



Dear Sir/Madam

**Invitation to Tender – Evaluation of Wellbeing Support Service**

You are hereby invited by MACS Supporting Children and Young People to submit a tender for the above goods/services.

MACS Invitation to Tender contains Instructions and Information for Tendering including Specification of Requirements for those applying to tender.

If you wish to submit a tender, you are required to return **two hardcopy proposals and one electronic mail version** of your proposal, clearly marked as such.

Please note memory sticks are not accepted.

303 Ormeau Road, Belfast BT7 3GG

T: 028 9031 3163 e: [info@macsni.org](mailto:info@macsni.org) - [www.macsni.org](http://www.macsni.org)

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1. Tenders must be submitted in accordance with these instructions and any further instructions contained in other documentations issued by MACS.
2. The Tenderer may not alter this document. Any proposed alteration is to be given in a separate letter accompanying the tender.
3. Tenderers may be rejected if any of the requested information is not supplied with the tender or if the submission fails to comply with the format and presentation in Section 6.
4. The date and time for return of tenders is shown on the Invitation Letter. Tenders will be received up to the time and date stated. It is the Tenderers' responsibility to ensure that their tender is received on time. MACS does not undertake to consider any tender received after that time unless there is sufficient evidence to pre-suppose it's due delivery.
5. MACS does not acknowledge receipt of tender documents and accepts no responsibility for loss or non-receipt of applications.
6. MACS expressly reserve the right not to award any contract as a result of this procurement process and it shall not be liable for any costs incurred by Tenderers. MACS also reserve the right to accept all or any part of a tender.
7. Prices shown must be inclusive of VAT.
8. The Tenderer must not inform anyone else of their tendered price. The only exception is where the Tenderer is required to obtain an insurance quotation to calculate the tender price; then the Tenderer may give details of their bid to the insurance company or brokers, if requested.
9. The Tenderer must not try to obtain any information about any other party's tender or proposed tender before the contract is awarded.
10. The Tenderer must not arrange with any other party the submission of a tender except in the circumstances where sub-contracting and/or joint ventures are applicable.
11. Where invoices will be rendered by or payments made to, an entity whose title differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender.
12. Successful Tenderers who fail to provide this will experience non-payment of their invoices.
13. Tenderers should note that during this tender process they should not contact any MACS respective Board Members, Senior Managers, employees or advised or any third parties connected to MACS.
14. All responses to this Invitation to Tender must be in English.

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MACS Supporting Children and Young People was established in 1990 to provide a range of services for vulnerable young people aged 11-25 years.

MACS Supporting Children and Young People is a leading young person's organisation in Northern Ireland. We provide a range of services for children and young people including;

- **Supported Housing:** We have a number of self-contained flats for young people who are care experienced. Support staff work with these young people to help them develop the living skills needed to live independently once they have left care. Includes support around tenancy management, budgeting, education and training and personal support to help them cope with this transition from care.
- **Floating Support:** This service is targeted at homeless young people or those at risk of becoming homeless, liaising with the Housing Executive, providing practical support regarding benefits, housing needs and family mediation. Includes suicide prevention remit.
- **Wellbeing Support Service:** Providing support to young people aged 11-25 who have mental health problems, are suicidal or self-harm. This service focuses on building resilience and relationships, providing support and social opportunities through group work and mentoring with a volunteer.
- **Led by You:** Provides a forum for young people's voices to be heard in MACS through a Shadow Board who feed ideas, suggestions and feedback to the Board of Directors. They lead service reviews to internally monitor and quality assure support for young people in each service.
- **Therapeutic Community:** Provides accommodation for children aged between 6-12 years who have complex needs which cannot be met in mainstream children's homes or foster care.

This tender seeks to evaluate the Wellbeing Support Service of which details are outlined below.

MACS Supporting Children and Young People are seeking to appoint consultants to carry out an evaluation of our Wellbeing Support Service.

The overall goal of Wellbeing Support Service is to provide support to 11-25 year olds with their mental health. Young people could experience suicidal ideation and self-harm. We support young people through one to one support with the Wellbeing Worker, one to one mentoring and group work. We aim to support young people to improve their mental health, build resilience and increase self-esteem. We also provide support in post-primary schools through personal development programmes tailored to meet the needs of the pupils.

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Wellbeing Support commenced in 2000 as a mentoring service for young people who were living in our Supported Accommodation who were experiencing loneliness and isolation. The service has grown and expanded since then and was rebranded in 2013 to become the Wellbeing Support Service. In 2015, we established the Bee Well programme in post-primary schools. This programme delivers mental health education, coping and resilience building sessions in post-primary schools across Northern Ireland. The service is funded by National Lottery Community Fund, Children in Need, and Public Health Agency and has an annual budget of £275,000.

