**Migrant Londoners’ Board – Specification**

Date November 2023 – March 2025

# Background

Migrant Londoners are integral to our great city: London has remained the region with both the largest proportion of people born outside the UK and the largest proportion of people with non-UK passports. London would not be the welcoming, diverse, and truly global city that it is without its people, who come from all over the world. Estimates suggest at least 40% of Londoners are migrants: In 2021, more than 4 in 10 (40.6%) usual residents in London were non-UK born, and more than 1 in 5 (23.3%) had a non-UK passport.[[1]](#footnote-2)

In recent years, the capital has stepped up to welcome and become a home to people from Afghanistan, Ukraine, and Hong Kong, amongst many others. Alongside this, thousands of Londoners have continued to navigate the profound impact of events such as Brexit, the Windrush scandal, the passing of the Nationality and Borders Act and the Illegal Migration Act. These developments have led to the emergence of new and dynamic needs across London’s communities, which require an effective response.

We use ‘migrant Londoners’ to include anyone with past, present or future experience of the immigration/asylum system, including people seeking asylum and with refugee status; people in the UK on visas; those with leave to remain; those with indefinite leave to remain, settled or pre settled status; people with insecure or unknown or no immigration status; as well as migrants who have acquired British Citizenship and those who are impacted by the Windrush scandal and/or are eligible for other schemes.

The UK Government’s expansion of hostile environment policies towards migrants mean that many people face barriers, or are excluded from, accessing fundamental support and opportunities, such as housing, healthcare, or a basic income if they are unable to prove their immigration status or are subject to restrictive visa conditions. This includes people with insecure immigration status, lack evidence of their status, or are subject to the ‘no recourse to public funds’ (NRPF) visa condition. The introduction of the “Illegal Migration Act” has added to insecurity and vulnerability experienced by people subject to the legislation, including victims of trafficking and people seeking asylum in the UK. These policies disproportionately impact racialised communities, and make many migrant Londoners some of the hardest hit by the cost-of-living crisis.

**The Migrant Londoners’ Board**

As part of hostile environment, policies and programmes are created *for* migrants and statements made *on behalf of* migrants, without their consultation or opportunity to respond, despite the significance of these policies in shaping their lives in the UK. To deliver on the Mayor’s opposition to the hostile environment[[2]](#footnote-3) and to deepen community engagement practice, a programme of inclusion of migrant Londoners in the GLA’s work is being established.

Through meaningful engagement with migrant Londoners, the Board will identify opportunities to amplify the voices of this community who face structural barriers to participation, embed community insights relating to the experiences of migrant Londoners to inform greater understanding of their needs and aspirations and seek to foster an equitable relationship between migrant communities and decision makers, including the GLA and partner organisations. The Board will also feed into improving engagement practice in specific ways, including through the sharing of practice via the GLA funded London Engagement Collaborative and through the Insights Hub.

The aims and structure of the Migrant Londoners Board (MLB) (interim name ) will be co-designed and further developed with migrant Londoners. The current vision is to develop a two-way consultation approach between the panel and the GLA on planned work (including with wider professional networks), and to have a safe space to raise key issues of importance to their communities, to network, and to develop a trusted relationship with the GLA. There will be remuneration for participation in the Board and expenses such as travel will be covered.

**Thematic Focus**

In its first 18 months, the Board will focus its work on four policy themes to help London navigate changes to migrant rights (including hostile environment and the Illegal Migration Act) and work towards a vision for migrant Londoners to thrive. These themes will be migrant Londoner access to:

* Healthcare
* Advice & support for migrant Londoners
* Good work
* Learning

**Eligibility to join the Board**

Londoners with past, present or future lived experience of the immigration/asylum system are eligible to apply. ‘Lived experience’ can mean personal or family experiences (e.g. second generation). We also welcome applications from frontline organisers working with affected communities.

Applications from individuals with expertise on any of the thematic areas of focus is welcomed. We define ‘expertise’ broadly to include personal, academic or/and professional knowledge.

