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Invitation to tender for the provision of Welfare Rights Advisor on a Sessional Basis

For living victims/survivors of

the NI Troubles

1st July 2024 to 31st March 2025

(with the possibility of extension subject to funding)

Closing Date: Friday 23rd August 2024 at 12 noon

**About CALMS**

CALMS was established at the end of 1994 as a result of a public meeting at the Guildhall in Derry/Londonderry. It emerged as a tentative response to an expressed community need for effective support for people suffering from stress as a result of the Troubles.

CALMS **mission** is “To provide educative, preventative and rehabilitative programmes and services that empower individuals and organizations to recognize, reduce and manage stress effectively”.

CALMS offers a range of interwoven programmes/services that include: counselling, complementary therapies, creative and physical activities, welfare support, social outings, information seminars/health talks etc.

We work to six core principles and **values**:

1. ***Welcoming and Inclusive:*** CALMS is a place of comfort for all, supportive of each other and non-judgmental.
2. ***Service Quality:*** CALMS services match (or better) accepted best clinical/professional practice.
3. ***Person Focused:*** CALMS exists to empower individuals and prevent dependency.
4. ***Partnership-oriented:*** CALMS is not the font of all knowledge in terms of stress management and works positively and collaboratively with others in the field.
5. ***Providing Value:*** CALMS provides value to those who engage with it, be they individuals, organizations, groups, funders or the CALMS team.
6. ***Equality:*** CALMS provides equality of opportunity for all stakeholders.

We are currently inviting tender applications in the following areas:

1. Welfare Rights Advisor

This submission must include copies of all relevant documentation, in order of attainment and delivered or posted in a sealed envelope. Please note only hard copies will be accepted from applicants, this will then be submitted to a panel appointed by C.A.L.M.S. which will be opened and assessed against **Eligibility Criteria. All applicants will be contacted of panel’s decision on or before 31st August 2024 by email.**

**TERM OF REFERENCE DOCUMENT**

**Funding Body - Victims & Survivors Service (VSS)**

**INTRODUCTION AND BACKGROUND**

This term of reference is being issued as part of the process of recruiting sessional workers to act as provider/s for a range of services which have been funded by VSS. The services include:

1. Counselling
2. Complementary Therapies
3. Welfare Support/Advice
4. Yoga
5. Arts & Crafts
6. Music/Drama/Creative Workshops
7. Group Facilitator

**~~~~~~~~ Welfare Rights Advisor ~~~~~~~~~~**

We require a Welfare Rights Advisor to deliver services for CALMS clients who are suffering from stress or stress related illnesses as a result of the NI troubles. CALMS recognise the positive impact that Welfare Rights Advice can have on improving the health and general wellbeing of people in crisis.

Eligibility Criteria Sheet for Welfare Rights Workers

**Eligibility Criteria:**

Tenders will be evaluated and scored to ascertain the most economically advantageous proposal using the following criteria:

Documented evidence must be supplied to prove you meet the eligibility criteria.

**Failure to do so will result in tender being invalid.**

|  |  |  |
| --- | --- | --- |
|  | Score out of 100 |  |
| **A member of an appropriate regional membership organisation and comply with the criteria of that organisation** | **10** |  |
| **Evidence of your experience in providing welfare rights advice in mental health setting** | **10** |  |
| **Appropriate qualifications ie certificate, diploma or degree and training** | **10** |  |
|  |  |  |
| 2 years unbroken experience in your field of Welfare Rights | 10 |  |
| Demonstration of Qualifications | 10 |  |
| Experience of working with victims/survivors of the Troubles | 15 |  |
| Evidence of continued professional development | 10 |  |
| Evidence of Professional Insurance – a minimum of £5 million | 4 |  |
| Child and Adult Safeguard Training (Completed within the last 3 years) or a commitment to achieve this with 3 months of starting | 3 |  |
| Mental Health First Aid Training and/or ASIST or equivalent (Completed within the last 3 years) or a commitment to achieve this with 3 months of starting. | 3 |  |
| Demonstrate a clear understanding of issues regarding confidentiality, GDPR, health and safety | 3 |  |
| Computer Literate – experience in word, spreadsheet, emails and database etc | 3 |  |
| Availability/Flexibility (Evening/Weekends when required) | 3 |  |
| Providing CV’s and relevant certificates | 3 |  |
| Demonstration of Value for Money | 3 |  |
|  |  |  |

**Tender Format:**

* Please submit 2 names and their contact details for reference purposes. References will only be checked if applicant is successful.
* Successful candidates will be subject to Access NI check and **satisfactory reference** checks.
* Successful candidates must attend mandatory departmental team meetings.
* Submit 1 hard copy of your tender (unless you are applying for more than one position)
* CALMS cannot accept responsibility for postal or delivery delays.
* All submissions must be in the English language and any alterations or erasures must be initialled by the signatories to the tender.
* Tenderers are not entitled to claim any costs or expenses, which may be incurred in preparing their tender, whether successful or not.
* Please ensure you adhere to format of required responses.
* Tenders must be submitted in accordance with these instructions.
* **Failure to adhere the tender format required above will be discounted as incomplete and will not move to scoring.**

**Please note tenders must be received no later than 12 noon on Friday 23rd August 2024. No late tenders will be accepted.**

**CALMS will use the information supplied to score all tender applications. Please take note of scoring criteria as this will be used to total scores, and only applicants who score over 80 for other applicants will be added to our Reserve List. Although 80 or more for other applicants will enable an applicant’s details to be added to our Reserve List, this does not constitute any guarantee of hours. Please note any successful tender will be valid from 1st July 2024 to 31st March 2025.**

**CALMS operates in accordance with the General Data Protection Regulations 2018. This means we will treat the information you provide with strict confidentiality. At times we may need to share some of your information with other staff, funders and other stakeholders.**

**FORMAL CONTACT AND COMMUNICATIONS**

Tenderers may seek to clarify any points of doubt or difficulty relating to the tender documentation before submitting their tender. For the purposes of this send your request by email only to the email address below. Your request along with the response will be sent out to all who have indicated an intention to submit a tender.

Email [info@calmsstresscentre.org](mailto:info@calmsstresscentre.org)

**COMPLETION AND SUBMISSION OF TENDER DOCUMENTATION**

CALMS Committee

CALMS, 8 Crawford Square, Derry/Londonderry BT48 7HR