

# Invitation to tender for the provision of Counselling/Complementary/Facilitation Services on a Sessional Basis For living victims/survivors of the NI Troubles

1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018  
(With the possibility of extension subject to funding)

*“This publication has received support from the Victims Support Programme for Groups Working with Victims and Survivors, which is administered by VSS on behalf of the Office of the First and Deputy First Minister. The views expressed do not necessarily reflect those of the Victims and Survivors Service.”*

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## **C.A.L.M.S. Selection Process**

C.A.L.M.S. currently funded by the Victims Survivors Services (VSS) is advertising for Tenders through the C.A.L.M.S. internal notice board, Jobs & Benefits Office and NICVA to deliver counselling, complementary therapies and various support programmes to victims and survivors of the "Troubles". Project may conclude on the 31<sup>st</sup> March 2018 (With the possibility of extension subject to funding).

We are currently inviting tender applications in the following areas:

- Complementary Therapists for the provision of Aromatherapy, Massage, Indian Head Massage, Reiki, Reflexology and other validated therapies considered.
- Qualified Counsellors (and following Accreditation path)
- Facilitators' to facilitate and deliver a range of Social Support and Personal Development Programmes (details of programmes on page 4)

The Tender Application Package which you requested via email will provide you with all the necessary information and requirements specific to your application process including any required documentation. Submission for Tendering must be returned to CALMS.

This submission must also include copies of all relevant certificates, in order of attainment and delivered or posted in a sealed envelope. The declared area(s) of interest must be indicated externally on the envelope example "**Counselling**". 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 then be opened and examined for **Eligibility Criteria**. **Please note applicants which fail to meet eligibility criteria will not be considered.**

### **Eligibility Requirements/Criteria**

All applicants must comply with the **Eligibility Criteria and complete sheet/s** 11, or 12 or 13 (*Included in the Terms of Reference Document pg: (4-9)*). Some candidates may decide to tender for more than one position.)

All applicants will be required to meet the **Eligibility Criteria** stated in the **Terms of Reference Document** and those that have failed to do so will not be scored.

Candidates' that meet the **Eligibility Criteria** will be assessed and scored against the **Tender Evaluation Criteria** (*Included in Terms of Reference Document pg: 14*).

# **CALMS Counselling/Therapies/Facilitation/Tutors**

## **TERMS OF REFERENCE DOCUMENT**

**Funding Body - Victims & Survivors Service (VSS)**

### **INTRODUCTION AND BACKGROUND**

This terms of reference is being issued as part of the process of recruiting sessional workers to act as a provider/s for a range of services which have been funded by VSS. The services include:

- Counselling
- Complimentary Therapies
- Welfare Support/Rights
- Yoga
- Arts & Crafts
- Pottery

***\*Please Note: Applicants can tender for one or more of the services listed above.***

### **BACKGROUND TO CALMS PROGRAMMES/SERVICES**

C.A.L.M.S was established in 1994 to provide programmes and services, which are of an educative, preventative and rehabilitative nature. It is a grass roots cross community project designed to address the emotional, physical and psychological needs of identified groups/individuals. The project comprises a range of interwoven strands that provide an holistic response to all individuals experiencing post traumatic stress disorder, stress, anxiety, depression, suicidal impulses and feelings of hopelessness. C.A.L.M.S aims and objectives:-

- To provide psychosocial education by addressing social identity and healing within marginalized groups
- Provide services and programmes to those who suffer from stress or stress related illnesses including victims of conflict, unemployed, low waged, in a cross community context
- The proposed benefits of these programmes/services are a reduction in stress levels, reduction in isolation and marginalisation
- To raise awareness of the benefits of physical activity for reducing stress
- Improve communication between diverse groups and create better understanding and acceptance of different cultures and religions
- A parity of esteem, personal and community development, and a greater understanding of cultural and religious differences

- Provide volunteering opportunities that will empower individuals and help them develop skills that may lead to further education and job opportunities
- To design and deliver innovative programmes/services for young people

## **THE CURRENT PROGRAMMES OF WORK**

- Counselling
- Complimentary Therapies
- Welfare Support/Rights
- Yoga
- Arts & Crafts
- Pottery

