



International Rescue Committee UK

Request for Proposal (RFP)

Provision of Immigration Legal Advice and Sponsorship Support Services

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I. INTRODUCTION:

1. The International Rescue Committee UK

The International Rescue Committee UK, hereinafter referred to as “IRC-UK”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. In the UK, IRC raises funds from individual supporters, institutional donors and partners to support its global humanitarian programmes.

IRC UK is growing in terms of the scale of its work and staff numbers. Along with growing staff numbers, IRC UK is increasingly hiring staff who require visa sponsorship, and the organisation has existing staff who may need sponsorship in future.

II. PROJECT BACKGROUND:

2. Background

IRC UK is seeking proposals from trusted and qualified providers of immigration legal advice and expertise to support candidates, existing staff and the IRC UK HR team with immigration matters (including relocation) and general queries, as well as the end-to-end visa sponsorship application and liaison with UKVI via the Sponsorship Management System (SMS).

The nature of support required will include:

- ad hoc enquiries and quotes for sponsorship processes, including itemised cost breakdowns
- end-to-end support in the drafting of Certificate of Sponsorship (CoS) paperwork, document review, and guidance to HR on all related matters
- acting as a Level 1 user for IRC UK on the UK Visas and Immigration Sponsorship Management System (SMS)

The purpose of this procurement is to appoint a trusted provider who will provide expert guidance and operational support to the IRC UK HR team in facilitating the recruitment and retention of international talent by ensuring compliance with UK immigration regulations.

Further details on scope and deliverables are provided in the Statement of Work (SOW) within this folder.

3. The RFP Documents

Providers are expected to review all instructions, forms and requirements contained within the RFP documents prior to submitting their proposal.

The RFP is comprised of the following documents:

1. The Request for Proposal – RFP (this document)
 - a. Intent to Bid Form
 - b. Scope of Work (SOW)
 - c. Provider Information Form & IRC Way Code of Ethics

4. Timeline

The procurement process will follow the indicative timeline below. Dates are provisional and will be confirmed once the evaluation panel is formed.

RFP issued: 24 September 2026

Providers confirm intention to bid: 30 September 2026

Deadline for questions: 2 October 2026

Responses to questions shared: 7 October 2026

Proposal submission deadline: 12 October 2026

Proposal review and scoring: 12–16 October 2026

Provider selection decision and contract award: w/c 19 October 2026

Onboarding/contracting complete and service starts: 2 November 2026

IRC UK reserves the right to amend the timetable if required.

5. Clarification and Questions

Questions regarding this RFP may be submitted by email to:

Supply Chain, International Rescue Committee UK

Email: supply.chainuk@rescue.org

Questions must be submitted no later than 2 October 2026.

Responses will be circulated to all participating providers.

Providers intending to participate in this RFP are requested to confirm their intention to bid by email to supply.chainuk@rescue.org by 30 September 2026.

III. REQUIREMENTS

6. Documents Required to Submit

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

Written Submission

1. *Nature of the services you can provide (see Statement of Work)*
2. *Service Level Agreement (SLA), including target turnaround time for responses to emails and enquiries*
3. *Account Management Structure*
4. *Costs and Fees, including an itemised breakdown for each type of sponsorship/immigration process (e.g. Certificate of Sponsorship, visa applications, settlement/citizenship applications), and the adviser's fee*

Financial Documents and References

5. *Provider Information Form*
6. *Three (3) References from current or past clients (at least one in the last year), ideally including organisations holding a UK sponsor licence*

Presentation

7. *Provider presentation (Virtual, MS Teams), if requested.*

7. Qualifications, Certificates and Licences

Bidders must demonstrate that they (and any individual advisers who will work on this engagement) hold the appropriate UK regulatory authorisation to provide immigration advice and services. Specifically, providers must submit evidence of:

