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**PLAY THERAPY TENDER BRIEF**

1. **Context**
   1. Swansea Women’s Aid (SWA) is a women-only organisation that offers emergency accommodation, support and information to women and children with experience of domestic abuse living within the City and County of Swansea.
   2. SWA provides the CHYPS project (Children and Young People’s Service), which offers support to children and young people aged 5-17 who have been affected by domestic abuse. Services include 1:1 support, a safe place to talk about experiences, S.T.A.R. group work and parenting workshops.
   3. The CHYPS project is currently funded by the Big Lottery Fund until September 2020. As part of the Lottery bid, SWA intends to run a new one year play therapy pilot programme for children of primary school age. This was included following scoping exercises and feedback from other agencies regarding the lack of any therapeutic support in Swansea for children of primary school age impacted on by domestic abuse.
   4. The effectiveness of the project will be monitored and evaluated and if the outcomes for children show evidence of a need for a long term service, we will make a funding application using the evaluation as evidence of need.
   5. SWA is looking to appoint a qualified and accredited female Play Therapist who will deliver the service as part of the CHYPS Team.
2. **Brief**
   1. To develop and deliver a pilot play therapy programme for children of primary school age who have been affected by domestic abuse and provide a summary report of outcomes achieved.
3. **Scope**
   1. The work required to be undertaken includes, but is not restricted to the following:

* To provide play therapy to 15 children over a one - year period, 300 sessions to be delivered in total.
* The total budget available for this pilot is £15,000, i.e. 300 sessions x £50 per session, financed by Big Lottery Fund.
* The Play Therapist will be responsible for arranging a suitable room/venue for the sessions to take place. SWA will not be providing this.
* The Play Therapist will be responsible for maintaining records and case files for each service user in line with SWA requirements, making use of SWA recording systems.
* Referrals into this service will be co-ordinated by SWA CHYPS Team.
* To be considered for Play Therapy provision, children must have been affected by domestic abuse and, at the time of support, be living in permanent accommodation and away from the abusive household.

1. **Timescale**
   1. Tender issue date is 28th August 2018.
   2. All tender submissions are to be received no later than 10 am on 24th September 2018.
   3. Work is expected to commence on 1st November 2018
2. **Content of Tender Submission**
   1. Tenderers are asked to provide the following within their submission:

* Your understanding of our requirements and how the brief will be undertaken.
* Experience – Provide examples and a brief description of similar work you have undertaken in the last three years, including details of client organisation; individual commission value (if applicable).
* Personnel – Please provide details of the key personnel who will be responsible for managing and undertaking the work, including their experience and relevant qualifications.
* Evidence of current insurance policies and value of indemnity (as a minimum this should include public and professional indemnity and employers’ liability if applicable).
* Evidence of current enhanced DBS check held by Play Therapist/s undertaking the work.
* Names and contact details of two referees to whom you have provided a similar service in the last two years and who you are happy for us to contact.
  1. The above specification points are not an exhaustive list. The successful providers may therefore be required to adhere to additional requirements or may wish to suggest additional activity that would benefit the project. Such requirements will be agreed between the successful providers and SWA.
  2. The successful contractor will be appointed on the basis of quality, qualifications and experience.

1. **Submission Terms**
   1. To submit a proposal for this brief please send an **electronic copy only** toLisa Conte, SWA CHYPS Team Leader [Lconte@swanseawa.org.uk](mailto:Lconte@swanseawa.org.uk), noting the above deadline. The proposal should be no longer than 10 sides of A4 paper.
2. **Corporate Responsibility and Health & Safety Considerations**
   1. SWA requires providers to comply with all Health & Safety legislation and to have

procedures in place for ensuring the safety of its staff, as well as third party personnel involved in assignments.

* 1. Providers should possess and maintain public and professional indemnity insurance and

employers’ liability insurance (if applicable). Evidence of current insurance policies and the limits of these policies must be provided as part of your tender submission.

7.3 SWA recognises the importance of confidentiality and security with respect to all personal information processed by the organisation. Providers will ensure that data will be stored safely, treated as strictly confidential and used only for the legitimate purposes of conducting the business of the Organisation in line with GDPR.

1. **Copyright/Legal Ownership of Commissioned work**
   1. In all instances, full copyright and authorship of all commissioned work will pass to the Client and becomes SWA assets upon payment of invoice. We would expect the appointed contractor not to share with any third party organisations as there may be commercial sensitivities.
   2. SWA and its associated organisations will have the right to use and reproduce the commissioned work without further charge or permission.
2. **Payment Terms**
   1. Payment will be made by BACS on the last Friday of each month subject to submission of detailed invoice. Template to be supplied by SWA.
3. **Nominated Contract Manager:**

Lynne Sanders, Chief Executive SWA

