

DERRY WELL WOMEN

Call for Tenders 2026 - 2028



Derry Well Women, funded by the Victims Survivors Service (VSS), will deliver a range of support programmes to women victims / survivors of the Troubles to 31st March 2028 and invites competitive Tender Applications

Tender Applications to be returned, hard copy, in a sealed envelope, with the role(s) clearly marked, by **12 noon on Wednesday 15 April 2026**

Late Applications will not be accepted

Rhonda Murphy
Manager
Derry Well Women
17 Queen Street
Derry
BT48 7EQ.

Interviews, if required, will be arranged ASAP after closing date.

DERRY WELL WOMEN TENDER APPLICATION PACK

Counselling and Social Support Programme Facilitation Funding Period to 31 March 2028

Completed applications must be submitted **in hard copy**, in a **sealed envelope**, with the relevant role(s) clearly marked on the outside of the envelope.

Closing Date for Submission

12 noon, Wednesday 15 April 2026

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1. INTRODUCTION

Derry Well Women, funded by the Victims and Survivors Service, is seeking applications from suitably qualified and experienced professionals for the provision of:

- **One-to-One Counselling**
- **Social Support Programme Facilitation**
- **Mental Health Improvement Programme Delivery**

These services are to support women who are **victims and/or survivors of the Troubles**.

The contract period will run up to **31 March 2028**, or thereafter should funding be extended.

2. TENDER APPLICATION PACK CONTENTS

This Tender Application Pack includes:

1. **Selection Process**
2. **Required Levels of Service Delivery** in:
 - Counselling
 - Facilitation of Social Support Programmes
3. **Eligibility Criteria** for all categories of service provision, including:
 - qualifications
 - experience
 - special requirements
4. **Eligibility Pro Forma** specific to:
 - Sessional Counsellors
 - Social Support Programme Facilitators
5. **Tender Submission Document** specific to:
 - Sessional Counsellors
 - Social Support Programme Facilitators
6. **Declaration Against Collusive Tendering**

Important Note

All relevant certificates and supporting documents must be submitted with your Tender Application Pack.

Completed applications must be submitted **in hard copy**, in a **sealed envelope**, with the relevant role(s) clearly marked on the outside of the envelope.

Closing Date for Submission

12 noon, Wednesday 15 April 2026

3. SELECTION PROCESS

Derry Well Women will invite competitive tender applications from:

- **Counsellors** – Qualified / Accredited (or currently working towards Accreditation)
- **Tutors / Facilitators** for a range of Social Support Programmes and Mental Health Improvement Programmes

Applications will be sought through open advertisement via:

- circulation through Derry Well Women's existing network of service providers

All interested applicants will be issued with a **Tender Application Pack** by email.

This pack will provide information on:

- required levels of service delivery
- eligibility criteria
- application pro formas
- tender submission documentation
- certificate requirements
- closing date for submissions

All completed applications must be received by Derry Well Women **in hard copy**, in a **sealed envelope**, with the relevant role(s) clearly marked on the outside of the envelope, **No later than 12 noon on Wednesday 15 April 2026**.

4. ELIGIBILITY ASSESSMENT

All applications received will first be assessed against the stated **eligibility criteria**.

The assessment panel will review each submission based on the information provided within the relevant **Eligibility Pro Forma**. This stage will be assessed on a **pass / fail basis** using a **Yes / No compliance check**.

Applicants must meet **all eligibility requirements** in order to progress to the next stage of the process.

Applicants who do not meet the eligibility criteria will be deemed unsuccessful and will be notified **within 7 days of the opening of applications**.

Applicants who successfully meet all eligibility requirements will proceed to the **Award of Contract** stage.

5. AWARD OF CONTRACT

Tender submissions from applicants who meet the required eligibility criteria will be assessed, scored, and ranked by the panel.

Contracts will be awarded on the basis of the following criteria:

1. Price

The score for price will be calculated using an **objective mathematical formula**.

2. Capacity to Deliver

This will be assessed based on the applicants:

- availability
- proposed service volumes
- ability to meet delivery requirements

3. Compliance with Derry Well Women Requirements

This section applies to **Counselling Contracts only** and will include compliance with the

- **Availability for Business Meetings**

4. Methodology

This section applies to **Social Support Programme Facilitators only** and will include:

- arrangements for maintaining **quality standards**
- **performance monitoring**
- use of **performance indicators**

Successful applicants will be contacted to confirm the **Award of Contract** in line with the tender submission and scoring outcome.

Following this, successful applicants will be contracted to deliver the agreed level of service. A **Contract for Services Agreement** will be prepared and must be signed by both parties prior to the commencement of service delivery.

Unsuccessful applicants will be notified **within 7 days of the opening of tender submissions**.

Important Notice

Derry Well Women reserves the right to clarify any aspect of a tender submission and reserves the right not to award any contract arising from this tender process.

