

**INVITATION TO TENDER – Sessional Counsellor**

**1. SPECIFICATION**

* 1. **Introduction**

WAVE, established in 1991, is a voluntary, cross community charitable organisation which offers care and support to anyone bereaved, traumatised or injured as a result of the Troubles/Conflict.

WAVE has an extensive network of delivery processes across Northern Ireland. The organisation operates from six Outreach Centres in: Belfast, Armagh, Omagh, Ballymoney, Derry Londonderry and Killough and services such as Outreach Casework, Health and Wellbeing, Psychotherapy/Counselling, Advice/Welfare, Trauma Education, Personal Development, Training Opportunities and Complementary Therapies are available from all its Centre’s. In addition, the organisation has a number of satellite projects operating across a range of venues in response to local need. We also source services for those directly affected living outside of Northern Ireland.

Most recently WAVE is delighted to be able to deliver an extensive support programme for survivors of Historical Institutional Abuse (HIA) and the Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW).

**1.2 Our Mission and Values:**

**Mission: WAVE’s Mission is to: -**

* Serve people directly affected by the Troubles/Conflict in Northern Ireland and the survivors of Historical Institutional Abuse (HIA) and Mother and Baby Institutions, Magdalene Laundries and Workhouses (MBMLW).
* Empower individuals, communities and wider society through trauma education programmes.

# **Values: WAVE is committed to: -**

* Empowerment of those bereaved, traumatised or injured by the Troubles/Conflict in Northern Ireland.
* Empowerment of survivors of Historical Institutional Abuse and Mother and Baby Institutions, Magdalene Laundries and Workhouses.
* Inclusivity in all its work.
* Working to promote the non-recurrence of violence.
* Equality and good relations as the foundation for our work.
* Continuous improvement through ongoing review of the provision of high quality, innovative evidence-based services.
* Responding to change and shaping delivery within the victim/survivor sector.
* Helping to build a shared and cohesive future to address the legacy of the past.
* Accountability to clients and to funders for the services and programmes delivered within effective financial processes.
* Partnership with other agencies to achieve better outcomes for clients.
* Continued development and recognition of our staff and volunteer team.

**2. SCOPE OF THE CONTRACT**

The requirement is to provide a counselling service to our clients who are victims and survivors of the Troubles/Conflict and survivors of Historical Institutional Abuse and Mother and Baby Institutions and Magdalene Laundries and Workhouses.

WAVE requires the services of suitably qualified trauma-informed external service providers to deliver a range of therapies:

* One-hour one to one counselling to clients of WAVE.
* Counselling is provided from Monday to Friday between the hours of 9.00 am to 5.00 pm. Some centres operate evening appointments.
  1. **Project Deliverables**

The successful service provider(s) will be expected to deliver the following outcomes:

* The successful service providers(s) will be expected to deliver counselling to WAVE clients, i.e. victims and survivors of the Troubles/Conflict and survivors of Historical Institutional Abuse and Mother and Baby Institutions and Magdalene Laundries and Workhouses, your work could be based in any of the following areas:-
* Armagh
* Ballymoney
* Belfast
* Derry Londonderry
* Killough
* Omagh

We would like to engage with successful service provider(s) who have the diligence, skills, qualifications and expertise necessary to ensure an efficient service to:

* Undertake a preliminary assessment of clients to determine and formulate a therapeutic plan.
* Deliver confidential evidence-based counselling/therapy.
* Continually review progress.
* Maintain appropriate confidential records to include case notes and liaise with key workers on a strictly need to know basis and in accordance with the organisation’s policy.
* Maintain accurate attendance records of therapy sessions completed for all clients and submit to WAVE with detailed invoices for payment.
* The provider(s) must be responsible for their own tax and national insurance.

1. **ELIGIBILITY CRITERIA**

The assessment process will comprise of two stages. Tenderers must not make assumptions that WAVE had prior knowledge of their service provision. Tenderers will only be evaluated on the information provided in their response. Tenderers must note that the response to individual criterion are standalone and must not be cross referenced with other sections of the tender. The Evaluation Panel will not take account of information presented in another parts or section of your tender, when assessing your response to each criterion.

In order to pass the selection stage and progress to stage 2, tenderers must demonstrate that they meet the minimum standards. Tenderers will be assessed on their ability to meet all of the minimum standards detailed in this section below.

**Stage One**

Tenderers for this project must meet all Eligibility Criteria below:-

|  |  |  |
| --- | --- | --- |
| Qualification/Experience/Accreditation/Insurance | | |
| Tenderers must indicate their ability to meet the minimum requirements | | |
|  | Recognised Professional Diploma qualification in counselling, psychotherapy, psychology. (This must comprise of a minimum of 450h tutor time, 2YPT or 1YFT, Theory, Skills and Professional issues including supervised placement of 100 client hours min) or equivalent (equivalence to be demonstrated by candidate and agreed by WAVE).  OR  Recognised Masters qualification in counselling, psychotherapy, psychology or equivalent. | Pass/Fail |
|  | Accredited with a professional body appropriate to the therapeutic modality e.g., UKCP, IACP, BABCP, BPS, BACP, HCPC, NCS(sen) or equivalent. (Equivalence to be determined by WAVE). | Pass/Fail |
|  | Scope of Contract | 20 |
|  | Minimum of two years’ experience and / or 450 supervised clinical hours delivering therapy to individuals in a trauma related area. | 20 |
|  | To have their own Public Liability Insurance | 10 |
|  | \*In order to demonstrate that you meet the eligibility criteria above, please provide evidence of your qualification by attaching a copy of your certificate and accreditation documentation to your tender submission. |  |

**Stage Two**

The table below details the distribution of scores that will be employed by the Evaluation Panel.

|  |  |  |
| --- | --- | --- |
|  | Qualitative Criteria | Marks Available |
|  | Please detail in full your approach to meeting the requirements detailed in section 2 – Scope of Contract | 20 |
|  | Experience | 20 |
|  | Public Liability Insurance | 10 |

|  |  |  |
| --- | --- | --- |
|  | Quantitative Criteria | Marks Available |
| Assessment of price will be based on total costs of the contract period and should be detailed as follows: | | |
|  | Hourly rate of providing counselling including travel and all other associated costs | 50 |

|  |  |  |
| --- | --- | --- |
|  | Total Marks Available | 100 |

**Key to Scoring**

**Quantitative Assessment**

The following formula will be used to evaluate price/cost.

1. Lowest price tendered will be awarded the maximum score available (50).
2. To calculate the score for the remaining tendered price/s, the following formula will be applied. The lowest tendered price divided by the tenderers price (to the nearest £1) multiplied by 50.