



Provider Improvement Fund (PIF)

TENDER OPPORTUNITY

UTN 16

**Mental Health First Aid Organisational Capacity
Building (Provider Workplace Champion and Trainer)
Training Programme**

Approved Tender



1. Introduction

PIF Overview

The Provider Improvement Fund (PIF) offers a comprehensive programme of training and development to local learning providers who operate in the post-16 learning sector.

The programme is funded by the **European Social Fund (ESF)** and the **Strategic Investment Fund (SIF)** through the **Liverpool City Region Skills and Apprenticeship Hub** project. **GMLPF** manages the **Provider Improvement Fund (PIF)**, working in conjunction with the **Liverpool City Region Mayoral Combined Authority**.

The **Provider Improvement Fund (PIF)** programme runs from June 2021 to September 2022.

PIF Aims

The **PIF** programme aims to facilitate improvements in the local learning sector, including:

- Improving the quality and delivery of local learning programmes
- Supporting the growth and development of learning providers and their learning programmes
- Supporting the post-16 sector to adapt to change and become more responsive by completing training and development that builds their capacity and capability
- Increasing the proportion of LCR learning providers with an Ofsted Grade 2 or above
- To capacity build the learning provider base
- To provide a strong legacy dimension to all the training delivered
- To improve the experiences of learners.



2. Tender Opportunity

Title

UTN 16

Mental Health First Aid Organisational Capacity Building (Provider Workplace Champion and Trainer) Training Programme

Overview

Building upon the successful delivery of previous MHFA programmes GMLPF wishes to appoint an experienced supplier to deliver **Mental Health First Aid Organisational Capacity Building** for LCR based providers. The training must enable participants to:

- build their awareness of mental health conditions: symptoms and possible treatments
- recognise the importance of mental health first aid
- understand the steps for supporting someone who presents with a mental health condition
- develop the skills to become a workplace champion for mental health
- cascade training to workplace colleagues

Recipients of this training will include safeguarding leads, managers, governors and other key staff in Liverpool City Region Learning Providers.

This **Mental Health First Aid Organisational Capacity Building** training will complement other safeguarding training undertaken by local learning providers.

Background

GMLPF research undertaken with local learning providers before the Covid-19 pandemic revealed an increase in learners experiencing poor mental health. Anecdotal evidence suggests the pandemic has exacerbated this situation. Whilst providers already take measures to support these learners, they cite a lack of in-depth skills and understanding of this critical issue.

The impact of poor mental health on learner progress and achievement is well-recognised, and Ofsted is keen to understand how providers are responding to this. Undertaking training in Mental Health First Aid will enable learning providers to take effective steps to address poor learner mental health and resulting under-achievement, reduced participation and retention rates.

GMLPF is commissioning two Mental Health First Aid Organisational Capacity Building Training programmes. We anticipate that the training sessions will cover key elements of the Mental Health First Aid curriculum. Participants will develop the skills and knowledge to identify individuals facing mental health challenges, using appropriate interventions to keep them actively engaged in learning which has a positive impact on mental health.

In addition, on completion, participants will be well-positioned to act as workplace champions, training colleagues to raise awareness and understanding of mental health issues.



3. Tender specifics

GMLPF is inviting suitably experienced and qualified organisations to tender for the delivery of **Mental Health First Aid Organisational Capacity Building**.

Requirements

We wish to procure the delivery of two 2-day workshops for groups of up to 16 participants (Liverpool City Region learning provider staff), enabling them to understand this important topic and subsequently roll out appropriate policies and procedures to support improvements in the safeguarding of learners. The training could be accredited, unaccredited or a combination of the two.

In detail:

Volume

We wish to procure the delivery of two 2-day training workshops for up to 16 participants.

Timing

The successful tender organisation must be in a position to deliver the first workshop must on 24th/25th February 2022 (to be delivered to a local LCR based College). The dates for the second workshop will be decided in consultation with the successful supplier.

Focus

We are looking for a training programme that builds learning providers' understanding of mental health and mental health first aid so that they can develop and embed appropriate measures within their organisations and cascade training to colleagues.

User-focus

GMLPF will work with the chosen supplier to tailor the content of this CPD programme to meet the needs of local learning providers. We welcome innovation in the design and delivery of this training programme, including a robust interactive dimension.

Delivery

We anticipate that the supplier will deliver the training on a face-to-face basis with an option for learners to undertake online assessments upon completion of the training, if appropriate. Should the Covid situation change and additional restrictions be introduced, we would expect delivery to switch to remote using Teams or Zoom.

Emphasis

The emphasis is upon the training of participants to become champions of mental health within their organisations and cascade training to their colleagues.

Take away

The supplier should provide participants with a resource pack to take away from the course, incorporating guidance, slides, notes and tips that they can then use to deliver training themselves.



