

ANNEX A - STATEMENT OF REQUIREMENTS

IICSA 1145

Provision of fieldwork to support young people in custody qualitative research

1. Introduction

The Independent Inquiry into Child Sexual Abuse (hereafter IICSA) Research Project is seeking to commission a contractor/s with expertise in delivering high quality in-depth research interviews with young people in custody settings. Experience of leading depth interviews with vulnerable people in secure settings is essential, alongside providing supervision to other interviewers and a proven track record of delivering high quality qualitative research for government or other such clients.

2. Background

The IICSA was established in 2015 to investigate whether public bodies and other non-state institutions have taken seriously their duty of care to protect children from sexual abuse in England and Wales.

The IICSA will identify institutional failings where they are found to exist, demand accountability for past institutional failings, and support victims and survivors to share their experience of sexual abuse. The IICSA will also make practical recommendations to ensure that children are given the care and protection they need.

The IICSA is composed of three main areas of work: the Public Hearings, the Truth Project and the Research Project. The Research Project generates new insight into both current and non-recent child sexual abuse that will help inform Inquiry recommendations, as well as leaving a legacy of research reports and tools/approaches on which other researchers and practitioners can build. This is achieved through a combination of drawing learning together from existing research; conducting secondary analysis of existing datasets; and undertaking primary research to fill key evidence gaps about child sexual abuse.

The Research Project is delivered by an experienced research team, working in partnership with IICSA colleagues. The project is overseen by an independent ethics committee, chaired

by Professor Jenny Pearce OBE from the University of Bedfordshire. The Research team also have access to academic experts who take on an advisory role in relation to specific projects. The ethics committee and the academic advisors are responsible for providing advice and guidance on topics, methods and outputs as well as granting the research projects ethical approval.

Further information about IICSA, including the Research Project, can be found at the Inquiry website¹.

The IICSA currently has thirteen active investigations². The Children in Custody Investigation (CICI) is examining the effectiveness of systems in place for the protection of children in Young Offender Institutions (YOIs), Secure Training Centres (STCs) and Secure Children's Homes (SCHs) from sexual abuse in England and Wales.

In her December 2016 internal review³, the Inquiry Chair highlighted the need for the primary research to support the work of the CICI. Consequently, qualitative research examining the views and experiences of children, young people and staff in custody was commissioned.

3. Objectives

The Research team is seeking expert supervision and support in carrying out the qualitative research fieldwork for this project. The objectives of this supervision and support are to ensure the research fieldwork is high quality, robust and ethical. The appointed expert contractor/s must demonstrate that they understand the IICSA vision and objectives of the qualitative research as set out below.

The aims of the qualitative research are to:

- Seek the views of children, young people and staff about the extent to which systems in place for the protection of children in custody from sexual abuse are effective, and whether they can be improved;
- Understand staff awareness of child protection procedures and policy;
- Examine the adequacy of training of staff and how this translates to practice;
- Allow children, young people and staff to talk in confidence about incidences and reporting of sexual abuse;
- Understand whether the response of the institution to any safeguarding issue met the needs of the participant who made the disclosure.

¹ www.iicsa.org.uk

² <https://www.iicsa.org.uk/investigations>

³ https://www.iicsa.org.uk/key-documents/935/view/IICSA%20Review%20Report_Final_alt_v4_ACCES_S.pdf

The qualitative research will provide the Chair, Panel and investigation team with a detailed understanding of the child protection processes in place across the youth custodial estate and how these are delivered and adhered to from the perspective of children, young people and staff. It will allow any concerns or gaps to be identified as well as provide examples of good practice.

The Chair and Panel want to ensure that the qualitative research is conducted to the highest quality standards to ensure that it is generalisable⁴ and maximum value can be extracted from the study. By drawing on the experience of children, young people and staff in custody, the Inquiry investigation will be well placed to develop child protection recommendations that are realistic, actionable, promote learning, enhance practice and produce better outcomes for children and young people.

4. Scope of requirement

The research will be conducted in three establishments (one Young Offender Institution, one Secure Training Centre and one Secure Children's Home). Forty-five depth interviews with young people and staff are required across the three sites. Up to 10 children and young people will be invited to participate in a qualitative depth interview from each establishment, though the number may be lower in Secure Training Centres and Secure Children's Homes due to population size. The sample will include children and young people with harmful sexual behaviours (subject to the agreement of the establishment's HSB course organiser) as research indicates that this group are particularly vulnerable to sexual abuse.

Five staff from different professions will also be interviewed from each establishment.

The qualitative research will be delivered by four members of the IICSA research team in collaboration with the expert contractor/s. Overall responsibility for the delivery of the project and the project outputs will remain with the IICSA research team.

There are five components required from the expert contractor/s:

1. Review research materials drafted by the IICSA research team (information sheets; consent forms and topic guides);
2. Review ethics applications submitted to the IICSA research ethics committee and Her Majesty's Prison and Probation Service (HMPPS) national research committee;

⁴ Lewis, J., Ritchie, J., Ormston, R. & Morrell, G. (2014). *Generalising from qualitative research*. In J. Ritchie, J. Lewis, C. McNaughton Nicholls & Ormston, R. (Eds.). *Qualitative Research Practice* (2nd Ed.). London: Sage Publications.

