integratingireland.ie

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1. Specific Context

Integrating Ireland is an independent network of community and voluntary groups working in mutual solidarity to promote and to realize the human rights, equality, and full integration of refugees, people seeking asylum, migrants and immigrants in Ireland. Integrating Ireland (II) was established as a project of Comhlámh in 2001. It is a network of local, regional and national organisations working to promote and to realise the human rights, equality and full integration of refugees, people seeking asylum, migrants and immigrants in Ireland. The network seeks to maximise scarce resources by reducing duplication of work by member groups through sharing information, facilitating combined efforts in relation to lobbying, and by providing national co-ordination on agreed events and strategic issues. In January 2006 the network comprised 210 member organisations which included community and voluntary groups working with and representing immigrants, migrants, refugees and asylum seekers, immigrant led organisations, and individuals/organisations such as academics, information providers etc Integrating Ireland recently carried out a strategic review process resulting in a business plan document currently being implemented over the next three years (April 2006 – March 2009).

One of the key aspects of this plan is the organisation's aim to influence the development and implementation of a national integration policy with workable structures reinforced by legislation resulting in better integration, the realisation of rights for, and improvements in the lives of people seeking asylum, refugees, migrants and immigrants, their children and all other residents in Ireland.

The Integrating Ireland's research programme provides the first steps in raising public awareness, in the development of advocacy work and in resources to support membership action. For its current research programme, Integrating Ireland has identified the following core areas:

- Alternatives to direct provision
- Right to work/recognition of qualifications
- Integration experiences of African families
- Integration of immigrant youth

This research comes under the ‘Integration of immigrant youth’ focus and is expected to make a substantial contribution to debate on the future of immigration and integration in Ireland. Social inclusion and empowerment of young people from diverse backgrounds is understood to be of central importance in the building of an open, inclusive and intercultural society which can sustain, demonstrate and build on the benefits brought by immigration to Ireland. To achieve these objectives, it is crucial to hear and to understand the expectations immigrant youth have of their wider communities; the experiences they go through in their daily lives; the particular challenges they may face and their ambitions for the future. Community and youth work programmes which encourage integration at a local level are at the forefront of this process and as such the research will be expected to engage significantly both with the field of youth and community work and with the voices of young people themselves.

2. Purpose of the Contract

To carry out participant-led, qualitative research exploring the diverse experience of immigrant youth in Ireland.

This research aims to:

- Contribute to a better understanding of young immigrant experiences in Ireland, as told from their own perspectives;
- Develop a set of evidence-based recommendations which can support and inform youth integration in Ireland;
- Respond effectively to the diverse needs of immigrant youth by identifying positive experiences and encounters which encourage and contribute to the development of a cohesive, intercultural society

3. Tasks to be Performed by the Contractor

An exploratory situational analysis commissioned by Integrating Ireland has been completed and a number of key areas identified for further research. These include the following:

- To identify, examine, evaluate and document the main challenges to integration as faced by young immigrants
- To examine the nature of the relationships between Irish and immigrant youth at work, in school and in their broader communities
- To explore the engagement of young immigrants in political, social, cultural and religious activities at a local and national level
- To document and engage with successful community and youth integration programmes which can practically inform recommendations for full and effective immigrant participation and inclusion at local and national level.

4. Expertise required

Recent CV of similar work awarded.

The contracting party will be required to:

- ❖ Provide evidence that the person(s) who will be carrying out the work has established independent research experience
- ❖ Provide evidence of a track record of interest and experience in the area of Youth Research
- ❖ Have knowledge of issues relating to migration in Ireland including current policy provision and procedures in use for immigrant youth
- ❖ Provide evidence of ability and willingness to work with people from diverse cultural backgrounds
- ❖ Provide evidence of excellent analytical report writing and communication skills
- ❖ Have Strong facilitation skills
- ❖ Include details of qualifications and experience of those carrying out the work including a list of any publications they have been involved in.
- ❖ Be able to work to tight deadlines

5. Key Aspects of the Methodology

This research is an eight month, qualitative, mixed-method project, involving desk-based research, interview based research, and case-study research. A first phase of this project – A Situational Analysis - has been completed. This has provided a summary and analysis of recent literature and policy and has proposed, based on the emergent questions and issues, a series of parameters for this stage:

- This research will target young immigrants of diverse backgrounds, aged between 15 and 18 years old.
- Field work will cover both the urban and the rural experience ensuring a comparative element remains at the core of the investigation, especially with regard to differences in terms of local environment and community practices.

