

Waterford Area Partnership: Invitation to Tender **(<https://www.activelink.ie/node/112598>)**



Waterford Area Partnership

Invitation to Tender for

Intercultural Peer Health Needs Assessment

Context:

Waterford Area Partnership (WAP) provides health advocacy supports to International Protection Applicants in partnership with HSE South East Community Healthcare (SECH). This work also involves further developing, designing and documenting a model of migrant peer health supports that will support People Seeking International Protection who have significant physical and/or mental and/or addiction health challenges who require supports to ensure they receive appropriate access to the health system. In order to identify the needs of persons leaving Accommodation Centres and how they can be addressed an initial needs assessment process has been undertaken.

The final phase of the needs assessment process will be undertaken by the WAP Intercultural Health Worker in collaboration with HSE South East Community Health (CHO 5)

We are now seeking a consultant to:

- analyse interview transcripts from the needs assessment consultations being conducted by the project worker, to extract key issues and themes; review the interim reports from the needs assessment supplementing these with the analysis of the interview transcripts; and compile in a final report. This work will also involve supporting the project worker to address issues that arise in the course of the consultations.
- Document the various aspects of the evolved model of peer health advocacy in SECH; taking into consideration the findings of the report developed in the first phase and ensuring the SECH equality and human rights statement will serve to underpin the template for the model.
- Document the model of training for peer health workers in the region.

An Advisory Group, led by Waterford Area Partnership will oversee the development of the work, review draft reports and approve the final report.

The needs assessment will be complemented by the development of a practical Training Toolkit to enhance IPAs self-advocacy skills in their health & wellbeing. A national conference will be held in September 2025 to present the findings and recommendations of both tenders and the successful tenderers/consultants will be tasked by and with the Advisory Group to engage collaboratively as we organise the event.

Aim of the assessment:

To present an evidence-based assessment of the needs of International Protection Applicants to inform the emerging south east model regional of health work.

Objectives of the assessment:

On completion of this assessment the successful consultant will present to Waterford Area Partnership & HSE Advisory Group a comprehensive report to include the following:

- Analyse data from interviews and focus groups conducted by the project worker with IPAs residing in the Waterford and South Tipperary accommodation centres or who have recently moved into independent accommodation
- Contextualisation of IPAs health needs in terms of available data, CSO data, national policies, local knowledge and emerging developments
- Evidence-based research of peer health network models affirming the significant role of the emerging south east regional model of health work in creating sustainable and cohesive practices
- Document the development of the Peer Health Network in SECH to inform other CHO regions
- Ensuring this work is underpinned by the Social Inclusion's Human Rights and Equality Statement
- To actively collaborate with the Advisory Group and another consultant on informing our national conference
- Presentation of findings and recommendations to WAP Advisory Group for approval and to a national conference being held in September 2025

Methodology Approach

The tenderer should set out a detailed methodology for the needs assessment with consideration of the following:

- Brief literature review and analysis of relevant written documentation, including reports on work undertaken since 2022 through HSE intercultural health work
- Collation of information and data emerging from existing and ongoing interviews and focus groups with IPAs setting out the needs identified
- Analysis of existing, current and emerging data from IPAs interviews and the implications to inform delivery of supports and the network model in provision of Intercultural Health supports
- Document the emerging model of health advocacy in SECH and develop a regional Intercultural Health Workers Network Framework for implementation
- Consultation with key stakeholders to provide both a local context in the development of the regional model
- Regular meetings with Advisory Group to present progress and presentation of final draft report.

Output of the Needs Assessment - the output should be a clear, concise and structured report, covering the above considerations as follows:

- Overview of the project.
- Analysis of collated data from the needs assessment
- The implications of these needs and this analysis for the model of provision of peer health supports.
- Document a regional peer health network model
- Final report documenting the various elements of the evolved model for peer health advocacy developed in SECH and underpinned by SECH Equality and Human Rights Statement
- Conclusions and actionable recommendations to enhance provision of Intercultural Health supports, address needs of IPAs and advancement of the emerging regional approach.

