

## **FTCI Stigma Empowerment Programme Specification**

### **Annex A**

#### **Section A**

<b>1. Statement of Work (SoW) Summary</b>	
SoW Number and Title	Tackling HIV Stigma - Empowerment Programme
Date Work Requested	11/10/2021
Proposed start date	17/01/2022
Proposed end date	13/01/2023
Response deadline for proposals	12/11/2021
Financial envelope for this work	£300,000 (Total) (£45,000/organisation. 6 contracts available) (An additional £5000 to collaborate to train a smaller group of ambassadors and wish to become voices for HIV in London)
Contact for this tender	<a href="mailto:hlp.londonftci@nhs.net">hlp.londonftci@nhs.net</a> <a href="mailto:nelcsu.clinical-procurement@nhs.net">nelcsu.clinical-procurement@nhs.net</a>

<b>2. Context and outline of this tender</b>	
Summary & Background	<p><b><i><u>This specification should be read alongside the <a href="#">London Fast-Track Cities Initiative - Stigma Empowerment Programme Framework</a>.</u></i></b></p> <p>Fast-Track Cities (FTC) is a global movement to end HIV by 2030. London is already leading the way in diagnosis and treatment but is now aiming to be the first city in the world to end new cases of HIV. London wants to get to zero new HIV infections, zero preventable deaths and zero stigma by 2030, making sure everyone with HIV is living well.</p> <p>Fast-Track Cities has engaged over 100 people and organisations on a plan to tackle HIV stigma and discrimination in the capital, starting with stigma in healthcare settings and internalised stigma.</p> <p>You can read more about Fast-Track Cities London on the Healthy London Partnership's website here: <a href="https://fasttrackcities.london/our-work/ending-stigma/">https://fasttrackcities.london/our-work/ending-stigma/</a></p>

## Purpose of Support

### **Purpose**

The support requested is for tackling stigma at the individual level. In order to address internalised/self-stigma for London, the Stigma Sub-group (SSG) proposes to empower the HIV community through inviting organisations to bid for funding to deliver the Empowerment Programme Framework. This training will support people to develop resilience, confidence, and other skills to tackle self-stigma.

FTCI are looking for organisations who can deliver the Empowerment Programme training based on the London Fast Track-Cities Initiative Empowerment Programme Framework as well as a set of parameters that will enable measurement of the outcomes.

The SSG proposes two key objectives of this tender to tackle Londoner's self-stigma:

1. Empowering the HIV community to tackle self-stigma through development and support
2. A group of visible HIV community ambassadors

### **Background**

Through various engagement channels, London's FTCL has gained consensus from the wider HIV community to tackle Stigma in the capital in three different 'layers'. At the individual level, i.e. self-stigma, in environments/places i.e. stigma in organisations/institutions and at societal level i.e. changing the perceptions of the general public.

The FTCL Stigma Sub-group designed an approach to delivering more empowerment programmes in London. To achieve the first goal of tackling internalised/self-stigma, a community of practice (COP) was formed by the FTCL Stigma Subgroup. A COP is a group of people who share a common concern or have a shared interest in a topic: they come together to share best practice and help fulfil individual and group goals. The approach started with evidence gathering from organisations already delivering this type of programme in order to pull together best practice and case study-based evidence of what works well. Eight organisations with specialist experience in supporting those living with HIV made up the COP group, with Healthy Dialogues Ltd facilitating the fortnightly meetings and writing up the outputs in the form of a framework.

In the empowerment programme, the peer supporter role involves sharing experiences in a way that inspires hope, fostering a support network, sharing information, giving advice and signposting to further information and support.

The key outcomes for individuals completing the Empowerment Programme are:

- a. Developing a support network
- b. Understanding internalised/self-stigma
- c. Understanding what HIV is, U=U and living well with HIV
- d. Building self-acceptance, self-esteem, and an individual's sense of power

Further key outcomes relating to the additional training include Developing skills: including self-advocacy, public advocacy, and ambassador skills

Additional competencies for peer supporters and guidance for evaluating the empowerment programme have also been provided as part of the Empowerment Programme framework.

### **Internalised/ Self-Stigma**

Internalised/self-stigma refers to absorbed negative beliefs and feelings about oneself. In this case, it relates to an individual's feelings of devaluation due to an HIV-positive diagnosis.

