

PARENT INFANT FOUNDATION
INVITATION TO TENDER

for

*External process evaluation and learning partner for Parent Infant Foundation's Scotland
Development Project*

Deadline for submission 30 August 2021

Lead Contact:

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Evaluation Outline

Evaluation type(s):

- **Process evaluation**
- **One-off evaluation**
- **Development of resource to promote sustainability of impact**

Methodology(s):

- **Quantitative**
- **Qualitative**

Start date: **30.8.21**End date: **31.7.2022**Maximum Budget (incl. VAT and travel): **£20,000**

1. Background to Parent-Infant Foundation

Parent-Infant Foundation (PIF) is a UK-wide charity which believes that all babies should have a sensitive, nurturing relationship to lay the foundation for lifelong mental and physical health. We support the growth and quality of specialist parent-infant relationship (sometimes known as infant mental health) teams across the UK. We bring these teams together to support their growth and development, provide collaborative leadership across the sector and campaign to change policy.

As an organisation we have a strong commitment to data and evidence, to realistic and meaningful evaluation, and to continuous improvement through learning.

More information can be found at www.parentinfantfoundation.org.uk

2. Parent-Infant Foundation in Scotland

As well as work across the rest of the UK, PIF is currently funded by Cattanach, the William Grant Foundation and Charles Gordon Foundation to support the development of infant mental health (IMH) services in Scotland over an 18-month period, ending in July 2022. The Scottish Government, as part of its Perinatal and Infant Mental Health Programme has committed to funding IMH provision across Scotland.

Our project in Scotland comprises three primary elements.

- A. IMH service development support to two Scottish Health Boards as they develop IMH provision in their area: NHS Lothian and NHS Highland

Our Scotland Development Lead provides half a day per week of support to each board around locally-relevant areas of service development- this includes (but is not limited to):

- Planning, mapping and assessing need
- Workforce and training planning
- Data and evaluation planning
- Stakeholder engagement and coproduction

The methods for this work vary from the development of strong relationships, connection to experts in specific areas to the application of quality improvement and service development tools such as developing theories of change, Plan, Do, Study, Act cycles etc.

- B. The creation, facilitation and maintenance of the Scottish Infant Mental Health Development Community (SIMH-DC)

This is a learning and peer support community which meets (hitherto remotely) bi-monthly for the duration of the project with the following aims:

- Peer learning, connection and community-building where IMH is central
- A space which crosses organizational boundaries
- Access to expert service development experience and support
- Sharing of practice and experience, of difficulties and obstacles
- Creative space to foster good service development practice

This community comprised of a very diverse group of representatives from Health Boards which are radically different in population size and density, in geography and indeed in the stage at which they find themselves on the IMH development journey.

C. There is also a policy influence element to the project, which we are not seeking to formally evaluate as part of this tender. Further information for interested parties can be sought from the Scotland Development Lead.

3. What is being commissioned through this Invitation to Tender

We are seeking to commission an independent party to deliver two things:

1. To evaluate our project in Scotland, by examining and detailing its impact and what we can learn from our work here.

We anticipate that this evaluative element would include:

- Qualitative examination of strand A of the Project (Bespoke work with two Health Boards) through observation and interview of key internal and external parties including key staff in NHS Lothian and NHS Highland
- Analysis of quantitative elements of strand A the Project such as attendance and outputs and KPI data
- Qualitative examination of strand B of the Project (SIMH-DC) through observational methods and interview with SIMH-DC members and key stakeholders
- Analysis of quantitative elements of strand B the Project such as attendance and outputs and KPI data

We expect the evaluation team to secure all necessary ethical and research governance approvals.

PIF is keen to commission a thorough and rigorous review of the Project. We believe we will get the most insight from this work if it is carried out independently and equally in a spirit which reflects our organisational value of collaboration. To this end, the successful party will need to demonstrate a track record of successful collaborative approaches in previous work.