6. Time Schedule and Reporting

It is envisaged that the contract will begin in April 2008 and be completed by end of November 2008 with a written report of the evaluation. The research will be subject to ongoing review by senior research staff at Integrating Ireland and by a review panel of experts convened for the duration of the research.

The contractor will present a draft activity report containing:

- A complete description of the work undertaken in the framework of this contract
- A presentation of the results obtained throughout the contract period
- Any comments, suggestions or recommendations considered useful or necessary by the contractor.

The contractor will meet to discuss the evaluation with International Liaison and Research Coordinator at four meetings. The draft reports should be submitted to him and the peer Review Group two weeks before the dates agreed for the midterm and final report for comments/edits and in advance of the finalisation of these reports.

All documents generated from this research remain the property of Integrating Ireland which will publish the final research document.

7. Payments and Standard Contract

The terms of payment are as follows:

There will be six payments, made against a received invoice:

- ❖ 10% on signing of the contract;
- ❖ 20% at the first meeting in June;
- ❖ 10% at the mid-term review meeting in July;
- ❖ 20% at the third meeting in September;
- ❖ 10% after the fourth meeting in October and
- ❖ 20% upon submission of the final report.

The first six payments will be within 7 days of receipt of the invoice and the final payment within 30 days of submission of the final report and on acceptance by the Director's thereof.

In drawing up the tender, the tenderer should take account of the provisions of the standard contract which include the "general terms and conditions applicable to contracts".

8. Price

Price ought not to exceed €20,000 (including travel and subsistence expenses and taxes).

The price should be broken down to include:

Part A: Fees and Direct Costs

- Fees, expressed in number of person/days and unit price per working day for each expert proposed. The unit price is expected to cover the expert's fees and administrative expenses, but should not include the reimbursable costs defined below.

This includes:

- Other direct costs, to be described.

Part B: Reimbursable Costs

- Travel expenses where applicable
- Daily subsistence allowances: these cover all subsistence costs of the tenderer who are on short term assignments outside their usual place of work
- Translation costs, if any
- Contingencies, if any.

Total price = Part A + Part B

9. Exclusion criteria and evidence

Regulation

Article 93 of the Financial Regulation:

1) Candidates or tenderers shall be excluded from participation in a procurement procedure if:

- a. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. They have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- c. They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d. They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established;
- e. They have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Integrating Ireland's financial interests.

2) Candidates or tenderers must certify that they are not in one of the situations listed above.

Article 94 of the Financial Regulation:

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

a) are subject to a conflict of interest;

b) are guilty of misrepresentation in supplying the information required

by the II as a condition of participation in the contract procedure or fail to supply this information.

10. Selection Criteria

I. A minimum experience and expertise of five years in research, in particular in immigrant youth and integration areas.

II. Details of professional and educational qualifications of the person(s) undertaking the study.

III. Proven ability and willingness to work with people from diverse cultural backgrounds

IV. The consultant should have no conflict of interest and be completely independent.

V. Sound financial position of the consultant. Must have current Tax Clearance Certificate and pay any taxes relevant to this contract directly to Revenue.

11. Award criteria

The contract will be awarded to the tenderer whose offer represents the best value for money – taking into account the following criteria.

- The quality and consistency of the tender including the degree of understanding of the nature of the assignment, its context and results to be achieved, the quality and appropriateness of the strategy proposed for the implementation of the expertise.

- The technical value of the bid and the proposed methodological approach, the type of analysis provided, interpretation of quantitative and qualitative information according to the proposed evaluation, timetable including human resources mobilised to carry out the

different stages of the work and the capacity and availability to complete the work well in the time available and price.

12. Content and presentation of the tenders

The tender must include:

- All information and documents necessary to enable II to conduct an appraisal of the offer on the basis of the selection criteria and award criteria. This includes inter alia:
- Financial identification details
- The price
- Detailed CV of proposed expert(s)
- The name and quality of the contractor (in relation to third parties)
- Social security for individuals and VAT numbers (or proof of exemption).

Presentation of the tenders:

- Tender must be submitted in duplicate (3 originals)
- Tender must contain all information required by the II
- Tender must be clear and concise
- Tender must be signed by the tenderer
- Tender must be delivered according to the requirements set out in the letter of invitation to tender, and before the date and time indicated in this letter.

All tenders to be returned in a secure sealed envelope with appropriate documentation and contact details to:

Dr Jean-Pierre Eyang Ekumeloko
International Liaison and Research Co-ordinator
Integrating Ireland- The Immigrant Network
17 Lower Camden St, Dublin 2.