



Department of  
**Health**

An Roinn Sláinte

Mánnystrie O Poustie

[www.health-ni.gov.uk](http://www.health-ni.gov.uk)

## **Tender Terms of Reference**

### **Learning and Evaluation of the Department of Health's three Health Funds**

**September 2021**

## **1.0 Background to the Community Foundation for Northern Ireland**

### **1.1 Vision**

**The Community Foundation for Northern Ireland connects people who care to causes that matter.** For over 40 years the Community Foundation has been a trusted, secure means through which donors choose how, when and where they give, by helping them to set up funds, supporting them to make grants and to see the impact of their donations on local communities in greatest need.

### **1.2 Values**

We work together and with others in line with our values - generous, thriving and together.

#### **Generosity:**

We encourage generosity in everything we do; we look out for each other; we deal with everyone with compassion, empathy and understanding. We are flexible in how we work with staff, donors and grantees.

#### **Thriving:**

We see the potential within both our staff and the communities we work in and are committed to help both reach their full potential.

#### **Together:**

We will only make the change we want to see together. We value participation, working with others and bringing people together.

## **2.0 Background to the Department of Health (DoH) three Health Funds**

The Community Foundation on behalf of the DoH have recently established three new grant schemes with a combined value of £24 million for charities and VCSE organisations to support local communities in need over a three year period up to March 2024. They are; The Cancer Charities Support Fund, the Mental Health Support Fund and the Carers Support Fund.

## **2.1 Cancer Charities Support Fund- £10 million**

These funding awards will enable charities to provide a wide range of support services for cancer patients throughout NI, and will cover key areas in the cancer pathway from pre-diagnosis through to palliative and end of life care. These services are key support mechanisms towards the implementation of the cancer recovery plan and the cancer strategy and important in working towards our aim of building cancer service capacity in communities.

Grant values of between £5k to £1 Million will be made available to charities

Specific outcomes that the Fund should deliver are:

- Prevention such as awareness raising sessions and campaigns
- Psychological support/counselling
- Palliative care
- Improved access to information and support services including financial/welfare/benefits advice, and support available through new technologies
- Enhanced provision of, and access to, practical support for people with cancer
- Services to support physical and mental health and wellbeing
- Specific research into the experience of patients with cancer
- Provision of screening services, and
- Delivery of cancer rehabilitation programmes

## **2.2 Mental Health Support Fund- £10 million**

These funding awards will equip and enable charities to provide a wide range of support services for people with mental ill health throughout Northern Ireland. This may include services aimed at keeping people well, and/or ensuring that those who have previously been unwell remain well.

Grant values of between £5k and £500k will be made available to charities

Specific outcomes that the Fund should deliver are:

- Talking therapies, psychological therapies and similar interventions;
- Interventions which reduce pressures on mental health acute in-patient facilities for adults and children including in-reach to in-patient mental health services where there is support from the HSC Trusts;
- Interventions which is expected to have an overall impact on the need for people to access statutory services;
- Support for individuals, families and carers to improve emotional wellbeing and mental health through self help;

- Support individuals, families and carers to access mental health and wellbeing services they need at the right time and place;
- Support to individuals with mental health problems to engage more fully in society;
- Support to individuals, families and carers to access technology to assist in improving their mental health, managing their mental health, treating their mental health, or in their recovery from mental ill health;
- Reduction in stigma associated with mental health;
- Advocacy and peer support work; and
- Capacity building and sustainability in the delivery of mental health interventions and projects.

### **2.3 Carers Support Fund- £4 million**

The Carers' Support Fund will provide support for organisations working for and with carers in line with the outcomes set out below.

Grant values of between £2k and £75k will be distributed to properly constituted community groups and voluntary organisations.

- Enhanced provision of and access to practical support and help for carers.
- Improved access to and availability of advice services for carers, including support available through new technologies.
- Enhanced skills of carers to advocate for the needs of both themselves and the person they care for.
- Support improved physical and mental health and wellbeing of carers.
- Enhanced ability for carers to lead their own lives and enjoy a work/life balance.
- Increased capacity to advocate for and advance carers' issues with government and statutory bodies.
- Raised awareness of the contribution of carers.
- Improved evidence base on carers to support and inform service provision, and government strategy.

## **3 The Opportunity**

### **3.1 Learning and Evaluation of the Department of Health (DoH) three Health Funds**

**3.2 Purpose:** The Community Foundation is seeking a suitable (self employed) individual or organisation to produce a comprehensive evaluation of the DoH's three Health Funds over a three year period which clearly details the impact of the funds

within communities, and to identify areas of learning and develop practice to policy papers.

The contract will commence in October 2021 to the 31st March 2024 and we expect the person delivering, either through self employment or through subcontracting through an organisation, to work with the Foundation on a regular basis throughout this period.

## **4 Tender Specification**

### **4.1 Overview**

The Community Foundation is seeking an organisation or self employed individual to create an independent story of the DoH three Health Funds and measure the impact of the funding outcomes of each fund on the communities in which they have supported.

The three Health Funds are:

- The Cancer Charities' Support Fund
- The Carers Support Fund
- The Mental Health Support Fund

The evaluation should also identify key policy lessons for wider dissemination, and set the work and impact of the funds in the wider policy context.