2. To develop a resource or framework which captures the essential aspects of high-quality service development in the field of parent-infant relationships. We have a strong commitment to sustainability and innovation and are looking for a resource which can be used in the future as a framework to guide high quality Infant Mental Health service development support and which is generalisable in nature. We would expect to see reference to the literature about existing implementation or service development frameworks which include elements of system-wide change beyond direct intervention delivery. We would anticipate this resource or framework sitting in our online Development and Implementation Toolkit so that teams across the UK can use it to inform their service development.

4. Anticipated Deliverables/ Output

- Regular updates to include feedback, learning and reflection opportunities for PIF staff, such that the Project may benefit from iteration and development as the evaluation unfolds
- A final report to reflect the analysis outlined above, as well as key learning and points, identification of strengths, facilitators, barriers and areas for development and reflection.
- From the evaluation and learning, the creation of a framework or tool which can be used to harness elements of the Project work for those supporting future IMH service development in Scotland and beyond, thus creating sustainability from impact. We anticipate that this may involve assessing, addressing and reviewing readiness for IMH service development, but are keen to hear alternative ideas for this important element of evaluation.

5. What we are looking for

We are looking for a learning partner with a strong track record in qualitative process evaluations of service development activity. This Invitation to Tender is ideally suited to, but not restricted to, organisations based in Scotland. Your application should evidence successful collaboration across sectors, especially with the voluntary sector. We want to work with values-based organisations that have a strong commitment to diversity and inclusion and this should be evident in your working practices. We will expect to see your Safeguarding Policy, a proposed project plan and your proposed budget, including day rates and on-costs, including VAT if applicable.

6. Indicative Timetable

Date	Timetable
30.8.21	Receipt of Tender Deadline
WB 6.9.21	Clarification Interviews and Decision
13.9.21	Announcement of successful party as Evaluator.
1.10.21	Commencement of Contract
Nov onwards	Monthly meetings between evaluation team and PIF project staff
	Recruitment of evaluation staff, ethical and research governance approvals
	Qualitative data collection
	Review of literature, development of resource/framework
June	Presentation of findings, draft final report (to include at least 2 weeks for PIF staff to review and request edits)
July 2022	Final report and dissemination of learning

7. Indicative Budget

The project budget is a maximum of £20, 000 to include all expenses and VAT.

Payments will be released in stages alongside agreed milestones, providing these have been met. The final milestones shall be clearly documented in the relevant agreement/contract based on this Invitation to Tender, and in accordance with its terms and conditions on appointment of the Evaluator.

8. Criteria for Proposal Assessment

Criteria	Weighting
Experience and expertise of the proposed evaluation team in process and outcome evaluation across sectors to include voluntary sector organisations. Experience and expertise in QI or health service development.	35%
Suitability and robustness of proposed staffing, approach and measures	25%
Time plan, project management and quality assurance process	25%
Value for money	15%

Criteria will be scored on a scale of 0 to 4 by reference to the scoring guide below:

Score	Description
4	Exceptional: Demonstrates strengths, no weaknesses or omissions, and exceeds expectations in some or all respects
3	Good: The standard of response fully meets expectations
2	Satisfactory: The response is acceptable but with some reservations
1	Poor: The response is deficient in a number of areas, where the details don't meet the brief or require the reviewer to make certain assumptions
0	Rejected: Response is unacceptable or non-existent, or there is a failure to properly address the requirements of the brief

9. How to apply

Proposals should be in English and include:

- A proposed evaluation outline including key data collection methods
- An indicative timetable
- A comprehensive indicative budget

Proposals should include explicit accounts of how the Assessment Criteria are or will be met. Please include links to or evidence of previous relevant work by your team or proposed staff.

Your proposal including any supporting documentation should be e-mailed as a single document, to rachel@parentinfantfoundation.org.uk by no later than 12.00 noon on Tuesday 31st August 2021.

If you are interested in submitting a proposal it is strongly advised that you notify PIF of your interest prior to submission by emailing rachel@parentinfantfoundation.org.uk. We welcome all contact with queries and questions regarding the process.