## **MISSION**

***“To provide educative, preventative and rehabilitative programmes and services that empower individuals and organisations to recognise, reduce and manage stress effectively.”***

## **STRATEGIC AIMS**

To provide a broad range of educative, rehabilitative and regenerative programs and services to individuals, communities and organisations in the North-West

- To ensure that CALMS has a highly skilled and qualified team to deliver its programmes and services effectively and efficiently
- To ensure long term sustainability of CALMS
- To ensure an effective governance structure for CALMS
- To ensure that CALMS has a high profile in the North-West

## **Competitive Tendering Opportunities are available for the following areas:**

- Counselling
- Complementary Therapists
- Facilitators

### **Counselling:**

We require counsellors to deliver one to one counselling/programmes to individuals in Derry/Londonderry, NI, who are suffering from stress or stress related illnesses as a result of the NI troubles. This will involve working with vulnerable individuals by providing a range of appropriate interventions. It will also be necessary to work with a number of referral agencies, pre and post counselling. Counsellors must have a sound understanding of stress management/techniques.

### **Eligibility Criteria:**

Please note all Practitioners must meet the minimum CVSNI standards which are at least 300 supervised hours (including hours accumulated during training). Applicants must be accredited by one of the following bodies:

- British Association for Counselling and Psychotherapy
- Irish Association for Counselling and Psychotherapy
- United Kingdom Counselling and Psychotherapy
- British Psychological Society/BABCP
- British Association of Psychotherapists
- British Association Behavioural and Cognitive Psychotherapies
- Psychological Society of Ireland
- **Hold Personal indemnity Insurance**

Or

- Be eligible for accreditation with one of the bodies above (to be achieved by April 2018).

Applicants must be able to clearly demonstrate their commitment to continuous professional development CPD , have a minimum of two experiences in their field and have a sound understanding of stress management techniques and working in the field of mental health. Appropriate qualifications and training as well as recognised practice experience will be essential pre conditions for award of the tendering hours.

### **Service Delivery Requirements:**

- The clients will be located in CALMS catchment area and services must be delivered in a specific location with a specified time-scale.
- Sessional Counsellors will be required to provide one to one counselling to individuals over the duration of the project.
- Sessional Counsellors will be required to keep relevant databases and submit monitoring/evaluation returns and invoices for services provided.
- Sessional Counsellors must access their personal supervision at their own expense and provide evidence of same to C.A.L.M.S.
- Sessional Counsellors **will be required to attend in house training , business meetings and line management in relation to their role.**
- Sessional Counsellors **must be prepared to work unsociable hours.**

## **Complementary Therapies /Programmes**

We require Complementary Therapists to deliver one to one treatments/programmes 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 well being 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:

- Aromatherapy
- Reflexology
- Stress Management
- Emotional Well-being
- Body Massage
- Reiki

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 Complimentary 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; be able to clearly demonstrate their commitment to continuous professional development CPD , have a minimum of two experiences in their field of expertise and have a sound understanding of stress management/techniques and working in the field of mental health. Appropriate qualifications and training as well as recognised practice experience will be essential pre conditions for the award of the Tendering hours.

## **Service Delivery Requirements:**

- The clients/groups will be located in CALMS catchment area and services must be delivered in a specific location with a specified time-scale.
- Therapists will be required to provide complementary therapies/workshops to individuals and groups.
- Sessional Therapists will be required to keep relevant databases and submit monitoring/evaluation returns and invoices for services provided.
- Sessional Therapists will be required to attend in-house supervision.
- Sessional Therapists will be required to **attend in house training, business meetings and line management in relation to their role.**
- Sessional Therapists **must be prepared to work unsociable hours.**

## **Facilitators**

We require Facilitators to deliver programmes (see below) to individuals in Derry/Londonderry, NI, who are suffering from stress or stress related illnesses as a result of the NI troubles.

- Yoga
- Arts & Crafts
- Pottery

## **Eligibility Criteria:-**

Must have a sound understanding of stress management/techniques and working in the field of mental health. Demonstrate evidence of continuing professional development, be able to provide official, suitably documented proof of qualifications in their chosen area of expertise e.g. certificate level, diploma or degree and where applicable must have current personal indemnity Insurance if required. Must possess a minimum of two years experience of working with groups .