Self-stigma affects the way individuals feel about themselves as well as how they perceive and manage external stigma and discrimination, and for some it can have a significant impact. The existence of self-stigma demonstrates the complex relationship between social norms, stereotypes and concepts of good or bad behaviour, and the way these translate into how we feel about ourselves. Support for People Living with HIV has long been recognised as an important aspect of treatment and care, in part because it reduces self-stigma which is linked to better adherence to ART and health seeking behaviours.

The evidence tells us that providing opportunities to discuss stigma and the factors contributing to it with peers is an important component of tackling stigma. Peer support workers who have lived experience can play a pivotal role in the support of PLHIV's wider care needs. Both at diagnosis and throughout a person's care pathway. Self-stigma may be a part of a greater range of emotional issues and may exacerbate existing emotional or mental health needs. Peer support may be one of a range of interventions that are of use in dealing with self-stigma. We recognise that peer support can also be effective when used in conjunction with other emotional wellbeing interventions such as counselling or brief interventions. Psychological support improves both mental and physical health and reduces the risk of HIV transmission. the availability and quality of psychological support for people living with HIV is currently variable. The NAT review on what works also recommends creating

programmes for people living with HIV which combine skills-building activities, peer support and opportunities to discuss stigma and its effects and to promote opportunities for people living with HIV to speak as a community in challenging stigma and discrimination.

### **Proposal**

The SSG proposes two key objectives of this tender to tackle Londoner's self-stigma:

*1. Empowering the HIV community to tackle self-stigma through development and support (6 contracts of £45,000)*

This is the key objective, which does not have to be followed by the second objective. The aim would be to pilot an infrastructure to support cohorts of people living with HIV. The cohorts would work through a series of learning and skills building sessions to develop their resilience, knowledge, and speaking skills to truly empower them to stand up to any stigma witnessed or experienced.

*2. A group of visible HIV community ambassadors (Additional £5,000 per organisation)*

This is an option in addition to the first objective. This group of ambassadors would represent the broad diversity within the HIV community and will serve as role models in tackling HIV stigma. The FTCLG would be able to draw on this group's expertise and experience to support and promote all parts of the programme including addressing Trust boards/CCGs to advocate for them to adopt the HIV friendly charter, speaking at events, and promoting the public facing work. This initial group of ambassadors would also be used to reach into communities to connect the programme with communities in the places they go.

### **Bids**

FTCLG are looking for organisations who can deliver the Empowerment Programme training based on the London Fast Track-Cities Initiative Empowerment Programme Framework as well as Evaluate the success of the programme using the framework evaluation measures.

The winning bidders will be provided with a 'starter-pack' of relevant documents, however, any additional engagement activities to shape content and design will need to be organised and facilitated by the provider.

The focus of each organisation will be to:

	<ol style="list-style-type: none"> <li>1) Flexibly deliver the Empowerment Programme training framework with inbuilt evaluation, using it to train people living with, affected by and at risk of HIV to develop resilience, confidence and other skills to tackle self-stigma.</li> <li>2) Work collaboratively through the community of practice to support the further growth and development of a group of HIV ambassadors or support to an organisation responsible for this through referrals. These ambassadors will be visible voices, supported by Healthy London Partnership, sharing their stories with both the HIV community itself and through the work targeted at the wider public.</li> </ol> <p>The programme will commence in January 2022.</p> <p>The FTCL Leadership Group (FTCL-LG) will be looking to measure impact and efficacy of training sessions as an intervention and therefore each package will need to use the common evaluation framework included in the Empowerment Programme Framework to gather qualitative and quantitative data aligning itself with aims of the overarching FTCL Stigma evaluation strategy (to be developed by 2022).</p> <p>The final output from this work will be made publicly available.</p>
Approach	<p>In order to address self-stigma for London, the SSG on behalf of the FTCL-LG are seeking to commission organisations in London, to deliver an empowerment programme/training framework as detailed below:</p> <ol style="list-style-type: none"> <li>1) 6 contracts of £45,000, for organisations who are able to flexibly deliver the Empowerment Programme training framework with inbuilt evaluation, using it to train people living with HIV to develop resilience, confidence and other skills to tackle self-stigma.             <ol style="list-style-type: none"> <li>a. Organisations will deliver their programmes (for a contract length of 1 year) aimed at the specific groups identified in stage 1 with a high level of need.</li> <li>b. Programmes submit evaluation reports after their first cohort, and present their learning with the Community of Practice</li> <li>c. Adjustments are made in a reviewed plan for the next cohort to continue to hone and improve.</li> </ol> </li> <li>2) £5000 each for organisations to collaborate on training and support for the delivery of a framework to support the further growth and development of a group of HIV ambassadors hosted and managed by the London FTCL programme. These ambassadors will be visible voices, sharing their stories with both</li> </ol>