6. PROGRAMME REQUIREMENTS – TUTORS / FACILITATORS

Derry Well Women is required to deliver the following support programmes up to **31 March 2028**, or thereafter should funding be extended.

Applicants may apply to deliver **one or more programmes**, provided they can demonstrate the relevant qualifications, experience, and competence for each programme applied for.

1. Sing Tonicity / Therapeutic Singing

Delivery Requirement: 16 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Degree in **Music** or equivalent
- Degree in **Psychology** or equivalent
- Completion of recognised **Therapeutic Singing Training**
- Minimum of **two years' experience** delivering **Therapeutic Singing Programmes**

2. Cognitive Behavioural Therapy (CBT) Group

Delivery Requirement: 16 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Diploma in **Cognitive Behavioural Therapy (CBT)**
- Professional qualification in **Counselling, Nursing, or Psychology**
- Minimum of **two years' experience** delivering **CBT programmes**

3. Journey to Inner Peace

Delivery Requirement: 16 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Professional qualification in **Counselling, Nursing, or Psychology**
- Minimum of **two years' experience** delivering **post-trauma programmes**

4. Coping with Anxiety and Depression

Delivery Requirement: 12 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Professional qualification in **Counselling, Nursing, or Psychology**
- Minimum of **two years' experience** delivering **CBT-based programmes**, including work relating to **anxiety and depression**

5. Mindfulness

Delivery Requirement: 16 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Professional qualification in **Counselling, Nursing, or Psychology**
- Completion of recognised **Mindfulness Training**
- Minimum of **two years' experience** delivering **Mindfulness programmes**

6. Self-Esteem

Delivery Requirement: 16 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Must have completed recognised training in the delivery of mental health programmes
- Experience of delivery of Self Esteem in a group setting
- Minimum of **two years' experience** delivering **mental health improvement programmes**

7. Sound Bath Meditation

Delivery Requirement: 16 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Completion of recognised training in **Sound Bath Meditation / Sound Healing**
- Minimum of **'two year's' experience** delivering **Sound Bath Meditation** in a **group setting**

8. Breathwork

Delivery Requirement: 16 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Recognised Diploma or equivalent qualification in **Breathwork**
- Minimum of **'two year's' experience** delivering **Breathwork** in a **group setting**

9. Restorative Yoga

Delivery Requirement: 16 hours

Tutors / Facilitators applying to deliver this programme must demonstrate the following qualifications and/or experience:

- Recognised Diploma or equivalent qualification in **Restorative Yoga**
- Minimum of **'two years' experience** delivering **Restorative Yoga** in a **group setting**

7. ELIGIBILITY PRO FORMA – TUTORS / FACILITATORS

Competitive Tender Application for the Position of Tutor / Facilitator

Name: _____

Telephone: _____

Email: _____

Date: _____

Instructions to Applicants

Please complete all sections of this form and provide **supporting documentation** where relevant.

This includes, where applicable:

- copies of **qualifications**
- copies of **training certificates**
- your **current CV**
- any additional supporting evidence relevant to your application

Please complete only the sections relevant to the programme(s) for which you are applying.

SECTION 1 – ELIGIBILITY CHECKLIST

Please confirm whether you meet the criteria for each programme you are applying for. Where appropriate, please include the **date achieved** and attach supporting evidence.

SING TONICITY / THERAPEUTIC SINGING

Criteria	Yes / No	Date Achieved / Details
Degree in Music or equivalent		
Degree in Psychology or equivalent		
Completed recognised training in Therapeutic Singing		
Minimum of two years' experience delivering Therapeutic Singing programmes		

COGNITIVE BEHAVIOURAL THERAPY (CBT) GROUP

Criteria	Yes / No	Date Achieved / Details
Diploma in CBT		
Professional qualification in Counselling, Nursing, or Psychology		
Minimum of two years' experience delivering CBT programmes		

JOURNEY TO INNER PEACE

Criteria	Yes / No	Date Achieved / Details
Professional qualification in Counselling, Nursing, or Psychology		
Minimum of two years' experience delivering post-trauma programmes		

COPING WITH ANXIETY AND DEPRESSION

Criteria	Yes / No	Date Achieved / Details
Professional qualification in Counselling, Nursing, or Psychology		
Postgraduate Certificate in CBT		
Minimum of two years' experience delivering anxiety / depression or CBT-based programmes		

MINDFULNESS

Criteria	Yes / No	Date Achieved / Details
Professional qualification in Counselling, Nursing, or Psychology		
Completed recognised training in Mindfulness		
Minimum of two years' experience delivering Mindfulness programmes		

SELF-ESTEEM

Criteria	Yes / No	Date Achieved / Details
Must have completed recognised training in the delivery of mental health programmes Experience of delivery of Self Esteem in a group setting		
Minimum of two years' experience delivering mental health improvement programmes		