## **Service Delivery Requirements (See below):-**

**Yoga Facilitator:** Provision and delivery of Yoga.

- The clients will be located in CALMS catchment area and the Yoga must be delivered within a specified time-scale.
- Facilitators will be required to keep relevant databases and submit monitoring/evaluation returns and invoices for services provided.
- Yoga Facilitator **will be required to attend in house training, business meetings and line management in relation to their role.**
- Yoga Facilitators **must be prepared to work unsociable hours.**

**Art/Craft Facilitator:** The provision of Creative Art Workshops.

- The clients will be located in CALMS catchment area and the Creative Art must be delivered within with a specified time-scale
- The Art Facilitator will be required to Facilitate Creative Art for the duration of the project.
- Facilitators will be required to keep relevant databases and submit monitoring/evaluation returns and invoices for services provided.
- Sessional Facilitators **will be required to attend in house training, business meetings and line management in relation to their role.**
- Facilitators **must be prepared to work unsociable hours.**

**Pottery Facilitator:** The provision of Creative Pottery Workshops.

- The clients will be located in CALMS catchment area and the Creative Pottery must be delivered within with a specified time-scale
- The Pottery Facilitator will be required to Facilitate Creative Pottery for the duration of the project.
- Facilitators will be required to keep relevant databases and submit monitoring/evaluation returns and invoices for services provided.
- Sessional Facilitators **will be required to attend in house training, business meetings and line management in relation to their role.**
- Facilitators **must be prepared to work unsociable hours.**



### **Welfare Rights Advisor:**

We require a Welfare Rights Advisor to work with individuals in the C.A.L.M.S. centre, who are suffering from stress or stress related illnesses as a result of the NI troubles.

### **Eligibility Criteria:-**

To be able to provide official, suitably documented proof of qualifications in their chosen area of expertise e.g. certificate, diploma or degree and/or be a member of an appropriate regional membership organisation and comply with the criteria of that organisation. Must have a sound understanding of stress/ management techniques, and provide evidence of continued professional development. Must have a minimum of two years experience.

### **Service Delivery Requirements:**

- The clients will be located in CALMS catchment area and services must be delivered in a specific location with a specified time-scale
- Welfare Rights Advisor will be required to provide advice/support to clients for the duration of the project.
- Welfare Rights Advisor will be required to keep relevant databases and submit monitoring/evaluation returns and invoices for services provided.
- Advisor should be able to advocate on behalf of clients in a variety of ways including phone, in writing or representation.
- Advisor **will be required to attend in-house training, business meetings and line management in relation to their role.**
- **Advisor must be prepared to work unsociable hours.**



## **COLLUSIVE TENDERING CERTIFICATE**

**Tender submission for:** \_\_\_\_\_ **(service)**

The essence of selective tendering is that C.A.L.M.S. shall receive bona fide competitive tenders from all persons tendering. In recognition of this principle:

I certify that this is a bona fide tender, intended to be competitive and that I have not fixed or adjusted the amount of the tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I have not entered into, nor know of, any agreement or arrangement with any other person that is intended to, or will have the effect of, preventing, restricting, or distorting the competitiveness of this tender process.

I also certify that I have not done and undertake that I will not do at any time

- (a) Communicate the amount or approximate amount of my proposed tender.
- (b) Enter into any agreement or arrangement with any other person that he/she shall refrain from tendering or as to the amount of any tender to be submitted.

Date:

Signed: \_\_\_\_\_

Eligibility Criteria Sheet for Counsellors
--------------------------------------------

Please confirm that you meet the following eligibility criteria by ticking **yes** or **no** for the questions below. You must also sign declaration.

<b>Eligibility Criteria:</b>	<b>Yes</b>	<b>No</b>
..... Diploma/Degree/Masters in Counselling		
..... Completed 300 supervised practice		
..... Accreditation of a professional body or eligible		
..... Be eligible for Accreditation by April 2018 or within two years of course completion		
..... Hold Certificate of insurance – (Indemnity)		
..... Evidence of continued professional development		
..... Minimum of two years experience in the field of mental health		

**Declaration:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Eligibility Criteria Sheet for Facilitators/Welfare Support Advisor
---------------------------------------------------------------------

Please confirm that you meet the following eligibility criteria by ticking **yes** or **no** for the questions below. You must also sign declaration.

