

Evaluator for Race Disparity Project – Terms of Reference

The Criminal Justice Alliance (CJA) have been awarded funding from The Baring Foundation for a 12-month project to use legal action to address racial injustice in the criminal justice system (CJS). We are commissioning a race equality expert to carry out an external evaluation of this project.

This Terms of Reference will set out more detail about:

- The CJA, our five-year strategy and the project.
- The evaluation aims, the proposed methodology and deliverables.
- Your proposal and the application process.

About the CJA, our strategy and the project

1. About the project

The project aims to reduce racial inequality in the criminal justice system by holding the government to account on adhering to the Public Sector Equality Duty (PSED) (section 149 of the Equality Act 2010). The PSED states that a public authority must have 'due regard' to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act.
- advance equality of opportunity between those with relevant protected characteristics.
- foster good relations between those with relevant protected characteristics.

The project adopts a three-pronged approach. It will:

1. **Empower** civil society actors with the expertise to identify and challenge racially discriminatory policies.
2. **Inform** and educate staff and officials in criminal justice agencies on how to improve Equality Impact Assessments (EIA).
3. **Challenge** public bodies to highlight where the PSED has not been adhered to.

The project is led by CJA's Equalities Policy Officer, Kenya Lamb.

2. About the CJA

The CJA advocates for sensible changes to make the criminal justice system work better. Our insight comes from our members: over 180 non-profit organisations with expertise across the whole criminal justice system.

Our vision is of a fair and effective criminal justice system that works well for everyone and leads to a more equitable society. Our mission is to achieve sustainable, systemic change, through the collective power of our membership network.

Based in central London, our small staff team of seven is led by Director Nina Champion, who joined the CJA in 2018.

3. Our current five-year strategy: [Reimagine, redesign, rebuild: driving systemic change together 2022- 2027](#)

A key strand of our new strategy is to tackle racial inequality and systemic racism in the CJS.

We will identify and challenge institutional and structural racism across the CJS and promote adherence to the PSED by criminal justice agencies. We will do this by:

- Prioritising tackling systemic racism and promoting race equality across all our work.
- Increasing the sector's understanding of the PSED and holding the government and public bodies to account in their adherence.
- Influencing to improve progression routes for Black, Asian and minority ethnic people working in the sector.
- Promoting membership of the CJA to organisations working to tackle race inequality and increasing opportunities for shared learning about race across the CJA's membership.

About the evaluation

4. Evaluation aim

We will evaluate the engagement and influencing processes used during the project (such as the involvement of experts and pro-bono lawyers, co-production of toolkits and working with officials) and the impact the overall project outputs (such as toolkits, workshops and legal drop-in sessions) have had.

We want to monitor our impact in real time throughout the project and for an independent, external person to offer constructive feedback.

In assessing our impact, the evaluator should also come up with recommendations for next steps to:

- Improve the impact of future work in this area.
- Identify areas to develop and inform future work.

5. Methodology

We will work together with the evaluator to develop a robust monitoring framework to make sure the CJA gather both quantitative data (such as number of workshop/meeting attendees and number of EIA consultation responses) and qualitative data (such as stakeholder interviews, case studies of advocacy and legal actions using EIAs) as the project progresses.

We will also use a 'barometer of engagement and influence' tool to show levels of engagement with policy makers and other key stakeholders and any changes we have influenced during the project. This will help us to measure the small, incremental steps of our impact throughout the project.

We suggest an iterative approach to the evaluation involving mixed methods.

Our proposed methodology is:

- Initial meeting with the CJA and advising staff on real-time monitoring tools. **[0.5 days]**
- Reviewing key documentation and development of the interview schedule. **[1 day]**
- Interviews with a small sample of key stakeholders including civil society actors; public body staff and officials; and lawyers. **[1 day]**
- Analyse interviews and work with the CJA to develop surveys for a larger sample of key stakeholders using themes identified from interviews. **[1 day]**
- Review survey results and other data collected by the CJA via monitoring tools to formulate final findings and recommendations. **[1.5 days]**
- Write up of final report. **[1.5 days]**

We are open to other suggestions (N.B. the above is based on 6.5 days at £300 per day inc. VAT).

6. Proposed timeframe

Initial meeting with key staff and reviewing / advising on real time monitoring tools	August 2022
Begin research (interviews and surveys)	September 2022 – January 2023
Final report	February/March 2023

7. Deliverables

- Final report including an assessment of impact, key learnings around engagement and influence, and recommendations for future work in this area.

8. Budget

Up to £2000 inc. VAT.

An interim payment will be made at the midway point in the project and the remainder on successful completion.

9. How we intend to work with the successful bidder

We see the evaluation as a collaborative and co-produced project between the CJA and the evaluator. The evaluation and its methodology will enable the CJA to learn and make improvements to the way we work on an ongoing basis.

About your application

10. Your proposal

Your proposal should be no more than 4 pages of A4 and must set out:

- Your experience of undertaking similar work with voluntary and other organisations carrying out advocacy and influencing.
- Your commitment to, and understanding of, racial equality.
- Evidence of understanding the research aim and questions.
- Any adaptations or suggestions regarding the proposed methodology.
- Your experience of using the methods set out in Section 5.
- Your delivery timetable including any delivery risks and how you would overcome them.
- Cost breakdown including day rates.
- Two referees that we can contact for whom you have undertaken similar work.

11. Tender timetable

Activity	Date
Evaluation tender advertised	10 June
Deadline for submitting proposals	24 July
Notification of being shortlisted	29 July
Interviews	w/c 1 August
Successful bidder informed	5 August
Initial meeting	w/c 8 August

12. Submitting your proposal

Please submit your proposals to Kenya Lamb, Equalities Policy Officer, via e-mail to kenya.lamb@criminaljusticealliance.org.uk by 23.59pm on 24 July 2022.

If you have any queries or require more information regarding this Terms of Reference, please contact Kenya at the above e-mail address.