



## **Invitation to Tender Rolling Call Talking Therapies for Working with Victims and Survivors.**

The Ely Centre are inviting tender applications from competent, experienced and appropriately qualified talking therapists to deliver talking therapies to Victims and Survivors on a sessional basis.

### **The Ely Centre Overview**

The Ely Centre is a Registered Charity specialising in the provision of multi-disciplinary support services for civilians, security force personnel and their families, who have experienced bereavement and injury as a result of the "Troubles".

The Ely Centre is committed to serving innocent victims and survivors, ex service personnel, their families and carers by providing evidenced based outcome focused treatments, prevention and support services that address issues of declining psychological, physical health, social and financial difficulties arising as a result of the troubles.

The Organisation formed by relatives of the bereaved and injured of 1987 Enniskillen Poppy Day Bomb which claimed the lives of 12 innocent civilians and injured scores more, has over the last three decades developed into a proven centre of excellence in providing care and support for victims and survivors of the Troubles and their families.

More details here: [www.elycentre.com](http://www.elycentre.com)

### **Role description**

We see this role to have a range of priorities:

- To provide one to one talking therapy to Victims and Survivors.
- To act as a liaison for other Ely Centre staff.
- To travel to any Ely Centre outreach centre as required.
- To inform individuals about the range of support services offered by The Ely Centre to encourage a holistic approach.
- To work closely with identified Ely Centre staff to ensure that all appropriate procedures and processes are followed at all times.
- To be a critical point of contact for Victims and Survivors presenting in crisis.

- Attend a meeting with Director of Services and Health & Wellbeing Team and/or other relevant Ely Centre staff periodically throughout the year
- Liaise with Director of Services or Health & Wellbeing Teams immediately should a problem arise, relating to the well-being of a Client or if identified that they may need any other support or referral pathway.
- Attend a minimum of 4 service review meetings with the Director of Services
- Ensure all processes (Including Corenet and GP letters) are completed and submitted accurately and kept up to date and that any other required paperwork is returned to the Director of Services or Finance Officer at Ely Centre fully completed and on time.
- Be prepared to deliver a flexible service for The Ely Centre to enable us to meet the needs of our client base.

**The tender format is as follows:**

- a) Applicants must demonstrate and provide evidence where appropriate how they meet all elements of the essential criteria. Please note it is important to address each criteria listed above in your application. Failure to do so will result in your tender application being deemed ineligible.
- b) Applicants must include a full and up to date CV with their application.
- c) Applicants must include a copy of all relevant certificates.
- d) Applicants must include evidence of membership of BACP or equivalent body prior to commencement of sub-contracting.
- e) Applicants must include evidence of Professional Liability Insurance to a minimum of £5 million.
- f) Applicants must outline what days and times they are available to deliver services on behalf of The Ely Centre.
- g) Tender applications must include a completed Declaration of Employment Status form.

Copies of tender proposals should be forwarded in a plain envelope clearly marked "Tender for Talking Therapies" to:

Director of Services Services  
The Ely Centre  
52 Forthill Street, Enniskillen, BT74 6AJ

Any tender applications not including all information above will be discounted as incomplete and will not move to scoring.

The Ely Centre will use the information supplied to score all tender applications. Please take note of weighting criteria as this will be used to total scores and only applicants who score over 70 will be added to our Approved Sub Contractors List. Although a score of 70 or more will enable an applicant's details to be added to our Approved Sub Contractors List this does not constitute any guarantee of hours. Please note any successful tender will only be valid for a period of 12 months from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2021.

The Ely Centre operates in line with the General Data Protection Regulations 2018. This means we will treat the information you provide to us with strict confidentiality. At times we may need to share some of your information with other staff, funders and other stakeholders.

Award Criteria	Score out of 100
Demonstration of 2 yrs post qualifying practice working with Trauma and/or Victims and Survivors.	30
Knowledge of the Step Care Model and issues presented by Victims and Survivors	20
Demonstration of an understanding of Conflict Trauma.	20
Receiving regular clinical supervision	5
Demonstration of commitment to Continuing Professional Development	10
Demonstration of & knowledge of Legislation pertaining to Vulnerable Adults and children.	2
Mental Health First Aid Training	2
Keeping Adults Safe / Safeguarding Adults Training	2
Demonstration of Value for Money	3
Evidence of Professional Insurance	2
CV included	2
Availability for delivery of sessions	2

Contact Details: If you require further information, wish to clarify any points or have difficulty relating to the tender documentation before submission of your proposal the contact point is Mr Lee McDowell

Email: [lee@elycentre.co.uk](mailto:lee@elycentre.co.uk)

## START AND COMPLETION DATES

It is anticipated that funding for this service delivery will be from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2021.



The Ely Centre  
Invitation to Tender  
Talking Therapies for Working with Victims and Survivors.

NAME: TELEPHONE:

EMAIL: DATE:

Essential Criteria
1. Please provide details of 2 year's post qualification experience and practice working with Victims and Survivors.
2. Please demonstrate your knowledge of the Step Care Model and issues presented by Victims and Survivors.
3. Please demonstrate your understanding of Conflict Trauma
4. Please give Supervisors details, regularity of appointments.

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Essential Criteria contd.

5. Please state qualifications and membership details of BACP or equivalent body and outline knowledge of the legislation pertaining to the role.

6. Have you completed Keeping Children Safe Training within the last 2 years? If so please detail dates of completion and include a copy of your certificate with your tender.

7. Have you completed Keeping Adults Safe Training within the last 2 years? If so please detail dates of completion and include a copy of your certificate with your tender.

8. Please demonstrate your commitment to continuing professional development.

9. Have you completed Mental Health First Aid (or equivalent)? If so please detail dates of completion and include a copy of your certificate with your tender.

10. Please state your cost per hour inclusive of travel, subsistence and VAT

11. Outline days and times available for delivery of sessions.

#### Check List for Applicants

CV	
Professional Liability Insurance	
Certificates of Qualifications	
Keeping Adults Safe / Safeguarding Adults Certificate	
Keeping Children Safe Certificate	
Membership of BACP or Equivalent Body	