3. Lead on delivery of the depth interviews with young people and staff in each of the three establishments. Each interview will be paired, with the contractor and a member of the IICSA research team present. We would like, where appropriate and ethically sensible to do so, for the IICSA research team member to lead on discrete sections of the topic guide or the whole topic guide under the supervision of the expert contractor(s). For quality data collection and ethics reasons, a maximum of three depth interviews will be conducted per day. There will also be a two-hour familiarisation meeting held with each of three sites prior to the interviews in order to discuss research objectives, methodology, recruitment and safeguarding in detail with establishment gatekeepers. This will equate to approximately 16.5 days fieldwork in total.
4. Conduct six two-hour supervision sessions with the IICSA research team- one session to be delivered before fieldwork begins, three sessions to be delivered during fieldwork and two after fieldwork. Each session will be delivered in central London.
5. Attend IICSA and HMPPS safeguarding training prior to the fieldwork.

5. Provider skills, experience and resources

IICSA is seeking an expert contractor/s with experience of leading high quality qualitative research projects, using depth interviews, on sensitive topics with children and young people and staff in the youth secure estate. In addition, the expert contractor/s must have proven track record of delivering high quality research in this area for government or other such clients.

The expert contractor/s must have the relevant qualifications (such as a Masters Degree or PHD in one of the social sciences) and completed professional training relevant with delivering on these requirements.

IICSA requires the appointed contractor/s to provide a sufficient level of resource throughout the duration of the contract to meet the specified milestones and timetable.

6. Outputs and performance measures

The main outputs of this contract will be as follows:

- Feedback on the research materials and ethics applications
- Lead on 3 familiarisation meetings with each of the three sites
- Conduct/supervise up to 45 high quality depth interviews with children, young people and staff in custodial settings, as evidenced by the verbatim transcription of each research encounter.

- Delivery of six supervision sessions with the IICSA research team.

7. Project Management

The IICSA research team will have overall responsibility for project management but will take a collaborative approach to working with its provider partners to ensure the research inputs meet its needs and are of the highest quality possible. We would welcome any feedback or suggestions on the methodology and the approach to how the contractor would support the research team in carrying out the fieldwork.

The research project will be managed by a member of the IICSA research team, who will also be the primary day-to-day contact for the appointed expert contractor/s. The following tasks will be the responsibility of the IICSA research project:

- Submission of the ethics applications to IICSA and HMPPS,
- Development of recruitment and fieldwork materials (information sheets, consent forms, topic guides),
- Liaison with HMPPS and fieldwork sites,
- Participant sampling, recruitment and logistic set-up (hotel and travel bookings, assembling copies of materials, providing encrypted digital recorders and so on)
- Analysis and reporting of data.

The expert contractor/s is expected to be in regular email contact with the IICSA research team (minimum of one per week) to update on any issues that may impact on the delivery of fieldwork as timetabled. Regular catch ups over the phone during the fieldwork phase is also expected.

Tenderers are required to factor in one face-to-face inception meeting at IICSA's London offices, as well as the ICCSA safeguarding training and the HMPPS safeguarding training.

With the exception of the IICSA inception meeting and six supervision sessions, the location of the services will be at the three custodial establishment fieldwork sites. The HMPPS safeguarding training may be located at a different YOI from the one where fieldwork will take place.

8. Ethics

IICSA research is delivered to the highest ethical standards⁵. Applications to the IICSA research ethics committee and the HMPPS national research committee have been drafted

⁵ <https://www.iicsa.org.uk/research-seminars/research>

and are ready for review and submission when the expert contractor/s has been appointed.

The expert contractor/s will need to receive the Inquiry safeguarding policy training as well as the HMPPS safeguarding training before fieldwork begins.

IICSA research staff will have access to personal support sessions during the delivery of this project. The expert contractor/s should set out in their proposals the professional or personal support they will be able to draw on during and after this project.

9. Milestones

Payment by the IICSA will be in accordance with the successful delivery of outputs at the particular milestones outlined in the table below. Final decisions about whether the required quality thresholds have been met, will be the responsibility of the IICSA. Payment will not be made until these thresholds are met.

To be deemed 'successful' the outputs must be delivered within agreed timescales and be of a quality acceptable to the IICSA.

The timescales below are indicative and subject to review as the project develops.

Milestone	Description of Milestone Activity	Timescale (indicative)	Payment
1	Inception meeting and review of research materials and two ethics applications pre-submission.	October 2017	10%
<i>IICSA responsibility</i>	<i>November - February 2017: ethical review and subsequent amendments December 2017 - March 2018 - fieldwork set-up</i>		
2	Attend HMPPS safeguarding training First supervision session	Jan - Feb 2018	5%
3	Lead on 3 familiarisation meetings with the 3 sites	Late March 2018	10%

4	Lead on 3 familiarisation meetings with the 3 sites	April - May2018	65%
5	Lead on 3 familiarisation meetings with the 3 sites	End May/ June 2018	10%

10. Payment

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

11. Definitions

For details of definitions and terms, tenderers should have reference to the IICSA glossary⁶.

⁶ <https://www.iicsa.org.uk/sites/default/files/glossary.pdf>.