BREATHWORK

Criteria	Yes / No	Date Achieved / Details
Completed recognised training / qualification in Breathwork		
Minimum of 'two years' experience delivering Breathwork in a group setting		

SOUND BATH MEDITATION

Criteria	Yes / No	Date Achieved / Details
Completed recognised training in Sound Bath Meditation / Sound Healing		
Minimum of 'two years' experience delivering Sound Meditation programme in a group setting		

RESTORATIVE YOGA

Criteria	Yes / No	Date Achieved / Details
Recognised qualification in Restorative Yoga		
Completed recognised training in Restorative Yoga		
Minimum of 'two years' experience delivering Restorative Yoga in a group setting		

1. Relevant Experience

- programme title(s)
- target group(s)
- your role
- dates / duration
- outcomes achieved

Response:

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SECTION 3 – SUBJECT KNOWLEDGE / AREAS OF EXPERTISE

2. Please indicate whether you have experience or expertise in the following subject areas

Subject Area	Yes / No
Knowing and Managing Yourself in a Group	
Group Dynamics	
Vision, Values and Goals	
Post-Traumatic Stress Interventions	
Good Relations	
Social Inclusion and Reconciliation	
Dealing with Difficult People	
Monitoring and Evaluation	
Presentation Skills	

Additional Subject Areas (if applicable):

SECTION 4 – REFERENCE / ORGANISATIONAL CONTACT

3. Please provide contact details for one organisation for which you have previously delivered facilitation or programme work

Name of Contact: _____

Organisation: _____

Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

DECLARATION

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I understand that Derry Well Women may request clarification or supporting evidence in relation to this submission.

Signature: _____

Date: _____

8. TENDER SUBMISSION DOCUMENT – SOCIAL SUPPORT PROGRAMME FACILITATION

**Tender for the Contract for Social Support Programme Facilitation
In accordance with the Specification Details**

Applicant Details

Name: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Tender Declaration

I _____

of _____

hereby tender and undertake, if selected, to deliver and complete the services required in accordance with the Contract for Services, Contract Conditions, and Specification Details relating to the facilitation of Social Support Programmes for Derry Well Women.

This tender relates to the annual delivery of programmes up to 31 March 2028, or thereafter should funding be extended.

SECTION 1 – PRICE SCHEDULE

Please complete the table below for each programme you wish to tender for.

Applicants may tender for one or more programmes.

Please note that the Total Cost should reflect the full cost of delivery for the programme stated.

Programme	Delivery Requirement	Hourly Rate (£)	Total Cost (£)
Cognitive Behavioural Therapy (CBT)	1 programme × 16 hours		
Journey to Inner Peace	1 programme × 16 hours		
Mindfulness	1 programme × 16 hours		
Coping with Depression & Anxiety	1 programme × 12 hours		
Tonicity / Therapeutic Singing	1 programme × 16 hours		
Self-Esteem	1 programme × 16 hours		
Restorative Yoga	1 programme × 16 hours		
Sound Bath Meditation	1 programme × 16 hours		
Breathwork	1 programme × 16 hours		

Please provide details of how your proposed methodology and programme delivery will meet the requirements of Derry Well Women.

- how you would deliver the programme safely and effectively
- how your approach supports women who are victims and/or survivors of the Troubles
- how you will maintain **quality standards**
- how you will monitor and evaluate programme delivery
- the **performance indicators / outcomes** by which your programme can be measured
- how you will ensure the programme is appropriate for participants with differing needs and abilities

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Please outline the systems or processes you use to ensure high-quality programme delivery.

- session planning
- participant feedback
- attendance monitoring
- risk awareness / wellbeing considerations
- reflective practice
- reporting arrangements
- outcome measurement

Response

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Please indicate your likely availability to deliver programme sessions during the contract period.

- days / times available
- whether you can deliver daytime / evening sessions
- the number of programmes you could deliver per year
- any known restrictions on availability

[illegible]

I confirm that the information provided within this Tender Submission Document is true and accurate to the best of my knowledge.

I understand that, if successful, the services will be delivered in accordance with the agreed contract documentation and the requirements of Derry Well Women.

Date: _____

9. ELIGIBILITY PRO FORMA – SESSIONAL COUNSELLORS

Invitation to Apply

Derry Well Women invites applications from suitably qualified **Sessional Counsellors** for the delivery of **one-to-one counselling**.

Derry Well Women is required to deliver counselling services to women who are victims and/or survivors of the Troubles up to **31 March 2028**.

All Counsellors must hold a **minimum qualification of a Diploma in Counselling**.

All Counsellors must also have completed:

- **Mental Health First Aid**
- **ASIST Training**
- **Adult Safeguarding Training**
- **Child Protection /Safeguarding Training**
- **Hold a current Certificate of Insurance**

In addition, Counsellors may also apply to conduct:

- **Pre-Programme Assessments**

Applicants wishing to undertake these additional duties must have completed relevant **Assessment Training**.