**Eligibility Criteria:**

**Yes**

**No**

Do you hold a relevant certificate?

Do you hold a diploma?

Do you hold a degree?

Other/Desirable

Do you hold a minimum of 2 years experience in your field of expertise and in a mental health setting?

Hold certificate of Insurance (If applicable)

Evidence of continued professional development

**Declaration:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Eligibility Criteria Sheet for Complementary Therapists</b>
----------------------------------------------------------------

Please confirm that you meet the following eligibility criteria by ticking yes or no for the questions below. You must also sign declaration.

**Eligibility Criteria:**

**Yes**

**No**

Accreditation of a professional body or eligible

Hold certificate of Insurance – (Indemnity)

Other/Desirable

Do you hold a minimum of 2 years experience in your field of expertise and in the field of mental health?

Evidence of continued professional development

**Declaration:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

## TENDER EVALUATION CRITERIA

Tenders will be evaluated and scored to ascertain the most economically advantageous proposal using the following criteria:

- Demonstration of a clear understanding of the brief
- **Experience of working in the field of mental health in the community**
- **Sound understanding of stress management**
- **Evidence of continuing professional development**
- Experience of working in a team
- Computer Literate
- Experience of working with victims/survivors of the troubles
- **Appropriate and relevant quality accreditations and compliances in place including;**
  - Accreditation to a professional body or eligible
  - Professional indemnity insurance (where appropriate)
  - Member of a professional body
- Have a clear proposed methodology and the inclusion of innovative approaches where appropriate
- Provide a Capability Statement including experience of working on a similar type of project and to a deadline
- Demonstrate a clear understanding of issues regarding confidentiality, health and safety
- **Availability/Flexibility (Evening/Weekends compulsory)**
- Provide CV's and relevant certificates
- **A costing/Pricing schedule – to include breakdown of activity and cost per session.**

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**Score:**

## NOTES ON TENDER PROCESS

- Submit 1 hard copy of your tender (unless you are applying for more than one position)
- Please complete the eligibility criteria sheet/s i.e. pages 11, 12 or 13. and enclose with tender
- Please enclose **SIGNED** Collusive Tendering Certificate on pg:10.
- CALMS cannot accept responsibility for postal or delivery delays
- Late tenders will not be considered
- The form of tender must be completed in **black ink** or typed and signed.
- All prices must be in pounds sterling and exclusive of VAT
- All submissions must be in the English language and any alterations or erasures must be initialled by the signatories to the tender
- Tenderers are not entitled to claim any costs or expenses, which may be incurred in preparing their tender, whether successful or not.
- Any tenderer who directly or indirectly canvasses CALMS concerning the award of the sessional hours will be disqualified
- For information on eligibility requirements – please refer to the Selection Process (ref.pg.3)
- Please ensure you adhere to format of required responses (Pg:16)
- Tenders must be submitted in accordance with these instructions.

## FORMAL CONTACT AND COMMUNICATIONS

Tenderers may seek to clarify any points of doubt or difficulty relating to the tender documentation before submitting their tender. For the purposes of this send your request by email to the email address below. Your request along with the response will be sent out to all who have indicated an intention to submit a tender.

Email [calms.stresscentre@btconnect.com](mailto:calms.stresscentre@btconnect.com)

## **Responses:**

### **1.0 Details**

- 1.1 Name
- 1.2 Address
- 1.3 Contact details
- 1.4 CV and relevant certificates
- 1.5 Provide a capability statement including experience of working on a similar type project and to a deadline
- 1.6 **Name and email addresses for two referees whom CALMS may contact**

### **2.0 Sessional work you are applying for**

- 2.1 Sessional programme/service/s
- 2.2 Breakdown of cost per programme/service

## **COMPLETION AND SUBMISSION OF TENDER DOCUMENTATION**

All tender documentation should be returned in a plain sealed envelope bearing no marks which would indicate the identity of the tenderer and the declared area of interest must be indicated externally on the envelope to assist in classification. It should be returned to:-

CALMS Committee  
CALMS  
10 Northland Road  
Derry/Londonderry  
BT48 7JD

Closing Date: 10/04/2017

Please note successful candidates will be offered contract subject to **satisfactory reference** checks.