

**TENDER SPECIFICATION**

**Contract for:**  Provision of Clinical Supervision for Health and Wellbeing Caseworkers within Ashton, Bridge of Hope

**1. SPECIFICATION**

**1.1 Ashton, Bridge of Hope**

Bridge of Hope, a project of Ashton’s Health and Wellbeing Department is inviting tender applications from ethical, competent, experienced and appropriately qualified Clinical Supervisors to support the work of our Health and Wellbeing Casework Team on a sessional basis.

**Bridge of Hope Overview**

Bridge of Hope is a health and wellbeing service that supports individuals affected by the conflict and those experiencing poor physical and emotional health. Our mission is “*To empower and promote positive change for victims and survivors through delivery of quality health and wellbeing services*.”

Alongside Complementary Therapies, our holistic support services include: life coaching; counselling and psychological services; accredited VTCT training; personal development courses, and support with the Troubles Permanent Disablement Payment Scheme. We also provide support through PEACEPLUS Health and Wellbeing Caseworkers. All of these services are designed to help manage and reduce stress, and encourage the development of positive, healthy and resilient lives.

Our services are victims-centred and based on the theory that no single approach will suit everyone. All services are monitored and outcomes recorded.

We support people through a range of funding streams made possible by the Victims & Survivors Service, Belfast Health & Social Care Trust and Public Health Agency.

More details here: [www.ashtoncentre.com](http://www.ashtoncentre.com) and [www.bridgeofhope.support](http://www.bridgeofhope.support).

**2. Scope of the Contract**

The requirement is to deliver clinical supervision services for some of our 4 Health and Wellbeing Caseworkers and our Resilience Coordinator within Ashton, Bridge of Hope.

We require the services of one or more suitably qualified trauma-informed external service providers to deliver clinical supervision:

* 1 hour on a one-to-one monthly basis for between 1 and 5 Health and Wellbeing Casework staff during the period February 2025 – June 2028 (lifetime of funding.)

Supervision must be delivered between 9am and 5pm.

The successful tenderer must be capable of providing dedicated and professional staff with supervisory support.

**2.1 Programme Deliverables**

The successful provider will be expected to deliver the following outcomes:

* The successful service provider will be expected to deliver a programme of supervision support to up to 4 Health and Wellbeing Caseworkers Officers employed within the Ashton’s Bridge of Hope.
* Monthly meetings must be held with each Health and Wellbeing Casework Officers during the period February 2025 – June 2028.
* The successful service provider and associated staff shall be required to possess the relevant supervision qualifications and display the diligence, skills, and expertise necessary to ensure an efficient service responsive to the supervision needs of staff.
* The successful service provider must have extensive experience in facilitating supervision to individuals working with victims and survivors in the context of trauma services.
* The successful service provider will maintain accurate attendance records of supervisory sessions completed for all staff members and submit it to the Ashton, Bridge of Hope on a monthly basis.

Maximum budget for this contract is £50/hour.

**3.0 Stage One – Selection**

The assessment process will comprise of two stages. Tenderers must not make assumptions that Ashton, Bridge of Hope has prior knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information provided in their response. Tenderers must note that the responses to individual criterion are standalone and must not be cross referenced to other sections of the tender. The Evaluation Panel will not take account of information presented in another part 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 following minimum standards.

Tenderers will be assessed on their ability to meet all of the minimum standards detailed in this section using the following definitions.

**Pass**  where the tenderer has fully demonstrated their ability to meet all of the minimum standards; and

**Fail** where the tenderer has failed to demonstrate their ability to meet all of the minimum standards.

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| --- | --- | --- |
| **Experience** | | |
| Tenderers must indicate their ability to meet the minimum requirements | | |
|  | Provide 2 examples evidencing experience within the last 2 years of delivering supervision to individuals from a range of professional disciplines who support those who present with complex physical and psychological needs as a result of trauma. Examples must include all areas below.   * Victims and Survivors of Troubles/Conflict in Northern Ireland | Pass/Fail |
|  | Tenderers must also provide details of qualifications for  each nominated member of staff including a minimum Level 5 in Clinical Supervision qualification. | Pass/Fail |
|  | Tenderers must also provide details of registrations and  Accreditations with relevant governing bodies for each nominated member of staff. | Pass/Fail |

* 1. **Stage Two – Award**

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

|  |  |  |
| --- | --- | --- |
| **Quantitative Criteria** | | **Marks Available** |
| **Assessment of Price will be based on total costs of the contract period and should be detailed as follows:** | | |
|  | 29 x 1-hour sessions for up to 4 x Health and Wellbeing Caseworkers. | **50** |

|  |  |  |
| --- | --- | --- |
| **Qualitative Criteria** | | **Marks Available** |
| **Product Suitability -** (please detail in full your approach to meeting the requirements detailed in Section 2 relating to the following) | | |
| **2** | **Scope of Contract** | **10** |
| **2.1** | **Programme Deliverables** | **40** |

**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.

**Qualitative Assessment**

To ensure consistency and equity the evaluation panel will assign scores for quality of response to the qualitative criteria using the scores and indicators below:

|  |  |
| --- | --- |
| **Score** | **Descriptor** |
| 0 | Failed to address the criterion |
| 1 | Poor proposal to address the criterion |
| 2 | Limited proposal to address criterion |
| 3 | Acceptable proposal to address criterion |
| 4 | Good proposal to address criterion |
| 5 | Excellent proposal to address criterion |

**Tenderers should note that** Ashton, Bridge of Hope **is not obliged to accept the lowest or any tender. All successful applicants will be added to our Approved Suppliers List.**

**A complete tender response and supporting documentation should be submitted via email to:**

**Lindsay Whitten, Operations Manager**

[**Lindsay.whitten@ashtoncentre.com**](mailto:Lindsay.whitten@ashtoncentre.com)

**by *12 noon on Friday 28th February 2025.***

**Submissions received after this time will not be accepted.**

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A project supported by the PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB).