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| **WAVE TRAUMA CENTRE** |
| **INVITATION TO TENDER** |
| **SURVIVORS TOGETHER - DEVELOPMENT OF A PUBLICATION** |

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| A blue and black logo  AI-generated content may be incorrect.**www.wavetrauma.org** |

**OVERVIEW**

**Supporting Survivors of Historical Institutional Abuse.**

WAVE Trauma Centre (HIA) deliver a range of support and bespoke services across Northern Ireland (NI) and will also ensure that survivors living outside of NI have access to the support and services that they need.  Services have been designed with HIA groups and others to ensure that they are client-led, readily accessible and responsive to the needs of survivors.

**INSTRUCTIONS TO TENDERERS**

Submissions by 5pm on 24th March 2025

Submissions by email to: k.shannon@wavetrauma.org

All queries should be directed to: c.fleming@wavetrauma.org

Closing date for queries is noon on 21st March 2025

**BACKGROUND TO THE PROJECT**

WAVE offers support to those who are survivors of historic institutional abuse. The focus of this project is on the development of a publication that details the stories of a minimum of 20 individuals who were in state institutions as children.

**PURPOSE OF THE BOOK**

WAVE is seeking to recruit a facilitator to work with individuals and to record a minimum of 20 stories of participants who were in state institutions. The stories should be professionally recorded, edited and prepared for publication with accompanying photographs. A copy of the recording should also be given to each participant. These stories should then be collated into the basis of a hard backed book. Once this is complete the book will be launched with the participants of those who have taken part.

**SCOPE OF WORKS**

Your tender should outline your skills and experience of working on similar projects, demonstrate your awareness of the issues facing survivors of the institutions, and how this will be delivered and in what timescale.

**Project Deliverables**

1. To record a minimum of 20 participants stories
2. To work within WAVE’s ethical framework for recording stories
3. To draft a recording of each participant’s story into a published form
4. To edit each story after it is checked with participants
5. To format the stories ready for collation into a book
6. To talk to the participants about ideas for a front cover and presentation of the book
7. To take a photograph of each participant, if they are willing, and to collate other photographs that can be included.
8. To make a copy available of each recording for the participants
9. To obtain written consent of each participant for inclusion in the project.
10. Time Period for delivery.

**Skills/Knowledge**

* Proven track record of recording oral testimony and drafting it into a published form
* Ability to work with people who have many different and difficult life experiences
* Good communication skills
* Good at interviewing survivors of trauma
* Organisational skills

**SUBMISSION**

The submission can either be an online presentation or in written form and should not exceed a maximum of 4 A4 paged in font size 12.

**PROCESS AND TIMETABLE**

Submissions to be received no later than 5.00pm on the 24th March 2025. Late submissions will be rejected.

A panel will assess the tender based on the scoring criteria.

Shortlisted applicants may be required to present to the panel on the 28th March 2025.

Contract start date: as soon as possible thereafter.

**SCORING**

Tenderers will be evaluated on the information provided in their response. All Tenderers who be evaluated using the criteria and weightings below.

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. Tenderers must not make assumptions that WAVE had prior knowledge of their organisation or service provision.

**ELIGIBILITY CRITERIA**

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| **Qualifications**  |
| Tenderers must indicate their ability to meet the minimum requirements  |
|  | As a minimum requirement the successful candidate should have a third level education qualification in journalism, media or equivalent qualification or demonstrable experience of completing projects that involve recording and the formatting oral testimony into published form. | **Pass/Fail** |

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| **Essential Criteria**  | **Weighting**  | **Marks**  |
| Evidence of experience of working on similar projects, demonstrating your awareness of the issues facing survivors of the institutions. | 20% | 20 |
| Understanding the scope of works and how this will be delivered.  | 30% | 30 |
| Timescale to deliver the project. | 10% | 10 |
| **Cost** 1. Lowest price tendered will be awarded the maximum score available (40).
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 40.
 | 40% | 40 |
| **Total**  | **100%** | **100**  |

**CONFLICT OF INTEREST**

Tenderers are asked to declare that there is no conflict of interest in relation to them delivering this project.

**RIGHTS TO THE BOOK**

The rights of the book rest with WAVE Trauma Centre.