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## **Attachment 2 Statement of Requirement**

### **Invitation proposals for qualitative research to assess the value of Independent Child Trafficking Advocates**

#### **Background**

Section 48 of the Modern Slavery Act establishes provision for Independent Child Trafficking Advocates (ICTAs) in England and Wales.<sup>1</sup> The role of the advocates is to provide specialist independent support for trafficked children, in addition to existing statutory service provision. Their role is:

- to help trafficked children understand what is happening to them, and speak up for them when necessary; and
- to enhance timely, clear, consistent and better decision making by stakeholders in criminal justice, immigration and social care services.

In January 2014 the Home Office commissioned a trial of independent child trafficking advocates to work with trafficked children across 23 local authorities in England. The trial included children trafficked into, within or out of England and Wales. The one-year ICTA trial began on 8 September 2014.

The trial evaluation report, published in December 2015, found that the role of the advocate was seen as a positive one by most professionals involved in the trial, and by the children themselves. However, the evaluation found that there was a need for further research into the ways ICTAs mediate the risk of children going missing. There was also limited evidence of benefits in terms of involvement with the immigration and criminal justice systems as some cases were still going through the relevant processes and more time would be required to determine the potential impact of independent child trafficking advocates on these issues.<sup>2</sup>

In June 2016, the UK Government announced that it would commence section 48 of the Modern Slavery Act 2015 and committed to national roll out of Independent Child Trafficking Advocates (ICTAs) across England and Wales. In advance of the parliamentary process that will be required to achieve national roll out, the Government announced that it would implement ICTAs in three Early Adopter sites (Greater Manchester, Hampshire and the Isle of Wight, and Wales). Researchers in the Home Office are overseeing an assessment of the introduction of ICTAs in the Early Adopter sites and an Independent Expert Advisory Panel has been established to inform this work.

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<sup>1</sup> <http://www.legislation.gov.uk/ia/2015/2/contents/enacted>

<sup>2</sup> <https://www.gov.uk/government/publications/evaluation-of-independent-child-trafficking-advocates-trial-final-report>

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### Scope

The overall aim of the assessment is to provide information to inform and refine national roll-out of the ICTAs service. The overarching research question is:

#### **What is the 'added value' of the ICTA service, and is this different for different groups of children and in different Early Adopter Sites?**

To address this question, the overall assessment will consider:

- What were the outcomes for children who had an ICTA? Were there different outcomes for different groups of children (e.g. internally trafficked UK children/ foreign national children?)
- How did the ICTA service work alongside existing service provision for trafficked children in the Early Adopter areas? How was this different for different groups of children?
- How was the ICTA service implemented in the Early Adopter sites?

The overall assessment of the ICTAs service will comprise both a quantitative and a qualitative element. The quantitative element is being led by Home Office researchers in the Crime and Policing Analysis Unit and involves the collection of data from the ICTAs service provider on the work carried out by ICTAs and the outcomes for trafficked children as well as from Local Authorities, which relates to the work undertaken by social workers with the trafficked children. The qualitative research will complement and enhance the quantitative data by gathering the views and perceptions of trafficked children working with the ICTAs, the ICTAs themselves and a broader range of stakeholders interacting with the ICTAs in local areas.

The qualitative research will focus on the following questions:

- What were the perceptions of ICTAs and their managers about the ICTA role e.g. barriers faced and perceived benefits of the role.
- What were the perceptions of the ICTA role amongst trafficked children who worked with the ICTAs?
- What were the perceptions of stakeholders who have worked with ICTAs about the service?
- What were the lessons learned about implementing the ICTA service effectively e.g. was there any perceived good practice?

There should be a particular focus on support given within the criminal justice and immigration fields and how ICTAs work to prevent children from going missing.

Tenderers will be expected to:

- Identify, approach and engage with research subjects – both adults and children (with support from the Home Office project manager and officials);
- Design appropriate research instruments (in close co-operation with Home Office researchers);
- Conduct fieldwork;

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- Transcribe and analyse results;
- Produce a summary report of the qualitative work to be incorporated in an overall assessment report led by Home Office researchers.

**Tenderers must outline how they will address each element outlined above.**

### **Methodology**

#### Sample

There are three main groups of research subjects that need to be covered as part of the research:

- The trafficked children who are referred into the ICTAs service;
- The ICTAs themselves;
- The broader group of stakeholders who interact with the ICTAs (such as social workers, immigration lawyers, police, foster carers, teachers).

**Tenders shall outline a proposal for sample design.**

It should be noted that the key research question refers to how the ICTAs work with different groups of children in different sites. This should be borne in mind when setting out plans for sample design.

