



Refugee Support Devon



## **INVITATION TO TENDER (ITT) Refugee Support Devon**

### **Monitoring and Evaluation Consultant 2026**

#### **Introduction**

Refugee Support Devon is seeking an external consultant to help us to review and strengthen our internal monitoring and evaluation systems, over a three-year period (2026 - 2029).

Our purpose is to strengthen our ability to identify, measure and report on the impacts of our work across a range of programmes. The consultant will work with us to develop a new monitoring and evaluation framework in partnership with staff, volunteers, and service users; and conduct two annual reviews of our work which can be shared with external partners and donors.

#### **About Refugee Support Devon**

Refugee Support Devon (RSD) is an independent local charity set up in 2001 by volunteers concerned about the wellbeing of refugees and asylum seekers living in Devon. Our vision is for Devon to be a place where refugees, asylum seekers and vulnerable migrants are welcomed and supported to rebuild their lives and integrate successfully into their new communities.

We are the only charity specialising in refugee and asylum issues in Exeter and the surrounding area, and we work through a wide range of local and regional partnerships. Our services include a twice-weekly drop-in; outreach support to residents of initial asylum accommodation hotels in Devon; a weekly immigration advice clinic; support to resettled refugees in Devon; and a range of other social support activities including a community allotment.

In early 2026 we secured a three-year grant from the Big Lottery Reaching Communities Fund, including funding for an external monitoring and evaluation consultant. This is a valuable opportunity for us to strengthen our ability to capture our impacts, and to learn from external assessments of our work.

#### **Objectives of the consultancy**

We are seeking a consultant to work with us over a three year period (2026 - 2029). The consultant will help us to review and establish a robust monitoring and evaluation

framework (Year 1), and then use the framework to conduct two external evaluations of our work (Years 2 and 3). There will be three main stages to the consultancy:

**Year 1: Establish an M & E framework.** In July/August 2026, the consultant will conduct a light-touch review of our existing M&E systems and work with us to establish robust baselines for measuring the impact of our work. We anticipate this will involve a desk review of our existing systems, at least in-person facilitated session/s with key staff/ volunteers/ trustees/ service users to review M & E and design a Theory of Change. The consultant will then produce a short briefing and M & E framework which we can use internally & share with funders.

**Year 2: Interim evaluation.** In late 2027 (Year 2), the consultant will use the new M & E framework to conduct a light-touch evaluation of the outcomes of our work thus far in Years 1 and 2. We anticipate this will involve reviewing key project data, running a session (and/or interviews) with key staff/ volunteers/ trustees/ service users to explore the impact of our work, and producing a short final report which can be shared with key partners and funders.

**Year 3. Final evaluation.** In late 2028 (Year 3), the consultant will deliver a final review of the impacts of our work, to capture our achievements, learning and recommendations. This report will be shared, for discussion, at a meeting of key RSD staff/ volunteers/ trustees/ service users. This will enable us to share the lessons from our work internally (staff, trustees, volunteers, service users) and externally (with local partners, peers from across the refugee sector, and funders).

Key deliverables from the consultancy include:

- At least one facilitated session for RSD staff/volunteers/trustees/service users to review M & E systems, agree key terminology, and develop a theory of change. (Year 1)
- Inception briefing paper, including a new M&E framework (Year 1)
- One review session and/or interviews with key staff/volunteers/trustees/service users to assess progress towards strengthening impact measurement (Year 2).
- Interim evaluation report (Year 2)
- Final evaluation report (Year 3)
- Final meeting with RSD staff/volunteers/trustees/service users, to present key findings from final evaluation, and make recommendations for future progress.

### **Timeline and budget**

The consultant will work with RSD over a three year period (2026 - 2029), beginning in July 2026.

The total budget available for this consultancy is £18,000 over three years.

### **Consultant specification**

Applicants should demonstrate:

- Proven experience in monitoring and evaluation work in/with the UK charity sector
- Strong knowledge of qualitative and quantitative research methods
- Experience of designing M&E frameworks and tools
- Excellent analytical and report-writing skills
- Understanding of UK refugee and asylum issues, and awareness of considerations in monitoring and evaluating outcomes of work with people seeking sanctuary in the UK, including those temporarily based in Exeter.
- Strong communication and facilitation skills

We particularly invite applications from consultants with indirect or direct experience of forced migration and/or the UK asylum system, although this is not a requirement for this consultancy.

### **How to apply**

If you wish to apply for this consultancy, please send the following:

- Your CV / link to your website, including examples of previous relevant work where possible
- A short cover letter (no more than 1 - 2 sides of A4) which outlines how you meet the consultant specification, how you would approach this evaluation project and provides a breakdown of your fees, to [info@refugeesupportdevon.org.uk](mailto:info@refugeesupportdevon.org.uk), by 5pm on Friday 5th June 2026.

Please note that due to limited capacity, we will not be able to discuss the tender in advance on a one-to-one basis. If you have specific questions about it, then please email Susanna Revolti (CEO) at [ceo@refugeesupportdevon.org.uk](mailto:ceo@refugeesupportdevon.org.uk) or Ruth Grove White (Vice Chair of the Board of Trustees) at [ruthgw@gmail.com](mailto:ruthgw@gmail.com). If your experience fits what we are looking for, then please submit your CV and a short motivation letter.

We are proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.