Tenders are invited for this piece of work, which will commence in October 2021

The **objectives** of the contract are as follows:

1. To provide an overall independent evaluation on each of the DoH three Health Funds
2. To listen, and identify learning in relation to the DoH three Health Funds as well as make recommendations for how future funds and programmes could be adapted to incorporate this learning
3. To assess the longer term impact of the DoH three Health Funds within the wider community

The key **outputs** to be delivered will be as follows:

- Support the grantees across all three funds to identify learning, themes of interest, practice to policy, and measure impact;
- Organise and facilitate thematic conversations and learning events with grantees, and other relevant stakeholders, (at least two per annum);
- Collating qualitative and quantitative data to report on the DoH three Health Funds;
- Measure the impact of the programmes of support on the target communities and on the wider policy environment;
- Highlight the learning, best practice and presenting these in various formats, including, case studies and longitudinal studies, and 1 x practice to policy paper for each fund at the end of year 3;
- Provide Interim Evaluation reports for each fund for each year of funding up to 31st March 2024;
- Provide a final Post Project Evaluation (PPE) report for each fund within three months of project ending (30th June 2024);
- Make interim recommendations for actions to enhance the progress of project delivery; and
- Reflect on the learning arising, the contribution to the Foundation’s strategic priorities and values, and its potential contribution to the development of future policy and initiatives

#### 4.4 Delivery Timeline (against contract outputs)

|                                |                                                        |
|--------------------------------|--------------------------------------------------------|
| <b>Year 1 Activity</b>         |                                                        |
| <b>October 2021</b>            | Contract initiation meetings                           |
| <b>October - November 2021</b> | Data collection tools & data collection plan developed |

|                            |                                                                                                                                                |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>November-March 2022</b> | Undertake data collection, and facilitation of support to grantees, and attend regular meetings with the Foundation and other key stakeholders |
| <b>March 2022</b>          | Collate data and finalise Year One Interim Evaluation Report for each fund                                                                     |
| <b>Year 2 Activity</b>     |                                                                                                                                                |
| <b>April-May 2022</b>      | Data collection tools & data collection plan developed                                                                                         |
| <b>June- March 2023</b>    | Undertake data collection, and facilitation of support to grantees, and attend regular meetings with the Foundation and other key stakeholders |
| <b>March 2023</b>          | Collate data and finalise Year Two Interim Evaluation report for each fund                                                                     |

|                         |                                                                                                                                                |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Year 3 Activity</b>  |                                                                                                                                                |
| <b>April-May 2023</b>   | Data collection tools & data collection plan developed                                                                                         |
| <b>June- March 2024</b> | Undertake data collection, and facilitation of support to grantees, and attend regular meetings with the Foundation and other key stakeholders |

|                   |                                                                                                                                                                       |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>March 2024</b> | Collate data and finalise Year Three End of Year Evaluation and Post Project Evaluation (PPE) for each fund<br><br>Publish 1 x Practice to Policy Paper for each fund |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### **4.5 Copyright**

The individual or organisation will be acknowledged. However, the copyright, and any other intellectual property on materials provided by the Community Foundation, or produced on their behalf, shall vest with the Community Foundation. All materials received and created in the course of this project, should be returned to the Community Foundation at the conclusion of the project, in an agreed format.

#### **5.0 Selection Criteria**

Tenders will be selected for their ability to demonstrate a high quality and professional approach that offers value for money to the Community Foundation. You should highlight your suitability to fulfil the brief using examples of contracts/roles you have worked on over the last five years.

#### **5.1 Pass or Fail Criteria**

NB. Failure to meet the below criteria will result in a proposal not proceeding to scoring

- Demonstration of knowledge and experience in conducting high quality evaluations of programmes or projects within the VCSE sector, using specific examples from within the past 5 years
- Confirmation of capacity to deliver the work over the specified timeframe, and to work with the Foundation at least two days per week



## 5.2 Weighted Scoring Areas:

| Criteria                                                                                                                                 | Score |
|------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Level of experience in undertaking similar previous work – in line with criteria in section 5.1                                          | 30%   |
| Understanding of the brief – including demonstration of delivering a comprehensive evaluation, measuring impact and identifying learning | 20%   |
| Methodology – description of approach to the delivery of the contract outputs                                                            | 40%   |
| Value for money                                                                                                                          | 10%   |

**\* In the event of more than one strong tender, the Foundation may invite the individual/organisation who will be delivering for an interview, following shortlisting.**

The person/organisation appointed will report to the Community Foundation's Grants Director in the first instance.

## 6.0 Making a Response

You should respond to the invitation by supplying a maximum 6 page proposal, via one electronic copy, sent via email to [oblack@communityfoundationni.org](mailto:oblack@communityfoundationni.org) that should inter alia include the following components:

- A statement of experience detailing your work in this area
- Your understanding of the brief
- Your proposed methodology to meeting the tender specification and set against each of the contract outputs

- A detailed budget set against the delivery of key activities
- Any comments you wish to make on the proposed approach
- Your ability to fulfil all the tasks and deliver the outputs in the timeframe outlined
- Who will be involved in delivery of the work with respective CVs
- The names and addresses of two clients for whom you have completed similar assignments (detailing the nature of the work undertaken for them).

**Please note the maximum budget available for this work is £90,000 (£30,000 per annum), inclusive of VAT and reasonable travel expenses required to deliver support.**

**It is imperative that the successful applicant provides a flexible and robust approach, alongside excellent value for money.**

## **7.0 Further Information**

Contact: Orla Black, Grants Director

Email: [oblack@communityfoundationni.org](mailto:oblack@communityfoundationni.org)

All queries will only be accepted via email

## **8.0 Closing Date**

The closing date for receipt of tenders is 12pm on Wednesday 13th October 2021

Tenders received after the closing date and time will not be considered.

**\* Note that the Community Foundation is not obliged to appoint the lowest, or any tender.**