



Invitation to Tender

Independent Evaluation of the Impact and Process of WHSCT's Adult Learning Disability Involvement Model

November 2021

1. Instructions

This is an invitation to submit a quote for the independent professional evaluation of the Adult Learning Disability Involvement Model on behalf of WHSCT's ALD Strategic Involvement Group.

Please submit your proposal entitled *Independent Evaluation of WHSCT ALD Involvement Model* by 5pm on the 10th December 2021 to Julie.mcginty@westerntrust.hscni.net. Proposals received after this deadline will not be considered.

If you have any questions about this document please contact Julie McGinty by noon on 30th November 2021.

Your tender submission should be written to address the key requirements and scope of the work detailed in the brief of this Invitation to Tender and demonstrate how it meets the scoring criteria outlined under section 4. Any details not provided or not fully completed may constitute an admission of unsuitability/inability to fulfil requirements and may result in the tender being rejected at our absolute discretion. The successful provider will be contacted by 16th December.

Prices contained within the proposal should be in pounds sterling and should include ALL fees. Please price VAT separately.

This Evaluation will be overseen by an Evaluation Steering Group who will work with the provider in an advisory capacity. Please ensure your costings include 4 Steering Group meetings at 1 hr each.

2. Background Information

Personal and Public Involvement (PPI) is a process whereby service users, carers and the public are empowered and enabled to inform and influence the commissioning, planning, delivery and evaluation of services in ways that are relevant and meaningful to them. People have a right to be involved and increasingly they expect to be actively involved in decisions that affect them.

PPI is a statutory responsibility as detailed in the HSC (Reform) Act (NI) 2009 through the statutory duty to Involve and Consult. Each Health and Social Care organisation, to which the legislation applies, is required to involve individuals in the planning and delivery of Health and Social Care (HSC) services.

Specifically, sections 19 and 20 of the above legislation require that service users and carers are involved in and consulted on:

- The planning of the provision of care;
- The development and consideration of proposals for change in the way that care is provided;
- Decisions that affect the provision of care (HSC 2012)

Western Trust Involvement Model in Adult Learning Disability Services

At present there are approximately 2015 adults with learning disability in the western area who are registered with the Western Health and Social Care Trust. Following a well-documented and public controversy regarding underfunding of Adult Learning Disability in the Western Trust area, which caused a significant breakdown in trust between service users and carers and the WHSCT, in 2016 the WHSCT committed to embark on a significant programme of work which would see meaningful 'Involvement' of service users and carers integrated into the planning processes of the Western Trusts Adult Learning Disability Services.

The aims of this approach were to:

1. Improve relationships and restore trust between Carers and WHSCT staff
2. Improve 2 way Communication
3. Ensure openness and accountability with regards to future development of services and allocation of resources
4. Champion a cultural and behavioural change in actively embracing Personal, Public Involvement (PPI), or simply 'Involvement' into every day planning processes within Adult Learning Disability services
5. To improve the lives of service users and carers at home, within their communities and when accessing services.

This process has seen the development of a 'Hub and Spoke' model of Involvement in 2018, with five Local Involvement Groups (LIGs) feeding into a Strategic Involvement Group (SIG). The five Local Involvement Groups are in Limavady, Derry, Strabane, Omagh and Fermanagh.



This model was developed to provide a safe forum and structure to enable service users and carers to work together in partnership with Western Trust staff to influence, inform and advise on the improvement and delivery of Adult Learning Disability services.

The Local Involvement Groups have been meeting since 2017 on an approximately 6 weekly basis. Each Local Involvement Group is attended by senior and local staff, carers and service users (usually supported by either parents or staff).

In the past year the WHSCT have employed 3 staff to support the embedding of involvement within Adult Learning Disability Services, 1 x Involvement Manager and 2 x Involvement Facilitators

Terms of Reference and Governance have been discussed and agreed by members of the Local and Strategic Involvement Groups.

3. The Brief

The successful provider will deliver a final Evaluation report *by 31st March 22*, and present the Evaluation findings via power-point presentation to a meeting of Strategic Involvement and Local Involvement group members in April 22.

Within this report, the provider will be expected:

1. To assess the efficiency and effectiveness of the Involvement Model
2. To examine the process and implementation of the Involvement Model, including within the context of the Covid-19 pandemic.
3. To assess the extent to which the Model has made service changes
4. To assess the impact of the Involvement Model on day to day lives of service users
5. To assess the extent of organisational commitment, responsiveness and resources
6. To assess the process and mechanism for participation
7. To examine the impact of the process on service users, carers and staff in terms of:
 - Relationships
 - Attitudes
 - Understanding of purpose and process
 - Understanding of and Adherence to governance structures
 - Ownership
 - Satisfaction
 - Motivation
 - Learning/ skills / Training
 - Communication
8. To outline cost/benefit analysis
9. To provide recommendations which focus on:
 - Areas for Improvement/ change.
 - The future sustainability and direction of the Involvement Model.

4. Submissions

1. Understanding of Brief

Please outline your understanding of the context and requirements of the brief

2. Evaluation Methodology

Please provide an overview of how you would undertake the independent evaluation, including details of evaluation methodology and timeline for delivery.

3. Track Record & Quality of Past Experience

Please provide an overview of your organisation, details of relevant experience to include information on the following;

- Structure, size, capacity and expertise to undertake the work specified
- Staff details, including details of relevant skills, experience and qualifications
- Portfolio of relevant projects

4. Costs

Please provide a breakdown of fees and costs and any other associated costs based specification of requirements above. Please outline your net costs per day/ hour in pounds sterling exclusive of VAT. Please cost VAT separately.

5. Scoring Criteria

Submissions will be scored according to the criteria below:

Item	Weighting
Understanding of Brief	20%
Methodology	40%
Track Record	10%
Cost	30%
Total	100%

6. Timeframe

Activity	Date
Deadline for questions relating to tender	30 th November 21
Deadline for receipt of tenders	10 th December 21
Notification of Decision	16 th December 21
Project Initiation Meeting- Steering Group With 2 follow-up meetings end Jan and end Feb	10 th January 22
Completion of Evaluation and Handover of final report to Steering Group meeting	31 st March 22
Presentation to stakeholders	TBC April 22