METROMAYOR
LIVERPOOL CITY REGION



Pre-course

Before the course takes place, we anticipate a period of collaboration between the chosen supplier and GMLPF (which can be factored into the course costing) where together, we will:

- Ensure the structure and content of the training programme is appropriate to the local learning provider market.
- Agree dates of second two-day workshop
- Circulate pre-course paperwork required for evidence requirements
- Decide on an appropriate participant pack of support materials to take away

GMLPF will actively promote the training sessions locally to generate demand. We will also manage the booking/registration process.

Content

Details about a *potential* model and what themes it might focus on are detailed below. GMLPF is looking for suppliers to suggest creative content and curriculum and incorporate other relevant themes such as Equal Opportunities and Social Inclusion and Sustainable Development. These themes will be assessed as part of the tender appraisal process.

The **Mental Health First Aid Organisational Capacity Building** programme should ideally cover the following, non-exhaustive list of topics, contextualised for providers of learning as far as possible:

- an introduction to mental health first aid that provides an appropriate context to the training
- the increasing prevalence of mental health issues affecting learners
- the potential impact of mental health on learning, participation, and attainment.
- mental health conditions such as depression, anxiety, psychosis, eating disorders, suicide and self-harm
- referral agencies with whom providers might or should work locally

The training should:

- take the participant through the Mental Health First Aid training programme and ensure that the trainer can deliver mental health training in their learning setting to develop the skills of colleagues
- enable the participant to become a workplace champion for mental health and mental health training
- equip the participant to promote a positive mental health culture in the workplace

The training must:

- Build personal knowledge
- Drive organisational change
- Improve the safeguarding and support of learners



- Build organisational capacity and capability, equipping learning providers to address this sensitive issue in an effective and timely manner

We expect the training programme to make provision for discussion and consideration of the sectors of the community that learning providers support, e.g. apprentices, individuals with additional learning needs etc

Post-course

Participants will need to complete a post-course questionnaire. GMLPF will provide the evaluation forms, but it is the provider's responsibility to ensure participants complete them at the end of the training session.

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Costings

The total budget for this training is £4800 (or £4000 plus VAT for VAT registered organisations).

The budget has been calculated to cover **two full 2-day workshops**, including the provision of training materials, and production of all funding evidence.

Room hire and associated refreshments costs for face-to-face learning will be met by GMLPF, but all other expenses should be covered by the above budget

Tendering organisations should be aware that the programme is supported by ESF and SIF. Therefore you will be required to capture and provide participant information i.e. learner enrolment forms, learning plans, timesheets, evaluation forms as part of the delivery of the programme. Examples of the paperwork to be completed are attached in appendix A. Payment will be made upon successful and complete delivery of this paperwork alongside a claim and invoice.

Sub-Contracting

This project is ESF and SIF funded; therefore, ***no further sub-contracting is permitted.***

Suppliers can use associates to deliver this project provided an associate contract or agreement is in place between the supplier and their associate(s). Please reference this in your tender submission, i.e. details of staff who will deliver the training. You will be asked to provide copies of associate contracts.

Submission of Tender

Please read this guidance document carefully, in addition to the **PIF Tender Evaluation Methodology** document. You must use the **PIF Supplier Questionnaire and Tender Response** form to submit your proposal. You must also complete and submit the **PIF Tender References** form.

The **PIF Supplier Questionnaire and Tender Response** has two sections:

- **Section 1 - Supplier Details and Due Diligence**

Organisations interested in tendering for this opportunity should note that we can only contract with organisations that will be able to provide evidence of having the following:

- **Insurance cover** (see Question 2): Public liability, professional indemnity, and employer's liability are all required. However, if the tendering organisation does not employ staff (i.e. sole trader), employers liability insurance is not required.
- **Financial evidence** (see Question 2): Acceptable forms of financial evidence are listed on the PIF Supplier Questionnaire and Tender Response form.
- **GDPR** (see Question 4.2): All organisations are required to be ICO registered.



- **DBS** (see Question 4.4): All staff responsible for delivering training must have a current enhanced DBS (Disclosure & Barring Service – formerly CRB) certification.
 - **Health & Safety** (see Question 5): All organisations are required to have a basic health and safety policy/policy statement regardless of the organisation's size. Please supply this as part of the tender pack along with a named individual with responsibility for health and safety within the organisation.
 - **Equality & Diversity/Safeguarding** (see Question 6): We expect tendering organisations to respond to all parts of Question 6.2 with "YES". Please also provide a copy of your Equality and Diversity policy/policy statement with reference to safeguarding/anti-bullying/harassment.
- **Section 2 – Supplier Technical Response**
In this section, you must document how you would deliver the training required. Please take care to weave sustainable development and equal opportunities into your response, as these are key themes for this project.

Suppliers should return their completed tender response:

To: ian@gmlpf.net

By: 5pm Friday 11th February 2022

With: **PIF Tender UTN 16 Mental Health First Aid Organisational Capacity Building Training** in the e-mail subject heading