Immigration Status

At initial stage we aim to recruit individual Londoners from as many immigration status types as possible, including:

* Asylum seeker
* Discretionary leave to remain
* EU nationals and family members
* Humanitarian protection
* Indefinite leave to enter/ remain or settled status
* Leave to enter/remain (including people on work, family, and study visas or pre-settled status)
* Limited leave to enter/remain
* Naturalised British citizens
* Refugee
* UASC leave or section 67 leave, or Calais leave
* ‘Inadmissible’ (interim term till Illegal Migration Act implemented and new language developed)
* ‘Other’ forms of British Citizenship (e.g. e.g. those who were Citizens of the UK and Colonies (CUKC) who make up the Windrush generation/Commonwealth; BNO Hongkongers; citizens of British Overseas Territories (incl Chagossians)

**Persons with lack of evidence of their status or insecure status are also welcome to apply.**

Community Representation

In particular, we will welcome inclusion of

# Disabled Londoners

# LGBTQ+ Londoners

# New arrivals to London

# Older Londoners

# Persons with unclear entitlements to public funds (commonly referred to as NRPF)

# Racialised Londoners

# Women

# Young Londoners (this will largely be undertaken in partnership with GLA colleagues working with Children and Young Londoners)

# Description of product or service required:

We are seeking to commission a community engagement partner to provide wrap-around support for the inclusion of people with lived experience of migration within GLA and London policy-making.

This community engagement partner will draw on existing GLA connections to community organisations, and thematic lived experience groups, to build an advisory panel of migrant Londoners. Drawing on other lived experience panels at the GLA – such as the Peer Outreach programme – and the expertise of community engagement colleagues, we note that relationship and trust-building takes time, and therefore propose an initial 18 months for the development of this programme.

In recognition of the unique position the GLA holds, we would open the Board with political awareness training (delivered by GLA Officers) to provide clarity on the GLA’s role, remit and powers, thereby ensuring transparency from the start with members about the Board’s potential outputs and reach.

The total budget for this piece of work is £30,000.00 for an approximate 6-month period between November 2023 until March 2024, with potential to extend for a further 12 months subject to future budget approval. If secured, then an additional budget of £50,000.00 will be available for 12 months.

In addition to remuneration for all Board activities, a small proportion of this budget will be set aside as wider ‘representation budget’ to remunerate lived experience participation in GLA outputs associated with the Board, such as peer researcher promotion of research or speaking engagements at GLA events.

Ideally, the community engagement partner will be a group with personal experience of migration/asylum and/or a community organisation representing a migrant Londoner group.

***Partnership applications are encouraged, including between a facilitation partner and a community group.***

# Objectives

* Recruit and induct migrant Londoners (via existing GLA and partner networks across the sector) with a range of status including priority community groups (listed above)
* Facilitate initial terms of reference session alongside GLA colleagues to agree values, goals and build in-depth political literacy of the GLA
* Design and implement the initial 18 month phase of the Board, facilitating relationship-building between members and growing their trust in the MLB space
* Co-design and develop the group’s name, role, structure, function and first year plan with a clear remit
* Work with GLA Migration team in design and implementation of MLB launch event at City Hall
* Work with the group and (as required) external experts to co-develop policy, artistic or narrative outputs as agreed with the group

# Facilitator Specifications

Required Skills/Experience

We expect the supplier to be able to demonstrate:

* Experience working with groups with migration/asylum background.
* Migration policy expertise and expertise explaining policy to non-expert audiences.
* Active participation in existing migration sector networks.
* Experience writing reports and briefings on complex and/or sensitive issues for a variety of expert and non-expert audiences.
* Knowledge and experience designing meaningful monitoring and evaluation to accurately capture the impact of this type of community engagement work.
* A track record of holistic facilitation of community engagement spaces with empathy and co-designing tangible outputs.
* Knowledge of navigating complex bureaucracy.
* Track record implementing safeguarding systems when working with groups with complex needs.
* Excellent understanding and knowledge of the policy issues impacting migrant Londoners.
* A track record in successfully undertaking project work and delivering on target and to budget.
* A track record in project managing a collaborative project with community members. This project involves multiple stakeholders so good coordination and communication will be needed.
* Capacity and experience to produce a user-friendly and practice report and social media assets for wider and inclusive promotion of the learning.
* Transparency about what proportion of budget will be dedicated to remuneration of individuals involved in the Board.
* Knowledge of routes of escalation and experience referring migrant Londoners for advice and support.
* Knowledge of trauma-informed practice and experience working interculturally with a diverse group.

