



# **SEFF SPECIFICATION**

**CONTRACT FOR:** Clinical Supervision for Welfare Staff

## **1. SPECIFICATION**

### **1.1 Introduction**

## **2. Scope of the Contract**

The requirement is to deliver clinical supervision services to SEFF's Welfare staff.

SEFF requires the services of one or more suitably qualified trauma-informed external service providers to deliver clinical supervision:

- 1 hour on a one-to-one monthly basis to 8 Welfare Staff, over the period June – March 2026 (10 months)

Supervision must be delivered between 9am and 5pm.

The successful tenderer(s) must be capable of providing dedicated and professional staff with clinical support.

The successful tenderer(s) must maintain appropriate professional Insurance cover and governing body accreditation and registration during the lifetime of the contract.

### **2.1 Programme Deliverables**

The successful provider (s) will be expected to deliver the following outcomes:

- A programme of supervision support for 1 hour on a one-to-one monthly basis to 8 Welfare Staff, over the period June – March 2026 (10 months)
- Monthly meetings must be held during the period June – March 2026



- The successful service provider and associated staff (if any) shall be required to possess the relevant clinical supervision qualifications and display the diligence, skills, and expertise necessary to ensure an efficient service responsive to the supervision needs of staff.
- The successful service provider must have extensive experience in facilitating clinical supervision to individuals working with victims and survivors in the context of trauma services.
- The successful service provider will provide attendance reports to SEFF in a format that correlates to the invoicing and can be shared with external funders.

### 3.0 Stage One - Selection

The assessment process will comprise of two stages. Tenderers must not make assumptions that SEFF has prior knowledge of their organisation or their service provision. Tenderers will only be evaluated on the information provided in their response. Tenderers must note that the responses to individual criterion are standalone and must not be cross referenced to other sections of the tender. The Evaluation Panel will not take account of information presented in another part or section of your tender when assessing your response to each criterion.

In order to pass the selection stage and progress to stage 2, tenderers must demonstrate that they meet the following minimum standards.

Tenderers will be assessed on their ability to meet all of the minimum standards detailed in this section using the following definitions.

**Pass** where the tenderer has fully demonstrated their ability to meet all of the minimum standards; and

**Fail** where the tenderer has failed to demonstrate their ability to meet all of the minimum standards.



<b>Experience</b>		
Tenderers must indicate their ability to meet the minimum requirements		
	Tenderers must provide details of qualifications for each nominated member of staff confirming clinical competency, including a certificate qualification in Supervision.	Pass/Fail
	Tenderers must also provide details of registration and accredited with BACP or IACP for each nominated member of staff, and confirmation of evidence that they are working towards accreditation.	Pass/Fail
	Tenderers must provide detailed costings within the budget for this project (maximum £3,600). Any tenders received that are in excess of this budget will be automatically deemed non-compliant.	Pass/Fail

#### 4.1 Stage Two - Award

4.1.1 The table below details the distribution of scores that will be employed by the Evaluation Panel.

<b>Quantitative Criteria</b>		<b>Marks Available</b>
<b>Assessment of Price will be based on total costs of the contract period and should be detailed as follows:</b>		
<b>1</b>	10 x 1hour sessions for 8 Welfare Staff	<b>50</b>

<b>Qualitative Criteria</b>		<b>Marks Available</b>
<b>2</b>	<p>Scope of Contract</p> <p>Outline how your qualifications and experience over the last 2 years can meet the scope of this contract.</p> <p>Please provide 2 examples evidencing experience of delivering clinical therapies or supervision to</p>	<b>30</b>



	individuals from a range of professional disciplines who support those who present with complex physical and psychological needs as a result of trauma or those who are Victims and Survivors of Troubles/Conflict in Northern Ireland	
<b>2.1</b>	<b>Programme Deliverables</b> <b>Outline how you propose to meet the deliverables of the contract listed above,</b>	<b>20</b>

**Key to Scoring**  
**Quantitative Assessment**

The following formula will be used to evaluate price/cost.

1. Lowest price tendered will be awarded the maximum score available (50)
2. To calculate the score for the remaining tendered price/s, the following formula will be applied. The lowest tendered price divided by the tenderers price (to the nearest £1) multiplied by 50.

**Qualitative Assessment**

To ensure consistency and equity the evaluation panel will assign scores for quality of response to the qualitative using the scores and indicators below:

<b>Score</b>	<b>Descriptor</b>
0	Failed to address the criterion
1	Poor proposal to address the criterion
2	Limited proposal to address criterion
3	Acceptable proposal to address criterion
4	Good proposal to address criterion
5	Excellent proposal to address criterion

**Tenderers should note that SEFF is not obliged to accept the lowest or any tender.**

**A complete tender response should be submitted to Emma Burton- Office Manager by email at: [emma.burton@seff.org.uk](mailto:emma.burton@seff.org.uk)**

**The closing date for submitting is 1pm on Thursday 11th June 2026.**

**Submissions received after this time, will not be accepted.**