



INVITATION TO TENDER FOR CLINICAL SUPERVISION SESSIONAL PANEL (REGIONAL)

2024-25

VSS

**Mother and Baby Institutions,
Magdalene Laundries
and Workhouses**

Adopt NI, Unit 2, 18 Heron Road, Belfast, BT3 9LE **T:** 028 9045 4222 **E:** info@adoptni.org **W:** adoptni.org

10th December 2024

Dear Applicant,

Re: Invitation to tender

Adopt NI are inviting you to tender for the delivery of counselling / psychotherapy services to Adopt NI service users on a sessional basis.

Adopt NI are committed to providing services on a regional basis for adult adoptees, birth parents and siblings of adult adoptees and any adult affected by separation from their family of origin. We wish to appoint a panel of Supervisors, for our management and staff to have access to monthly supervision. We are seeking individuals who are committed to best practice and understand trauma and the work of Adopt NI.

The documents within contain all you need to submit your tender. Please read them carefully.

Tenders will only be accepted using the template provided. For further information on our work, please visit www.adoptni.org

We look forward to receiving your submission.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ciara Scully', written in a cursive style.

Ciara Scully
CEO

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1. Adopt NI

Adopt NI (Est. 1989) was born out of legislative change in 1987, when adopted adults in NI were afforded the right to access their original birth certificates. There followed a need for the provision of support services for adults linked to the adoption triangle in accessing information, contacting family of origin and being able to meet others with similar experiences.

Adopt NI is a Private Limited Company by guarantee and a registered charity. We offer services on a regional basis to any adult affected by adoption (adopted adults, birth parents, siblings, adoptive parents) or separation from their family of origin.

Adoption is a lifelong journey. We understand the trauma associated with separation from family of origin and the need for information and support around identity, past and birth family. Our work is supported by a Board of Directors, many of whom have personal experience of adoption, as well as staff with personal experience of adoption.

Our service has expanded to support victims and survivors of the Mother and Baby Institutions, Magdalene laundries, workhouses and their pathways and practices in Northern Ireland in information recovery, family tracing and therapeutic support.

Funding:

The funding for this service is provided by the Victims and Survivors Service (VSS) and is currently available until 31st March 2029 with services reviewed annually. This funding may be extended.

2. INVITATION TO TENDER

We are inviting tender applications from experienced and competent Supervisors to support our staff team on a sessional basis and within the mission and values of Adopt NI.

Successful applicants will provide the service as self-employed, independent contractors.

The role will include

- Establishing positive and active relationships with the Adopt NI staff team and carry out quality and ethical clinical supervision in line with the Adopt NI Supervision Policy and BACP guidelines
- Ensure high quality clinical practice to enable the delivery of an effective service for Adopt NI projects
- Improve the quality of support and services through identifying and minimizing risks
- Support the CEO to monitor and evaluate the quality, impact and outcomes of the services, interventions and support offered to victims and survivors
- Facilitate group sessions with the staff team to build
- Support the CEO, where appropriate, in the establishment of effective working relationships and referral pathways with specialist services
- Ensure that the policies and procedures in respect of safeguarding and clinical practice are complied with
- Ensure that any safeguarding concerns raised within clinical supervision are documented and shared with the CEO in line with Safeguarding policies and procedures
- Support supervisees to plan and manage their caseloads effectively
- Support supervisees in the use of assessment and formulation data to monitor client progress and outcomes
- Support clinical staff development by identifying education, training and continuous professional development opportunities to ensure staff have the skills and knowledge to support service users effectively
- A commitment to diversity and inclusion and equality of opportunity

3. Process for application and evaluation.

- a) Passing selection criteria.
- b) Evaluation and scoring of tenders that satisfy the minimum criteria by an evaluation panel using the selection criteria below.
- c) The evaluation panel will then meet with those providers whose tender has reached the required threshold, to clarify information provided and finalise scores.

4. Evaluation

a) Selection criteria

All tender applications must pass the criteria below to proceed to evaluation.

SELECTION CRITERIA	PASS OR FAIL
1.a. Minimum Level 5 Diploma in therapeutic counselling or psychotherapy. 1.b. Level 6 Supervision qualification 1.c. Practicing in a Supervision role for a minimum of three years	
2. Evidence by qualification or demonstrable experience of a trauma informed approach.	
3. Professional accreditation or registration – where therapists accredited / registered with a professional body other than BACP or IACP they must demonstrate that the accreditation equals that of BACP / IACP.	
4. Valid and current certificate of professional indemnity insurance.	
5. Up to date CV submitted	

b) Award Criteria.

If successful at selection criteria stage, your tender will then be evaluated on the criteria below based on your answers in the awards criteria section.