Involvement of the children in the evaluation will require their consent and, where applicable, the consent of their parents/guardians. In addition, many of the children will not have English as a first language. This will pose an added complexity to the research.

**Tenderers must describe how they will engage child victims of human trafficking in the research, with due respect to practical and ethical considerations.**

**Tenderers must also provide details of how they will include children in the research without English as a first language.**

The Home Office can provide communications support (for example, promotion of the research through existing networks and contacts) in order to assist the contractor in enrolling participants.

#### Data collection

Different methods of data collection may be appropriate to capture the views and perceptions for the different groups of research subjects outlined above. For example, while face-to-face interviews are most likely to be appropriate for gathering the views of children, focus groups may be a more practical option for capturing perspectives from the broader range of stakeholders who interact with the ICTAs.

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**Tenderers must include in their bids details of how they would approach data collection with each of the relevant groups of research subjects, including the expertise that they will call on and the methods of data collection that they will seek to use.**

The contractor will be expected to understand and address health and safety and ethical issues involved in data collection (e.g. involving vulnerable children, informed consent, potential disclosure of ongoing exploitation) and subsequent reporting.

**Tenderers must include in their bids details of how they intend to meet these requirements and their mitigating strategies.**

### Data Analysis

Qualitative analysis software should be used to systematically analyse the data collected on a thematic basis.

**Tenderers must also provide details of how the data collected will be recorded and coded and what software will be used (e.g NVivo/ NUDIST) to ensure themes are triangulated.**

### **Outputs**

We would expect the following outputs during the project:

- Presentation of proposal and findings to the Independent Expert Advisory Panel;
- Draft research instruments and analysis plans;
- Interim and final research reports
- Anonymised transcripts.

### *Points to note:*

- Research instruments for data collection and plans for data analysis must be signed off by the Home Office project manager prior to fieldwork and analysis commencing.
- We expect all outputs to be tightly and accurately drafted. Poor quality outputs will be rejected by the Home Office. We expect contractors to proof read and quality assure all outputs prior to submission.
- **Tenderers must detail how they plan to quality assure outputs.** This shall include responsibilities for signing off outputs, processes involved and what involvement will be required from the Home Office and when. Tenderers must build in sufficient time between drafts of outputs to receive comments from the Home Office.
- Publication by the contractor of any research articles or other publications based on data and information collected in relation to this project will be subject to approval from the Home Office project manager.

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- The Home Office will ask for copies of all transcripts/interview notes. All data will be stored in accordance with the Data Protection Act. Tenderers must detail how they will provide qualitative data collected. This will need to be in a suitably anonymised format so data can be archived at the end of the project - see guidance from the UK Data Service <http://www.data-archive.ac.uk/media/2894/managingsharing.pdf> and <http://ukdataservice.ac.uk/manage-data.aspx>.

### Timings

The table below details shows **indicative** project timetable for the project:

ESTIMATED TIMETABLE	
EXPECTED DATE	ACTIVITY
<i>December 2017</i>	Commencement of work and initial meetings with HO project manager to discuss research
<i>January 2018</i>	Initial meeting with Independent Expert Advisory Panel to outline proposal for research
<i>January 2018</i>	Development and sign-off of research instruments for initial phase of fieldwork
<i>February – March 2018</i>	Initial phase of fieldwork.
<i>Spring 2018</i>	Presentation to Panel and written report to Home Office of first phase of fieldwork to feed in to interim assessment report
<i>Summer 2018</i>	Development and sign-off of research instruments for second phase of fieldwork
<i>Autumn 2018</i>	Second phase of fieldwork
<i>Winter 2019</i>	Presentation to Panel and written report to Home Office of second phase of fieldwork to feed in to final assessment report

#### Points to note:

- The limited timeframe for the initial phase of the fieldwork means that it is likely that this will be restricted to research with the ICTAs themselves and key stakeholders as it is acknowledged that engagement with the children referred to ICTAs and the full range of stakeholders will take longer.

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### Project Resources

#### Project Staff

**Tenderers must provide information about the technical skills and experiences of the proposed project team.** In order to judge the suitability of tenders, the following information shall be included:

For **the project lead** (i.e. the most senior person on the project team who ultimately is responsible for the delivery and quality assurance of the project overall):

- Current projects (approximate value and end dates);
- Brief details of any previous relevant experience (no more than 200 words per project);
- Project management skills; and
- Peer-reviewed publications.

For **the project manager** (where this differs from the project lead) the same information (as outlined above) is required.

