**Disability learning offer - Camden Council – Tender Brief**

**Context**

Camden Council is committed to ensuring everyone who works here feels included and is able to be their best self at work; being who they are, feeling valued, safe and respected by each other every day. We are working to ensure that we remove any barriers that prevent disabled staff from being able to bring their best selves to work.

Camden accords by the ‘social model of disability’ and believe that the way society is organised creates barriers to inclusion and prevents disabled people from taking an equal part in life. Camden is committed to finding ways to remove these barriers and change attitudes.

In December 2020 we undertook research in the form of in depth interviews with staff, which gave us an understanding of the experiences of disabled staff working at Camden. The results made it clear that there is a need for learning around disability inclusion. We have worked with our staff network, Camden Disability Network (CDN), to develop our Camden Disability Charter for Change. This sets out a series of actions we have committed to make Camden more inclusive of disabled staff. One of these commitments is raising disability awareness throughout the organisation.

**The brief**

We are looking to work in partnership with a provider to design and deliver a disability learning offer for specific staff working in Camden Council. We are looking for the provider we collaborate with to be experts in the field of diversity and inclusion with a specific focus on disability equality.

**Overall goals**

* **Increasing disability awareness and reducing stigma** – this learning will give people a basic understanding of disability equality. This will further the organisational wide discussion of disability inclusion.
* **Helping to ensure all disabled staff are positively supported in the workplace –** This learning will give key people in the organisation greater knowledge about, and confidence in, supporting disabled staff. The learning will also encourage acting on this knowledge.

**Requirements**

* Develop a written proposal that explains how you will seek to support Camden employees to develop their understanding of disability and their skills in supporting disabled staff to thrive in the workplace
* Work with Camden to design the Education and Reflective sessions, as detailed further below under ‘Scope of the learning offer’. This would include working collaboratively with staff in HR and disabled staff, including our staff network
* Be involved in the delivery of all of the education sessions (approximately 20) and at least half of the reflective sessions (approximately 100)
* People with lived experienced of disability should be included in the delivery of all sessions
* Providers will be asked to co-deliver some of these sessions with our in-house trainers
* Our long-term intention is to continue to deliver this training in-house on an on-going basis. Rights to the intellectual property of the work, and allowance to use the content in the future, will be negotiated and defined in the contract
* Ensure the learning offer is accessible to all participants
* Given the Covid-19 situation we currently expect all the sessions to be delivered virtually, however this may change.

**Scale**

We are looking for this offer to be delivered to the below specific groups of Camden’s staff. All numbers provided are approximations.

|  |  |
| --- | --- |
| **Employee group** | **Numbers** |
| Managers | 850 |
| HR staff | 100 |
| Senior Leadership Group (SLG) | 30 |
| Equalities and Disproportionality team | 4 |
| Political members | 55 |
| **Total** | **1,039** |

**Scope of the learning offer**

The learning offer should include the two following elements: Education sessions and Reflection sessions:

1. **Education sessions**

* Number of sessions - 20 (approximate)
* Number of participants per session - Maximum of 75
* Time of session - Approximately 3 hours

These sessions should include both ‘General awareness’ and ‘Camden specific knowledge’.

* General awareness – As experts in the field we expect the provider to develop the majority of the content for this section. Please provide an outline of the key topics that you believe would have the most impact on staff. We would like this to include the following (but are open to suggestions):
  + Understanding what it means to be disabled
  + Understanding the social model of disability and how it impacts the working lives of staff
  + Covering visible and invisible disabilities, including mental health
  + Understanding of the implementation of rights and privileges related to disabled people under the Equality Act 2010
  + Utilising access to work
* Camden specific knowledge - We will work in partnership with the provider to develop the content of this section. This should include - Camden’s Disability charter, Camden’s Wellbeing Passport, our workplace adjustments process, utilising occupational health and relevant Camden policies.

1. **Reflection sessions for smaller groups**

* Number of sessions – 100 (approximate)
* Number of participants per session - Maximum of 15
* Time of session - Approximately 90 minutes

Attendees of the Education sessions will be required to attend a follow up Reflective session to reflect on the learning shared during the Education session. These sessions will go into detail on some of the key themes covered in the education sessions. Drawing out reflections and supporting staff to think about what action they can take to positively support disabled staff in the workplace.

**Evaluation and impact**

We would like the provider to support us in measuring the impact of this programme. We welcome suggestions/ideas for how we do this. Some of the outcomes we would like to measure include:

* Number of staff who engage with the learning offer
* Whether awareness of disability has increased as a result of the learning offer
* Whether staff feel more able to support disabled staff in the workplace
* Whether disabled staff feel more supported in the workplace
* Have staff been able to apply their learning to their job or way of working, if so, how

Providers may want to work with us to gain this insight in different ways including via, surveys, focus groups etc. We are open to receiving alternative suggestions.

**Criteria for tender and evaluation**

The Percentage weighting of the award criteria will be Quality 80%, Price 20%.

Method for testing

Stage 1:

1. Proposal via Quality Criteria Submission Form (Appendix 1)

Stage 2:

1. Interview
2. Taster sessions

We will shortlist bidders at Stage 1 using the responses submitted via the Quality Criteria Submission Form (Appendix 1) to evaluate bids. We intend to shortlist a minimum of 3 organisations for a virtual interview and taster session. Bidders will be informed of this decision by Friday 27th May.

**Following the appointment of the provider(s), we expect the project to follow these timescales**

June – August:

* Development and design of the learning offer in collaboration with insights from key stakeholders
* Test and trail of content with staff groups

September - December:

* Delivery of learning offer
* Building in-house skills and capability to deliver learning offer

**Procurement process**

The evaluation process for this tender will be carried out in three stages to ensure the provider(s) selected for this work meet the relevant criteria.

* Stage 1: this involves a round of shortlisting based on the information the bidders have supplied in their formal brief, answers to the quality questions and pricing schedule.
* Stage 2: the bidders will be invited to a virtual interview to assess whether they meet the eligible criteria. Bidders will be expected to deliver a virtual taster session demonstrating a version of the content proposed by the provider in their initial brief to a panel of staff members from across the organisation. Bidders will be paid for this time.

It is our intention to carry out this evaluation process in March/April and we expect to award the contract following completion of all stages. Providers should be available to begin the development of the learning offer in May/June.

**For submission**

In line with the information that has been shared as part of this tender, please submit The Quality Criteria Submission Form following document via email by **5pm on Friday 25th February 2022.**

If you have any questions about this tender or the documents supplied please contact Emma Watson, Diversity and Inclusion Programme Officer, at Emma.Watson@camden.gov.uk.