AWARD CRITERIA 100%	Percentage Mark	Total Mark
Quality		
1. Methodology, approach, and plan	40	90%
2. Knowledge and understanding of the brief	30	
3. Health and Safety	20	
Price	10	10%

Award Quality Scoring Criteria

Score	Classification	Definition
0	No response / insufficient response	No response or limited information to inform a solution.
1-2	Unsatisfactory response (some potential but weak)	Unacceptable submission doesn't meet requirements, little or no details or evidence to support that the applicant will have ability to provide services. Reservation around applicant's ability / skills / resources to deliver. Presents a high risk.
3-4	Partially acceptable response with some areas of weakness	Weak submission lacking a definitive solution to meet the requirements of the tender Reservation around applicant's ability / skills / resources to deliver. Presents a high risk.
5-6	Satisfactory response with no major concerns	Submission sets out a solution that largely addresses and meets requirements, in some detail with some relevant supporting evidence. Minor reservations or weakness in some areas in relation to ability / skills/ resources to deliver. Presents medium but acceptable level of risk.
7-8	Extremely satisfactory response meeting all requirements	Sets out a strong and detailed plan to fully meet requirements, including full and relevant evidence. Provides assurance to relevant ability / skills / resources required to deliver. Low to no risk.
9-10	Exemplary response meeting or exceeding all requirements	Robust solution in submission, which offers additional value or elements of the solution which exceed the requirements. Provides full confidence to relevant ability / skills / resources required. Low to no risk.

Price Scoring criteria

Worth 10% of overall submission. There is an upper threshold attached to this tender and costs will be scored comparatively. Please note there is no allowance for travel, materials, or subsistence in this award. The lowest tender in terms of price does not mean that it will be successful.

c) Meeting with the evaluation panel

The evaluation panel will meet with providers who have scored over 60% at evaluation stage, to clarify information provided in the application and confirm scores. Confirmed scores of over 60% will be invited to join the sessional panel.

It is anticipated that evaluation panel meetings will be held week beginning 13^h January 2025.

All applicants will be notified of the result of their application. Please note that inclusion on the sessional panel does not guarantee any hours.

All applications will be treated with strict confidentiality, in line with GDPR requirements and will not be shared with anyone outside of the formal evaluation process.

Please note sessional roles are subject to Access NI enhanced disclosure checks carried out by Adopt NI.

Please return completed applications by email to: india@adoptni.org

Closing date for applications is:

5pm Friday 3rd January 2024

TENDER APPLICATION FOR COUNSELLING / PSYCHOTHERAPY SESSIONAL PANEL

Name: _____

Address: _____

Telephone No: _____

E-mail address: _____

Date: _____

SELECTION CRITERIA
<p>1.a. Minimum Level 5 Diploma in therapeutic counselling or psychotherapy. 1.b. Level 6 Supervision qualification 1.c. Practicing in a Supervision role for a minimum of three years <i>Please enter the name and dates of qualifications gained, with awarding body and include a copy of the certificate with this application.</i></p>

2. Evidence by qualification or demonstrable experience of a trauma informed approach.

Please include relevant qualification and date awarded (and a copy of the certificate) or detail your experience of using a trauma informed approach, with use of a case study.

3. Professional accreditation or registration – where therapists accredited / registered with a professional body other than BACP or IACP they must demonstrate that the accreditation equals that of BACP / IACP.

Please enter membership details including the name of the professional organisation, date of registration, registration number and renewal date. Also include a copy of the certificate of membership.

4. Valid and current certificate of professional indemnity insurance.

Please provide details and copy of certificate of professional liability insurance including cover period and level of indemnity

5. Please include a CV with application form

AWARD CRITERIA

1. Methodology approach and plan (40%)

1.2 Please detail your therapeutic approach, the value base from which you work and the range of Supervision issues you have been working on in the past year (include examples and hours).

1.3 Please detail your approach to record keeping (specific to GDPR and confidentiality) and how you monitor and evaluate the outcomes of Supervision you currently provide.

2. Knowledge and brief (30%)

2.1 Please detail your knowledge of trauma relating to adoption and/or separation from family of origin.

2.2 Please detail your understanding and awareness of the needs of the service users of Adopt NI.

2.3 Please detail your knowledge of client assessment and risk management.

2.4 Please detail evidence of continuous professional development.

3. Health and safety (20%)

3.1 Details of all relevant training including, if relevant: adult safeguarding, mental health first aid, suicide prevention and risk assessment and management.

4. Cost (10%)

4.1 Please note, there is no allowance for travel or materials so please ensure these are included in your cost. Please provide your hourly rate for session including travel, materials, and subsistence.

REFERENCES

Please provide the details of two referees, not related to you, and ideally one from a manager from an organisation you have previously delivered services for. A second can be in a professional or client capacity.

References will only be sought if your application meets the necessary threshold, and you are invited to join the counselling / psychotherapy panel.

REFEREE 1	REFEREE 2
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Phone number:	Phone number:
E-mail:	E-mail:

Your Name in full: _____

Signature: _____

Date: _____

APPLICANT CHECKLIST

DOCUMENTS	SUBMITTED
Completed tender application form	
Evidence of qualifications (including trauma if relevant, or case study to demonstrate)	
Evidence of professional Registration / Accreditation	
Certificate of up-to-date Professional Liability Insurance	
Up to Date CV	