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Invitation to tender for the provision of Complementary Therapy on a Sessional Basis

For living victims/survivors of

the NI Troubles

1st April 2024 to 31st March 2025

(with the possibility of extension subject to funding)

Closing Date: Monday 30th September 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 area:

Complementary Therapists for the provision of Aromatherapy, Body Massage, Indian Head Massage, Reiki, Reflexology and other validated therapies considered.  
  
This submission must include copies of all relevant documentation, in order of attainment and delivered or posted in a sealed envelope. The declared area of interest must be indicated externally on the envelope example “***Complementary Therapy***”. 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 11th October 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 Complementary Therapy which have been funded by VSS. The services include:

**~~~~~~~~~ Complementary Therapy ~~~~~~~~~**

We require Complementary Therapists to deliver face to face sessions for people in Derry/Londonderry, NI, who are suffering from stress or stress related illnesses as a result of the NI troubles.

CALMS recognise the positive impact that Complementary Therapies can have on improving the health and general wellbeing of people in crisis. As a result of this an opportunity exists for individuals to deliver an appropriate range of Complementary Therapies. This will involve working with vulnerable adults/young people by providing a range of appropriate interventions. These may include the following:

1. Aromatherapy
2. Reflexology
3. Body Massage
4. Indian Head Massage

This is not an exhaustive list and can be added to or reduced. Those tendering can make a case for the inclusion of any other accepted Complementary Therapy.

**Eligibility Criteria:-**

Please note all Therapists must meet the minimum CVSNI standards which are: - be a member of a relevant professional body, hold, personal indemnity insurance. All applicants must hold a **level 3 or proven equivalent qualification in reflexology and body massage**.

Eligibility Criteria Sheet for Complementary Therapist

**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 |  |
| **Must be a member of FHT or a relevant professional body** | **10** |  |
| **Third Level or Equivalent Qualification in Complementary Therapy** | **10** |  |
| **Qualified in at least three complementary therapy modalities (2 of these must be reflexology and body massage)** | **10** |  |
|  |  |  |
| 2 years unbroken experience in your field of expertise and in a mental health setting | 10 |  |
| Demonstration of Qualifications | 5 |  |
| Qualification or experience in working with Trauma | 5 |  |
| 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 |  |