

Invitation to Tender

Inclusive Recruitment & Retention of Candidates with a Conviction

An Employer Toolkit & Guide

The Open Doors Initiative is inviting application of tender from external consultant to undertake the development and creation of an information guide for employers who are seeking support and information on inclusive recruitment and retention of candidates who have experience of the criminal justice system.

The tender will close on **Friday, 8th of December at 5pm.**

If you have any queries about the process, please do reach out to Claire (Claire@opendoorsinitiative.ie)

CONTEXT

Employment has been identified as one of the key tools in reducing recidivism rates, improving the life of those with a criminal history and as a result creating safer communities.

However, people who have a conviction are facing barriers to employment. 81% of respondents in an Irish Penal Reform Trust survey stated having a previous conviction has had a negative impact on their opportunity to secure work.

Yet, according to a 2019 survey conducted by Solas, over 60% of employers would hire someone with a criminal past if supported to do so. There is an appetite for information, support and training from employers.

The Open Doors Initiative is delighted to have received funding as part of the Irish Human Rights and Equality Commission's (IHREC) [Human Rights and Equality Grant: 2023-2024](#).

Through this grant, ODI has committed to developing a toolkit that will educate and support employers in hiring candidates who have a criminal conviction. This toolkit will be informed by research and the lived experience of those who will be positively impacted by this resource.

Awareness training will be developed as a complimentary resource to the toolkit. The purpose of the training will be to give employers practical guidance on implementing the recommendations laid out in the research toolkit.

This toolkit will be partly informed by the "[Working with a Conviction](#)" research, which is being carried out by Maynooth University and in partnership with IPRT and IHREC.

TENDER

This guide will aim to dispel any myths in this area and grow employer's confidence when it comes to recruiting from this talent pool. Some of the key topics to be explored as part of this would be garda vetting, internal policy guidance, case studies, accessing regulatory and legal requirements as well as the principles of disclosure, understanding criminal justice processes and international standards.

The toolkit will utilise "Working with a Conviction" research, which is being carried out by Maynooth University and in partnership with IPRT and IHREC. As well as a review of relevant national and international standards and best practice in this area.

There may be scope to carry out small focus group and case studies with employers who are already doing work in this area.

Key Objective: Demystify concerns of hiring someone with a criminal history and provide practical advice.

Key Audience: Employers- corporate business, public bodies, HR staff.

This project is not an academic piece of work, but a practical toolkit that should be accessible by employers and employees. Please see our Inclusive Recruitment Toolkit as an example of something produced previously- this can be found on the Open Doors Initiative website through this link [here](#).

PROJECT DELIVERABLES

The successful tender will be expected to produce a well-structured toolkit which offers practical advice and recommendations to employers by April 2024, with a view to launch in May 2024. The toolkit should be a minimum of 25 pages.

REQUIREMENTS

Experience in desk-based research and excellent writing skills.

Experience In producing high quality documents to an agreed deadline.

Demonstrated knowledge of the area of employment, and/or criminal justice system- this can also be from lived experience.

PROCESS

If you would like to engage with this tender process, please send the below to claire@opendoorsinitiative.ie:

- Your CV, along with details of your relevant work
- A sample of relevant work in this area
- A timeline of the completion of this work by April 2024
- An outline of how you would develop this toolkit.
- Overall costing of this work within the budget of €7,500 (incl. VAT)



www.opendoorsinitiative.ie

The Open Doors Initiative is made up of over 125 member companies and supporting partners, who work with government to create pathways to equitable employment, self-employment and further education for those who are marginalised within our communities and wider society.

Member companies are committed to creating working environments which are equitable and inclusive. They believe in the value of supporting a diverse team and show this commitment by signing the [ODI Pledge](#) as well as showing their commitment with their member's badge.



As part of the membership pledge, employers commit to creating tangible opportunities for the people Open Doors works with. This can be through paid placements, internships, hosting skill sharing seminars and employment opportunities.

Member companies also take part in awareness training and information seminars to continue on their own DEI journey.

In addition to people with a criminal history, we also support:

- Refugees, asylum seekers and migrants
- People with disabilities
- Traveller & Roma community
- LGBTQIA+ community

The Open Doors Initiative has a proven track record of developing and delivering programmes that support employers in creating equitable opportunities for marginalised communities. Within the Open Doors Initiative, we have several programmes that focus on specific areas of support.



[Employers for Change](#) works with companies and organisations to increase awareness of disabilities and improve their hiring and work practices to become more accessible and inclusive. Since launching in March 2021, Employers for Change has engaged with over 200 employers.



[Towards Work](#) is a person focused initiative that exists to support individuals with disabilities as they seek employment, further education or setting up their own business to be self-employed. In its first year, Towards Work supported over 300 people with a disability on their journey toward employment, self-employment, and further education.



[Pathways to Progress](#) supports migrants, refugees, and asylum seekers in Ireland to access work or further education. Pathways to Progress has supported 1,633 individuals since launching in May 2022.