### 3.1 Timescales for this programme

Invitation to tender sent out	04/12/2019
Closing date for tender responses	06/01/2020
Post-bid clarification discussions & meetings (if necessary)	06 – 13 Jan 2020
Contract decision/Standstill Period	13- 20 Jan 2020
Contract Start Date	3 <sup>rd</sup> Feb 2020
Contract Review	2 <sup>nd</sup> March 2020
Contract end Date	3 <sup>rd</sup> April 2020

## 4. SPECIFICATION OF REQUIREMENTS

### 4.1 Overview:

The evaluation must provide robust evidence of Wellbeing Support Service impact and enable MACS to use lessons from the evaluation to inform future programme design and delivery.

### 4.2 Requirements:

The evaluation should, at a minimum include:

- An assessment of how far the programme has met its initial objectives, and has contributed to outcomes and wider organisational objectives in terms of the short, medium and long term.
- A qualitative review of the impact of one to one support from a Wellbeing Worker on young people's mental health, ability to cope and social networks.
- A qualitative review on the impact of mentoring with a volunteer on young people, supporting them to achieve their goals.
- A qualitative review of the impact of group work programmes on isolation and loneliness, developing social networks and mental health.
- An evaluation of the recruitment, selection, training and support provided for volunteers.
- Good practice from the programme and the lessons that are important in taking the programme forward. Where appropriate this should also consider where lessons may be relevant more widely to other relevant stakeholders.
- An overall assessment of the progress made by the Service to support young people to achieve their goals.

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### 4.3 Methodology:

Consultants should suggest a suitable methodology, though we expect this will need to include some of the following elements:

- Qualitative review of effective Mentoring models
- Consultation with Wellbeing Support staff, delivery personnel and key stakeholders
- Consultation/evaluation of beneficiaries (young people and volunteers)
- Review of relevant secondary data
- Quantitative and qualitative analysis considering additionality, the scale of outcomes achieved judgements on possible impacts, the difference made through Strategic Added Value and value for money.
- Review of lessons learned and comparison to good practice elsewhere.
- Dissemination (e.g. through reports, statistics and/or workshops)

### 4.4 Deliverables:

Consultants should prepare an inception note soon after the start of the evaluation, which details the work plan and any key issues in undertaking the study. Detailed milestones should be included in the work plan.

Deliverables will be specified and agreed for each element of the workplan, in conjunction with MACS, as the programme progresses but it is likely an interim report will be required to bring together preliminary research findings and analysis.

The final output should be a report with an Executive Summary that is suitable for public dissemination. The structure of the report will be agreed with MACS in advance of production. The final report may also need to be communicated through a presentation/workshop.

All new material, reports and any other outputs /deliverables, produced as a result of the delivery/completion of this contract, will remain the ownership of MACS once the contract is finished.

5.

## EVALUATION CRITERIA

A tender assessment panel will examine all tenders received. The panel will have to be satisfied that the method and programme of work meet the requirements and are cost effective. The panel will also take into account other criteria to include:

- Clear demonstration and understanding of the task to be addressed
- Evidence that the tenderer possesses the relevant skills in order to carry out the work
- Level, depth, nature of experience in the area
- Track record of successful delivery in similar areas of research
- A well-argued theoretical and methodological approach
- Experience of using qualitative data to produce an impressive and accessible report for a range of different audiences

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- Ability to effectively manage and complete the contract over the agreed timeline and demonstrable ability to meet deadlines
- Overall assessment and quality of proposal
- Enthusiasm for and experience of working with Young People
- Ability to engage meaningfully with young people and show a clear understanding of mental health support.
- Willingness to work in partnership with the MACS Supporting Children and Young people staff, volunteers, young people and other stakeholders.

Short listing will apply and in the case of similar tenders you may be asked to attend an interview.

MACS reserves the right to take into account any other relevant considerations that, in its absolute discretion, it may deem are appropriate.

<b>6.</b>	<b>BUDGET</b>
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The value of this activity is budgeted at a maximum of £4,000.00.

<b>7.</b>	<b>SUBMITTING A TENDER</b>
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**Structure of Proposal:**

The proposal should be structured as follows:

The application should include:

- A written proposal including a time plan for completion of the project
- A comprehensive CV which outlines knowledge, experience and skills with reference to the overall criteria outlined above
- Samples of other similar and relevant work
- The proposed methodology to be used
- A clear breakdown of the costs against the activity (please include VAT where applicable) including hourly rates and proposed expenses
- The details of 3 referee's.

**Format & Presentation of Proposal:**

All submissions should be submitted in Arial font, size 11

As stated in the Letter of Invitation, two hardcopy proposals and one electronic version

All submissions must be bound appropriately and any appendices must be clearly indexed or labelled. MACS reserves the right to exclude from evaluation any inappropriately large appendices.

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**8.**

**PRICING SCHEDULE**

1. Prices will be fixed for the duration of the contract.
2. The prices in the pricing schedule shall include for all goods and services shown or described in the contract as a whole and for all goods and services not described but apparent as being necessary for the complete and proper execution of the provision of the contract.
3. Each item in the Pricing Schedule must be fully priced, with insertions for each item. If any item is unpriced, that item shall be deemed to be free of charge.
4. Applications for payment shall be made in accordance with MACS Financial Procedures which are available on request.
5. All prices quoted must be inclusive of Value Added Tax (VAT)

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