Preferred Skills/Experience

* Specific policy expertise in the four areas of thematic focus.
* Multi-lingual skills.
* Experience of providing policy advice within a political environment.
* Understanding of and experience working with the key sectors supporting migrant Londoners including civil society, legal advice and statutory sectors.
* An OISC qualification.
* Staff with lived experience of migration to the UK.
* Diverse staff representative of the full range of individuals to be recruited to the MLB (i.e., in relation to gender, age, ethnicity).

**General Requirement**

In order to meet the objectives, we expect the supplier to:

* Recruit a minimum of 30 migrant Londoners to join the group across the priority immigration status and representation of priority groups (November- January 2024), with diversity representative of the diverse needs of these communities.
* Provide a detailed description of their recruitment and co-design programme approach, including regular meetings with the GLA team.
* Work with the Authority in the design of agreements with Board members, ensuring they are remunerated for their time at a minimum rate of London living wage.
* Liaise with sector organisations already coordinating thematic lived experience panels, whose members may wish to join this Board.
* Work with the GLA to organise a launch event for the Board in February 2024.
* Facilitate the group - to ensure content is accessible and members are able to contribute productively.
* Co-design the roles, function and structure with the group (Jan – March 2024).
* Implement the practical organisation of group to ensure they can meet.
* Ear mark funding for referral to advice & support provision to cover duty of care obligations.
* Work with the GLA Children and Young Londoners Team to ensure the inclusion of children and young Londoners
* Once the Board is established, facilitate a minimum of bi-monthly meetings over the course of the project. A suggested minimum 2 of these should take place in person at City Hall.
* Implement relevant accessibility adjustments e.g. translators, BSL interpreters.
* Embed into the programme a plan to avoid re-traumatisation of any participants and service users.
* Design and implement a framework for collaborative monitoring and evaluation with the Board, the Authority and partner organisations (if applicable).
* Facilitate dissemination and engagement of group outputs - for better policy-making.
* Ensure all consulted organisations and individuals are remunerated for their time at a minimum rate of London living wage.
* Produce an interim report at 6 month intervals of the project– to present progress with the Board project including any interim findings.
* Final report at 18 months – provide an engaging and practical report which:
  + Draws out the outcomes, impact, and efficacy of the funding approach, programmes, and innovative elements.
* Presents useful data and insights as case studies, quotes, explainers, statistics, diagrams, and maps as appropriate; and,
* Explores strengths and weaknesses – drawing out best practice examples and recommendations for future funding and delivery.
* Present final report to the Authority and stakeholders to share learning in a hybrid forum meeting.

# Finance and timeline

This is a long term project. We seek a 'one-off' procurement to cover the next 18 months and then will seek to re-tender.

* Open tender (Oct 2023)
* Launch project (November 2023)
* Recruit Board members (November-January 2024)
* Announcement of Board (February 2024)
* Co-design of roles, function, structure (Jan – March 2024)
* Produce an interim report at 6 month intervals

£80,000 (£30,000 for 23/24 and £50,000 for 24/25)  
Migration support budget (internal)

**Milestones**

This is a fixed price contract of £80,000 in instalments. Exact milestones for each instalment will be agreed with the supplier but will likely be:

• 01/12/2023 - £20,000 - contract signed, milestones agreed, and inception meeting completed including discussion of M&E approach

• 15/03/2024 - £10,000 - Board members recruited, project infrastructure set up, Board announced and co-design of roles, function, structure and M&E approach underway

• 01/05/2024 - £20,000 – interim report received including co-designed roles, function, structure and initial learning programme under way

• 01/09/2024 - £20,000 – interim report received including reflections from Board on future direction of the Board

• 20/03/2025 - £10,000 – final report received and stakeholders engaged through shared learning in a hybrid forum

# Decision documents

MD3118D: <https://www.london.gov.uk/md3118-migration-programme?ac-176495=176480>

1. ONS, International migration, England and Wales: Census 2021 <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/internationalmigration/bulletins/internationalmigrationenglandandwales/census2021#:~:text=London%20has%20remained%20the%20region,had%20a%20non%2DUK%20passport>. [↑](#footnote-ref-2)
2. City Hall press release, [Mayor calls on Ministers to learn the lessons of the Windrush scandal](https://www.london.gov.uk/press-releases/mayoral/mayor-calls-for-lessons-to-be-learnt-on-windrush), 22 June 2020 [↑](#footnote-ref-3)