Reporting - This needs assessment is commissioned by Waterford Area Partnership CLG which will issue all contracts for the work. It is expected that there will be liaison with the researcher on a regular basis to consider progress and support needs for the researcher throughout the process.

Timescale – The timeframe is December 2024 to July 2025 with final report presented by end of July. The successful tenderer will also attend the national conference in September 2025 (date to be confirmed)

Budget and Tender process.

The maximum budget inclusive of VAT, travel and attendance at conference etc is €12,000

All proposals must reference the information outlined above and include the following:

- All tenders must be addressed to Waterford Area Partnership CLG
- Tender must be signed, dated and on headed paper indicating Business Name, Contact Name, Address, Telephone, Email and VAT Number. If the contact person is different to the lead person, please include them.
- Understanding the brief: Present a clear understanding of the tender proposal and a summarised briefing of your understanding of the expected outcomes of the tender brief with an emphasis on the stakeholder engagement, consultation and innovativeness.
- Methodology: Outline a detailed methodology as to how the tender brief will be completed including:
- The process used for completing the brief, overall approach to the work and tasks outlined.
- The number of days/hours associated with each task required to complete the brief.
- A detailed budget for the delivery of each strand of the brief and an outline of all associated costs/expenses e.g. Travel, accommodations etc

Track record and experience:

Please provide:

- Name and contact details of the tenderer/organisation and the personnel who would be involved in the delivery of the work, a lead consultant needs to be identified as a contact person.
- Previous experience of all personnel involved in undertaking the work (copies of relevant previous work can be attached to responses)
- Detail of at least 2 assignments of a similar nature which demonstrates working with a similar group with contact details to check for references.

Tax Affairs: Evidence of Tax Compliance, provide a current tax reference number and eTax Clearance.

Insurance: The successful tender must have professional indemnity insurance and provide evidence of same.

All Documents submitted in word or PDF format.

Assessment criteria for selection of successful tender

Tenders will be evaluated on the information provided at the time of tender. The contract will be initiated immediately following confirmation of funding.

Unsuccessful tenders will be notified when the appointment of the successful tender has been confirmed. The contract will be awarded to the most economically advantageous tender based on the following criteria:

Criteria - % available

- **Cost:** The tenderer is required to provide detail costs associated with each strand of the brief *20%*
- **Addressing Project Specifications of Requirements:** Clearly demonstrates an understanding of the scope and objectives of the tender brief and its intended outcomes - *30%*
- **Methodology:** Has clearly outlined a systematic and comprehensive methodology and engagement/consultation process to secure the tender brief is met - *30%*
- **Capacity to Deliver:** Demonstrates capacity to deliver based on the level of resources indicated and details of personnel involved - *20%*

Total - 100

Tenders will be required to score a minimum of 70% to qualify.

Tenders must demonstrate how they meet all the above criteria in their tender submission in order to enable the warding authority to assess fully the extent of their offers.

Waterford Area Partnership CLG is entitled, but not obliged to seek clarification of the tenders during the evaluation process. No change in the price or substance of the tender shall be sought, offered or permitted. The successful Consultant/Consultancy Team will be engaged through a sub-contract with Terms & Conditions.

Submission of Tenders

Please submit tenders by **Monday December 16th 2024** (late submissions will not be accepted) **by email** to Catherine Power, Community Development Manager, Waterford Area Partnership to cpower@wap.ie (<mailto:cpower@wap.ie>) with the **subject line Intercultural Peer Health Needs Assessment**. Queries on the tender will be accepted via email only.

The successful consultant must be available to commence work immediately with the successful tendered informed of outcome of criteria assessment by Friday December 20th 2024.

Region

South East

Date Entered/Updated

9th Dec, 2024

Expiry Date

16th Dec, 2024

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