



Invitation to Tender

Completion of the Best Practice Guide for Employers

About this project

Homelessness can be ended. Doing so must be a collaborative effort. Through better employment policies, greater access to jobs and training, and wider community action, we know that employers can create thriving workplaces and contribute to a better society for everyone.

We know that business has a particular role and wider purpose in ending homelessness, both in working practices and the key role that it can play in the community. We also know that access to good employment can prevent homelessness, as well as sustain homes for people in work.

Crisis' Best Practice Team work to identify, test and promote ways of ending homelessness across different areas and groups, ensuring solutions to ending homelessness are based in evidence and practice. The team are leading this piece of work.

The Brief

In 2021 Crisis published a report into in work homelessness, [Barely, Breaking Even](#) which highlighted the drivers, experience and impact of in-work homelessness. Many employers in that report recognised that it was likely that homelessness would have a negative impact on an employees' career progression and recruitment, but also noted that there was a lack of resources for employers to support people in work and facing homelessness.

In September 2023, in partnership with DWP and DLUHC, Crisis will launch a homelessness covenant. The Homelessness Covenant is a significant initiative aimed at addressing homelessness in communities through collaborative engagement with employers. The Covenant, developed by Crisis and supported by DLUHC and DWP, recognises the collective power employers have to make positive changes in the lives of many people across the UK.

The covenant creates an opportunity for employers to create inclusive opportunities for job seekers who have experienced homelessness and adopt helpful work practices for those at risk of homelessness within their own workforce. Employers will have access to the Best Practice Guide for employers to help them fulfil the covenant pledges they make and to assist and inform their work practices.

We are inviting applications to complete the Best Practice Guide which, we hope, will provide a valuable resource for employers.

Preparatory work has been done on this project, with case studies and surveys already completed. The completed guide will include examples of good practice and a toolkit for employers.

The contractor/s will have two main areas of responsibility.

1. Update the current draft guide
 - Identify gaps in examples, re-writing some of the case studies to align tone and approach and adding to the examples given.
 - Create a toolkit for use by employers, drawing on the examples given and other relevant sources.
 2. Liaise with our experts by experience attached to the Advisory group to review the guide and seek input informed by their experience.
- The successful bidder will begin work asap and we expect the work to be completed by 31st December 23 at the latest. In your response please do provide suggestions on whether you consider this to be achievable.
 - We are happy to speak to people interested in bidding for this work before their submissions – please get in touch with us if there’s anything you’d like to speak about. Please note however that we’ll need to issue responses to key clarification questions to all bidders in the interests of fairness.
 - The deadline for proposals is 14th September 2023.

There are a wide range of audiences for this work including employers who have signed up to the homelessness covenant, other charities working on employment and housing justice, local authorities, civil servants and the wider public.

Outputs

Completed best practice guide.

Contribution to and participation in a dissemination of the guide.

Timeline

The provisional deadline for completing the Guide is 31st December 23. For the purpose of your proposal, please assume the following timeline.

Milestone/Output	Date
Tender published	21 st August
Intention to bid submitted (Note: we are open to bidders who get in touch later than this – the deadline is to help us identify who we should send clarification questions to.)	2 weeks later

Clarification questions due	1 week later
Answers to clarification questions provided	3 days later
Deadline for proposals	14 th September
Selection of contractor – this will likely include an online interview	w/c 21 st September
Project start and inception meeting	1 st October 2023
Outputs submitted	Tbc in line with completion and sign off by 31 st December 23
Support with dissemination	Jan 24

If you require additional time for any aspects of the work, please provide a breakdown of the items and the additional timeframes required to complete these.

Budget

The budget for this project is up to £7000.

If you intend to submit a budget over this amount, please specify what the additional cost would cover.

Crisis' lead contacts will be Peter Harrison, Best Practice Manager Peter.Harrison@crisis.org.uk and Sarah Walters, Head of Best Practice, sarah.walters@crisis.org.uk

Proposal information

Your proposal should set out:

1. An explanation of how your work will address the brief.
2. A breakdown of costs by specific project elements, and estimated timeframes.
3. A schedule for completion of the work.
4. The relevant experience of the organisation and/or individual delivering the project, including where possible examples of similar work you have carried out.
5. A summary of challenges and risks you foresee and how these will be mitigated.
6. We would also like recommendations on how we can ensure equality, diversity and inclusion are included in this project.

Evaluation criteria

We will assess research bids according to the following criteria:

- 1) The extent to which the proposal meets the brief;
- 2) The contractors' experience of similar work, knowledge in the subject area and awareness and experience of doing work on in work homelessness and inclusive employment practices.
- 3) Costs and value for money;
- 4) Ability to meet the specified timescale.

Evaluations will be based on a written bid and a subsequent interview. If you are invited to an interview, we will share the main questions with you in advance.

We accept bids in PowerPoint, Word or PDF format. These should be emailed to homelessness.covenant@crisis.org.uk

Contact information

Enquiries about this brief should be addressed to Sarah Walters, Head of Best Practice, sarah.walters@crisis.org.uk or Peter Harrison, Best Practice Manager Peter.Harrison@crisis.org.uk

For further information about Crisis and our work, please visit www.crisis.org.uk.