**Who we are**

Holy Trinity Centre was established to develop a flourishing facility providing child-centered care, counseling and activities embracing and celebrating senior citizenship. To provide a welcoming and caring environment that touches the lives of all who come through its doors in a creative, positive and vibrant way. To remain at the heart of the local community through programmes and activities which are designed by and for the community which we serve.

**Mission**

To support the residents of the Upper Springfield area and beyond through the provision of accessible, quality services such as, child care, counselling and senior citizen support which responds to the high levels of social, emotional and economic disadvantage within the community.

To enhance the lives of our users through the provision of opportunities which support mental health and well-being, social and economic inclusion and participation in public life.

## **Invitation to Tender for the Provision of**

 **Bank / Sessional Counselling Adults/Children’s Counselling**

**Please note this exercise is part of our procurement process and must be completed if you wish to be part of the sessional team in Trinity. Applications received after the 31/1/17 will not be accepted.**

|  |  |
| --- | --- |
| Project | Sessional Counselling/Children’s/Adults Counselling |
| Release Date | 3/1/17 |
| Issuer | Patricia Willoughby |
| Supplier Response Date | 31/1/17 |

Patricia Willoughby Clinical Counselling Manager

 **Trinity Community Counselling**

**26 Norglen Gardens**

**BT11 8EL**

Terms of Reference

Invitation to Tender for Sessional Counselling – Children and Adults

You are invited to submit a tender to provide Sessional Counsellingto the clients of Trinity Community Counselling.

By participating in this tender you are indicating your acceptance to be bound by the guidelines set out in this letter and attachments. Provided below are key details of Trinity Community counselling requirements, which you should take into account in your response.

Please direct any questions regarding the ITT content or process to the Trinity Community Counselling representative named below.

Patricia Willoughby Clinical Counselling Manager

Trinity Community Counselling reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing either by post or to the email address below.

trishaw@holytrinitybelfast.org

As part of this tender process Trinity Community Counselling makes no obligations in any way to:

Guarantee outcomes of this procurement process.

No Expressions of Interest will be accepted after the 31/1/17

**Respondent Instructions**

This section provides instructions to be followed in responding to this ITT.

 Please see Response Guidelines.

Contact Information.

trishaw@holytrinitybelfast.org

Phone 02890 200557

Response Guidelines

All candidates who are interested in replying to this tender should be qualified to deliver

Bank / Adult counsellors

* CBT Level 5
* BACP accredited
* Certificate of Proficiency or working towards.
* Foundation Degree/Level 4 Counselling

Bank / Children’s Counsellors

* BACP accredited
* Certificate of Proficiency or working towards
* PTUK desirable

**You will be required to submit a written proposal as part of the response in the form set out below. Please state if you wish to tender for adult or children’s service or both**

The information required from you is:

|  |  |  |
| --- | --- | --- |
| **Cost per session (1 hour)** | **Evidence of using CORE monitoring systems** | **Qualification standards .i.e. BACP/IACP/PTUK****Please note evidence of qualification will be required should you be successful.** |
|  |  |  |
| Date | Name  | Address |
| Contact number | Email address |  |

**Please make reference if you are a Counsellor for Adults/Children or Both.**

 **Quotations** received must be:-

* Dated;
* Signed;
* Have the full name, address & telephone number of the supplier;
* Have full breakdown of costings.

I look forward to receiving your response.

Patricia Willoughby Clinical Counselling Manager

 Trinity Community Counselling

26 Norglen Gardens

BT11 8EL

trishaw@holytrinitybelfast.org

Phone 02890 200557

For your convenience all replies can be sent via email please make sure the appropriate information above is contained in the response.