**London Borough of Newham**

**Procurement Title:** Provision of high-quality immigration advice and services to families with No Recourse to Public Funds

Organisations are invited to respond to this questionnaire for the provision of high-quality immigration support to NRPF families who are destitute or at risk of being destitute. London Borough of Newham is reviewing requirements for the provision of such advice and would like to engage the market to determine the availability of suitable providers to seek quotes from. This is not an invitation to tender.

LBN are seeking a provider for up to 2 years (12-month contract with possible 12-month extension). A suitable provider would be required to enable non-UK nationals referred to MASH (Multi-Agency Safeguarding Hub) to access free and impartial OISC registered immigration advice and services (as specified in Section 82 of the Immigration and Asylum Act, 1999) up to OISC level 3.

The requirements of the service would be to:

* Provide 1FTE per week of registered immigration advice and services up to and including OISC level 3 (inclusive of annual leave and sickness).
* Maintain an expected caseload of between 30-38 families at any one time, supporting approximately 70-90 families over 12 months. Families will be supported to resolve their immigration status and gain recourse to public funds.
* Ensure the advisers providing the immigration advice and support are and remain registered with the OISC to a minimum of OISC level 2 for the duration of the contract
* Provide ongoing supervision and casework support for the immigration adviser providing the immigration advice and support to comply with the Commissioner's Code of Standards 2016, as published by the OISC.
* Work with families to understand the importance of and seek consent to provide regular case updates to Newham’s allocated case worker.
* Collect and provide agreed contract monitoring data.

The value for the contract is up to £100,000 per annum.

We would like to hear from potential providers interested in delivering these services. by completing the form below by midday on **26/04/2023.** The Council wishes to undertake a soft market test to understand if there are providers who are suitability qualified with relevant experience to provide the service outlined in the Prior Information Notice. The Council welcomes a response to the questions outlined in this Form.

Market engagement meetings or events may be held subsequent to this deadline.

This is not an invitation to tender and the responses received on this form will not be evaluated. Any response provided will not be treated as commercially confidential.

Please complete and return this form to **Jason.Eustice@newham.gov.uk** by **26/04/2023.**

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| Name of your Organisation |  |
| Address |  |
| Name of Key Contact |  |
| Position |  |
| Email |  |
| Phone Number |  |
| Is your organisation a: | * Private Sector
* Local authority
* Social Enterprise
* Charity
* Voluntary Community Sector/Third Sector
* Other
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| Do you have at least 12 months’ experience of providing impartial immigration advice and casework support to NRPF families who are destitute or at risk of destitution? Please provide us with some information on how you currently do this.  |  |
| Do you have capacity to support the estimated required caseload as outlined above (30-38 families at any one-time, 70-90 families over 12 months)? | Yes/No |
| Would your organisation be interested in providing a quote for the above service? | Yes/No |
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