APPLICANT DETAILS

Name: _____

Address: _____

Telephone Number: _____

Mobile Number: _____

Email: _____

ELIGIBILITY CHECKLIST – COUNSELLORS

Please confirm that you meet the following eligibility criteria.

Applicants must provide **supporting documentation** where relevant, including copies of qualifications, training certificates, registration details, insurance, and any other required evidence.

Please complete all columns where applicable.

Criteria	Date Achieved (if applicable)	Yes / No	Membership / Registration No. (if applicable)
Diploma (Higher Education) in Counselling (e.g. <i>Level 5 Foundation Degree in Counselling or equivalent</i>)			
Completed 300 hours supervised practice			
Accredited by a recognised professional body or currently working towards accreditation			
Registered with a recognised professional body			
Hold a current Mental Health First Aid Certificate			
Hold a current ASIST Certificate			
Hold a current Adult Safeguarding Certificate			
Hold a current Child Protection / Safeguarding Children Certificate			
Hold a current Certificate of Insurance			
Completed Derry Well Women's Assessment Training (<i>applicable only to applicants applying to undertake Counselling Assessment / Pre- Programme Assessments</i>)			

DECLARATION

I confirm that the information provided in this Eligibility Pro Forma is true and accurate to the best of my knowledge.

I understand that Derry Well Women may request further clarification or supporting documentation in relation to this application.

Signature: _____

Date: _____

10. TENDER SUBMISSION DOCUMENT – COUNSELLING

Tender for the Contract for Counselling

In accordance with the Specification Details

APPLICANT DETAILS

Name: _____

Address: _____

Telephone Number: _____

Mobile Number: _____

Email: _____

TENDER DECLARATION

I

of

hereby tender and undertake, if selected, to deliver and complete all services required in accordance with the **Contract for Services, Contract Conditions, and Specification Details** relating to the provision of **Counselling Services** to women who are victims and/or survivors of the Troubles through Derry Well Women up to **31 March 2028**.

SECTION 1 – PRICE SCHEDULE

Please enter your proposed rates for the services listed below.

Service	Hourly Rate (£)
Counselling	
Counselling Assessments	
Pre-Programme Assessments	

SECTION 2 – LEVEL OF DELIVERY / AVAILABILITY

Please indicate the number of **clients / appointments** you are available to provide in each time segment during a typical week.

This information will be used to assess your **capacity to deliver**.

Day	Mornings	Afternoons	Evenings
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Additional Comments on Availability (if applicable)

Maximum Weekly Capacity

Please state the maximum number of counselling hours / client appointments you could deliver per week:

Response: _____

SECTION 3 – COMPLIANCE WITH DERRY WELL WOMEN REQUIREMENTS

Please confirm your compliance with the following contract requirements.

Requirement	Yes / No	Comments (if applicable)
Available to attend regular Counsellor Business Meetings		

Please note:

Attendance at regular Counsellor Business Meetings is part of the contract.

SECTION 4 – ADDITIONAL CAPACITY / ASSESSMENT WORK

Please indicate whether you are available to undertake the following additional duties (if appropriately qualified and trained):

Additional Role	Yes / No
Pre-Programme Assessments	

DECLARATION

I confirm that the information provided in this Tender Submission Document is true and accurate to the best of my knowledge.

I understand that, if successful, service delivery will be subject to the agreed contract documentation and the operational requirements of Derry Well Women.

Contractor's Signature: _____

Print Name in Full: _____

Date: _____

11. DECLARATION AGAINST COLLUSIVE TENDERING

Declaration

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, I certify that this is a bona fide tender, intended to be competitive, and that I have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

I also certify that I have not done and undertake that I will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- communicating to a person other than the person inviting these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- entering into any agreement or arrangement with any person that they shall refrain from tendering or as to the amount of any tender to be submitted;
- offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word **“person”** includes any persons and anybody or association, incorporated or unincorporated; and **“any agreement or arrangement”** includes any such transaction, formal or informal, and whether legally binding or not.

Signed: _____

Print Name: _____

Position / Role: _____

Date: _____

12. SUBMISSION INSTRUCTIONS

Completed Tender Documents must be returned **in hard copy** by:

12 noon, Wednesday 15 April 2026

- **Late Applications will not be accepted**

Applications must be submitted in a **sealed envelope** and clearly marked with the relevant role(s), for example:

- **Counsellor**
- **Tutor / Facilitator**
- or both, where applicable

Please include:

- completed application form(s)
- completed tender submission document(s)
- copies of all relevant certificates
- current CV
- any additional supporting documentation relevant to your application

Please return to:

Rhonda Murphy
Manager
Derry Well Women
17 Queen Street
Derry
BT48 7EQ