# EXPRESSION OF INTEREST FORM - Provide ESOL classes for Ukrainian Refugees on the Homes for Ukraine scheme

This guide has been produced to enable the Council to achieve the following pre-market engagement objectives:

* To engage with Contractors as early as possible to gauge the market
* To clearly state the required outputs
* To understand contractor’s interest in this scheme

To indicate your interest in this contract please complete this form by midday on 2nd May 2022 and send it via the messaging function in ProContract. This information will help the authority to formulate its procurement options and does not commit the authority to any particular procurement route.

# INSTRUCTIONS FOR COMPLETION OF THE EARLY ENGAGEMENT QUESTIONNAIRE

The “Council” means the contracting authority, or anyone acting on behalf of the contracting Council, that is seeking to invite contractors to participate in this market engagement process.

Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.

Please complete the Early Engagement Questionnaire in full, in English, and enter an answer to each question. Please do not include any promotional material, company annual reports or general marketing material for your organisation, either as answers to any of the questions in the early engagement questionnaire or for any other reason.

**Background Information**

The Council wishes to test the level of market interest in this contract. The contract period will potentially be for 12 months. It is anticipated that the contract will begin May/June 2022. The estimated contract value will be £75,000 per year.

The level of interest shown in this opportunity will enable the council to determine the procurement route for this contract.

As part of Bristol City Council’s VCSE strategy we’re reserving this contract under PPN 11/20 for local Bristol (BS1-BS16) SME and VCSE organisations. For further information on the policy note please follow - [20210923 - PPN 11/20 Reserving Below Threshold Procurements.docx (publishing.service.gov.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F1020223%2F20210923-PPN-11_20-Reserving-Below-Threshold-Procurements.docx.pdf&data=05%7C01%7C%7C7a0e3d7d696e4596ca2508da268d69ac%7C6378a7a50f214482aee0897eb7de331f%7C0%7C0%7C637864686043769182%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=av3UzveKj3oSm14B4LxQIaz43aIAopspMzrgZD%2FPGJU%3D&reserved=0)

**The Service Requirements**

Bristol City Council is supporting the Homes for Ukraine Scheme which include host families from Bristol offering shared accommodation to Ukrainian families displaced by the war. The primary purpose of the contract is to provide at least 2 Welcome to the UK lessons to each of the Ukrainian refugees (guest family) aged 18 and over who arrive on the Homes for Ukraine programme.

The Welcome Resources are designed to provide a broad introduction to life in the UK for Ukrainian families and people in bridging accommodation, including areas such as housing, healthcare, education etc.

The curriculum for these classes has been drafted by the Home Office but the provider can make changes to the curriculum, as we recognise that some providers will already be delivering similar sessions – or ‘Welcome Workshops’ – and producing similar materials for families in both bridging and settled accommodation. These resources are designed to complement that work.

All guests/families need to be invited to more than one session. It is highly desirable that all adults participate, and every effort should be made to encourage them to engage, particularly because these sessions should prove beneficial for them. However, it is not compulsory, and they should not be forced to attend if they do not wish to do so. The provider will be expected to produce registers for all sessions.

We believe that face to face sessions would offer the strongest benefits and therefore recommend that these sessions be delivered in person. If running sessions on all topics isn’t feasible, we recommend prioritising sessions on topics suited to in-person group learning and discussion. The slide packs will initially be made available in English, but HO intend to share translated materials in Pashto and Dari in March. Interpreters are needed for face-to-face sessions. Language specific sessions.

All communication needs to be translated and suitable for whatsapp. To allow for the resettlement team to send to potential attendees.

The provider must make appropriate adaptation to classes, for example:

It may be appropriate to start the sessions earlier in the day during Ramadan. Please be mindful when arranging refreshments.

Specific sessions should be delivered for asylum seekers on issues where they do not have the same rights as refugees

Specific attention to women attending and the needs of young adults. Specific provision can be provided

You can train in larger groups because of numbers but need opportunities for Q&A

Venues – in hotels, neighbourhood hubs and community buildings. Venue costs will be funded by the BRRT but arrangements must be made by the provider

The provider is responsible for managing childcare issues and providing training during term time. The provider should organize the creche through Caroline’s Creche and costs can be picked up through BRRT.

Delegates are encouraged to provide written feedback after each session on the summary feedback sheet. This feedback will be fed into an online survey for councils to complete on SmartSurvey.co.uk upon completion of the programme. The feedback sheet and link to the SmartSurvey will be provided with the Welcome resources on Knowledge Hub. The views and feedback submitted will be valuable for reporting back the results to the Home Office for evaluation.

The outcome expected is for Ukrainian refugees, Afghan refugees and asylum seekers to feel more confident to undertake daily tasks because their understanding of UK culture has improved.

We do not know the total number of Ukrainian families who will move to Bristol between May 2022-May 2023.

**Provider Information**

|  |  |
| --- | --- |
| **Official name of Organisation** |  |
| **Trading Name of Organisation making the application** |  |
| **Address of registered office** |  |
| **Postcode** |  |
| **Website address for the similar service** |  |
| **Legal Status (Plc, Ltd, Partnership, Sole Trader, Limited Liability Partnership, Other – please specify)** |  |

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| --- |
| 1. **Are you interested in applying for this contract?** |
|  |
| 1. **Please tell us about similar current or previous services you have provided.** |
|  |

Name, position, telephone number and email address of main contact for this project.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone number** |  |
| **Email** |  |

Please send this form via the ProContract messaging system before noon on the 2nd May 2022.