1. *Current regulatory status to provide immigration advice in the UK, being one of: registration with the Office of the Immigration Services Commissioner (OISC) at a level sufficient to cover the full scope of this work (including sponsorship-related advice, settlement, and where applicable, appeals/reconsiderations); or regulation as a solicitor by the Solicitors Regulation Authority (SRA) with a current practising certificate, and/or as a barrister regulated by the Bar Standards Board (BSB), where the firm/individual is authorised to conduct immigration work.*
2. *Registration/accreditation number(s) for the above, and confirmation that this registration is current and in good standing (no restrictions, conditions, or disciplinary actions).*
3. *Professional indemnity insurance, with confirmation of minimum coverage level, relevant to the scale and nature of the advice being provided.*
4. *Demonstrated experience with UK sponsor compliance systems, specifically working knowledge of the UKVI Sponsorship Management System (SMS), certificate of sponsorship processes, and employer sponsor duties.*
5. *Relevant case experience, such as a summary of comparable work advising employers/HR teams and individual employees on visa sponsorship, renewals, and relocation (e.g. number of years practising in this area, sectors served, approximate case volumes).*
6. *Named lead adviser(s) who will handle the account, with their individual accreditation/registration details, since IRC UK will want continuity of a named, appropriately licensed contact rather than a rotating pool of unaccredited staff.*

Bids submitted without evidence of current OISC registration (or equivalent SRA/BSB regulation) covering the required scope of work will not be considered, as providing UK immigration advice without such authorisation is a regulated activity under the Immigration and Asylum Act 1999.

8. Fee Structure for Commercial Model

The Bidder shall clearly indicate their proposed fee structure (e.g. fixed fee, hourly rate, or retainer) for each type of immigration/sponsorship service. This must also include an itemised breakdown of costs such as the adviser's fee, disbursements and any application fees, and should specify whether costs vary by case complexity.

IV. SUBMISSION OF BIDS

9. Submission of Bids:

Format

The proposal shall consist of a written submission covering the nature of services offered, proposed SLA, account management structure and costs/fees, in either Word or PDF format, together with the financial documents and references requested above.

Proposals should include:

- company overview
- proposed approach to delivering the services
- commercial model and pricing
- references

Proposals should be submitted via email to:

Supply.chainuk@rescue.org

Submission deadline: **12 October 2026**

Late submissions may not be considered.

IRC UK reserves the right to request clarification or additional information from providers during the evaluation process.

V. EVALUATION

10. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 6 above will be considered for the evaluation process with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
Experience & Fit	Provider demonstrates relevant experience and knowledge of UK sponsor licence/immigration law, and experience working with INGOs or NGOs.	30%
Service Level & Responsiveness	Refers to the provider's proposed SLA, turnaround times, and account management structure.	25%
Financial Proposal	Cost structure, transparency of fees, and value for money	20%
Additional Services/Support	Provider offers additional value, e.g. guidance on the UKVI Sponsorship Management System (SMS), flexibility, or ability to support appeals/reviews.	25%

VI. AWARD TERMS AND CONDITIONS

11. Contract award and notification

The selected provider will enter into a Master Services Agreement (MSA) with IRC UK for the provision of immigration legal advice and sponsorship support services on an ongoing, ad hoc basis, under an initial Statement of Work (SOW).

Engagement does not guarantee any minimum volume of work; services will be provided on an as-needed basis across candidates, staff and the HR team. Continuation or expansion of services will remain subject to provider performance, budget availability, operational requirements and IRC UK's future procurement strategy.

IRC UK reserves the right to conduct separate procurement exercises for future immigration legal support requirements.

IRC UK intends to award an MSA to the provider whose proposal represents the best evaluated bid considering price/performance factors.

12. Business Review

The selected provider will deliver immigration legal advice and sponsorship support services on an ongoing basis from 2 November 2026.

Performance will be monitored through regular reporting and review meetings.

Continuation of the relationship is not guaranteed and may be subject to a future procurement process.

Disclaimer

IRC UK reserves the right to alter the dates of the timetable.

IRC UK does not bind itself to accept the lowest or any proposal.

Ethical Operating Standards

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, and IRC's Combating Trafficking in Persons Policy. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and (ii) report such events through IRC's confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.