For **each member of the project team**:

- Name and position;
- Relevant skills ('relevant' can either refer to subject-area or methodological relevance);
- Role in the project; and
- Number of days allocated to the project broken down by key areas of work within the evaluation strands.

Should staff need to be recruited on to the project this must be made clear and the timings for this stated.

**Tenderers must provide on their project staff a recognised expert in working with at least one of the following: vulnerable groups, trafficking victims, children, vulnerable children.** The contractor will involve these individuals at key stages of the work, including in particular during any contact with the child victims.

#### Project Costs

**Tenderers shall provide an overall costing for the work along with a breakdown of costs across the research strands (ideally summarised in a table). Daily rates for researchers must be provided in the table format as set out in Attachment 4.**

Tenderers shall detail a cost which represents the best value for money for the Authority. The estimated price for the contract is up to £60,000 (excluding VAT).

Payment for work done under the contract shall be made dependent on delivery of outputs during the timetable set out above. The milestone schedule will need to be agreed between the Home Office and the contractor at the start of the contract.

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### Project Length

**Being able to evidence the availability of resources to complete the project within the timescales set will be crucial to a successful tender.**

### **Project Management**

#### Management by the Research Team

The contractor must outline how they intend to manage the project and the roles and responsibilities of individual team members. **Tenderers shall provide, at a minimum, details of the following:**

- who the day-to-day project manager will be (the main contact with the Home Office);
- how the contract shall be delivered in the event of staff changes during the project;
- details of any consortia arrangements and how this will be managed;
- how you will ensure outputs are delivered to time and to a sufficient quality; and
- plans for how progress will be fed back to the Home Office project manager.

#### Home Office Project Manager

The project manager for the Home Office shall act as the formal point of contact for contractors. All requests for information or questions will therefore flow through the project manager. The Home Office project manager shall be responsible for agreeing the outputs from the evaluation including any evaluation tools which are to be used. This will include co-ordinating responses from interested parties.

The contractor shall be obliged to keep the Home Office project manager informed of progress by means of regular updates as required. Arrangements will be agreed with the project manager and will likely include a combination of telephone and email updates alongside at least three face to face meetings to be held at the Home Office over the course of the project involving the Independent Expert Advisory Panel. The Authority shall reserve the right to call additional meetings when deemed necessary.

### **Project Issues**

This section outlines additional issues that must be covered within tender proposals.

#### Project Risks

Tenderers shall outline what they anticipate the key risks to be for the evaluation and what contingencies they shall put in place to manage them.

#### Ethics

Tenderers must detail the ethical implications of the evaluation design, fieldwork, data analysis and reporting of the evaluation and how they will address these.

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Evaluation shall be in accordance with relevant professional guidelines on ethical evaluation practice (for example, Government Social Research Unit<sup>3</sup>).

Tenderers will detail how they will address, at a minimum, the following:

- working with vulnerable populations;
- informed consent;
- honesty to researchers and subjects about the purpose, methods and uses of the evaluation;
- participant confidentiality and anonymity;
- the independence and impartiality of researchers in relation to the subject of evaluation;
- risks to researchers and subjects (e.g. health and safety); and
- data protection / handling personal data (including acknowledgment that any data collected as part of the evaluation will need to be submitted to the Home Office at the end of the evaluation).

### Confidentiality

Tenderers must detail how they will guarantee that all material considered as part of the proposed study shall be treated as confidential and that the anonymity of all parties involved shall be preserved entirely. No material supplied to meet the objectives of the current study can be used by the contractor for any other purposes (e.g. newspaper, journal articles, interviews with or presentations to outside parties) unless express prior permission is granted by the authority.

### Data Security

All data will be collated and stored in accordance with the Data Protection Act 1998, Freedom of Information Act 2000 and Government Economic and Social Evaluation Unit guidelines - <http://www.civilservice.gov.uk/networks/gsr><sup>4</sup>. All published output from the research will be anonymous.

Tenderers shall demonstrate their processes for dealing with data securely and as a minimum how they will comply with Home Office data security guidance for contractors and subcontractors. Proposals must cover how data will be transported / transferred, handled, analysed and stored including retention schedules.

In addition to the above, the successful contractor must be willing to comply with any reasonable requests in relation to meeting the security requirements of other data controllers (e.g. agencies within the participating areas).

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<sup>3</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/515296/ethics\\_guidance\\_tcm6-5782.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/515296/ethics_guidance_tcm6-5782.pdf)

<sup>4</sup> See information under GSR Code: Products i.e. legal and ethical subsection.