

Waterford Area Partnership: Invitation to Tender **(<https://www.activelink.ie/node/113892>)**



Invitation to Tender for Development of a Healthy Life Skills and Self Advocacy Training Tool Kit

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. An initial needs assessment process has been undertaken to identify the needs of persons leaving Accommodation Centres and how they can be addressed. The final phase of the needs assessment process is being undertaken by the WAP Intercultural Health Worker in collaboration with HSE South East Community Health (CHO 5). This will include an assessment of the implications of these needs and this analysis for the model of provision of peer health supports and an assessment of peer health network models and documentation of the development of the Peer Health Network in SECH. A Final report will be produced documenting the various elements of the evolved model for peer health advocacy developed in SECH and underpinned by SECH Equality and Human Rights Statement.

The purpose of the needs assessment is to present an evidence-based assessment of the needs of International Protection Applicants to inform the emerging southeast model regional of health work and the development of a healthy life skills and self-advocacy training tool kit as a way of addressing the needs identified. The training toolkit will be delivered to, and ultimately by, the Intercultural Health Workers, based on the model template developed and underpinned by the SECH Equality and Human Rights Statement.

WAP are therefore seeking a consultant with expertise in developing and delivering training on relevant health and education courses to develop a **Healthy Life Skills & Self-Advocacy Training Tool Kit underpinned by the SECH equality and human rights statement**. We envisage this will involve the following:

- Reviewing findings of the initial needs assessment
- Facilitating focus groups with a) Intercultural Health Workers and b) relevant stakeholders to determine key areas/themes for toolkit.
- Adapting the Healthy Life Skills Tool Kit SECH Homeless Services for Protection Applicants
- Supplementing with relevant parts of other tool kits including the following:
 - Community Living Transition Planning Toolkit
 - Making A Home
 - Time to move on from Congregated Settings: A Strategy for Community Inclusion
 - Community living Transition.
- Using a collaborative approach to ensure the needs assessment report findings are referenced in the development of the Training Toolkit
- Identify learning from the pilot phase to further develop and finalise the model template.
- Prepare agreed element of the training toolkit to serve as a model of training for Intercultural Health Workers
- Provide training and support to the Intercultural Health Advocates to prepare agreed element of the training toolkit to serve as a model of training for Intercultural Health Advocates
- Identify relevant training for Intercultural Health Workers to build skills in training delivery on health & wellbeing.
- Presenting the Training Toolkit at a national launch in Autumn 2025
- Document the model of training for peer health workers in the region.
- Presenting the Training Toolkit at a national conference in Autumn 2025 alongside the findings and recommendations

of the needs assessment; the successful tenderers/consultants will be tasked by and with the Advisory Group to engage collaboratively as we organise the event.

An Advisory Group, led by Waterford Area Partnership will oversee the development of the Tool Kit, review drafts and approve the final document.

Reporting - This Tool Kit 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 consultants on a regular basis to consider progress and support needs for the researcher throughout the process.

Timescale – The timeframe is March to July 2025 with final report presented by end of August. The successful tenderer will also attend the national conference in Autumn 2025.

Budget and Tender process.

The maximum budget inclusive of VAT, travel and attendance at conference etc is €20,000.

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 **Friday March 7th 2025** (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 March 21st, 2025.

Region

Co Waterford

Date Entered/Updated

18th Feb, 2025

Expiry Date

7th Mar, 2025

Source URL: <https://www.activelink.ie/vacancies/tenders/113892-waterford-area-partnership-invitation-to-tender>