the HIV community itself and through the work targeted at the wider public. The training would aim to:

- a. Equip participants with advanced skills such as media, communications and public speaking, assertiveness and self-confidence, emotional intelligence, influence and persuasion etc.
- b. Be adaptable to a variety of people from various backgrounds with varying degrees of education
- c. The ambassadors would potentially be sharing their stories with both the HIV community itself and through the work targeted at the wider public.
- d. Based on the feedback received, the ambassadors would represent a wide variety of people and their roles would be clearly defined, with a framework for compensation as per the NHS England Patient and Public Voice (PPV) Partners policy.
- e. Participants in the programme would be offered the opportunity to become an HIV Ambassador for their community if they would like to
- f. Ambassadors will be added to the ambassador group, managed by Healthy London Partnership, which uses a clear framework for participation and remuneration based on the NHS England Patient and Public Voice (PPV) Partners policy.
- g. Examples of participation could include: event speaking opportunities, recording short clips for videos, participation on procurement panels, social media takeover etc.

This programme contains clearly stated learning objectives and a sound structure with user-friendly supporting materials.

The training framework will be delivered by 6 voluntary sector organisations targeting specific populations in London most in need of this type of support. The stigma training package will have a flexible syllabus and can be easily adapted by each organisation. Capacity building is embedded within the course framework, to promote continuity of the approach and work once funding has ended.

Successful organisations are awarded funding to deliver their programmes for one year aimed at the specific groups identified in stage 1 with the most need. The organisations delivering the programmes from a new Community of Practice (COP) that meets regularly and infrequently for mutual support and learning. This model worked successfully to devise the Empowerment Programme framework and a relaunched group could unite successful bidders to develop this piece of work, share progress and ideas, have a network of peers and provide an evaluation of progress.

	<p>Successful bidders will submit evaluation reports after their first cohort, and present their learning with the Community of Practice. Adjustments are made in a reviewed plan for the next cohort to continue to hone and improve.</p>																					
Scope	<p>The Empowerment Programme framework will be used by organisations, serving different populations with diverse cultures, to tackle internal stigma felt by people living with HIV. The framework will be delivered as an addition to peer support. The framework is flexible and adaptable, such that all organisations who deliver it are able to tailor it to what works for the community they serve. Planned outputs and outcomes for the training are within the framework, so all organisations delivering this work towards the same goals.</p> <p>The total of the tender is £300,000 which would be offered to 6 successful project bidders. The remaining £30,000 will be shared between the projects to collaborate on ambassador training as a follow on to the empowerment programme.</p> <table><tr><th>Projects</th><th>Value</th><th>Length</th></tr><tr><td>Contract 1</td><td>£45,000</td><td>1 year</td></tr><tr><td>Contract 2</td><td>£45,000</td><td>1 year</td></tr><tr><td>Contract 3</td><td>£45,000</td><td>1 year</td></tr><tr><td>Contract 4</td><td>£45,000</td><td>1 year</td></tr><tr><td>Contract 5</td><td>£45,000</td><td>1 year</td></tr><tr><td>Contract 6</td><td>£45,000</td><td>1 year</td></tr></table> <p>Each contract is for one year, commencing January 2022.</p>	Projects	Value	Length	Contract 1	£45,000	1 year	Contract 2	£45,000	1 year	Contract 3	£45,000	1 year	Contract 4	£45,000	1 year	Contract 5	£45,000	1 year	Contract 6	£45,000	1 year
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### 3. Provider requirements

Key Skills and Experience	<ul style="list-style-type: none"> <li>• Experience of flexibly delivering training packages to people living with HIV</li> <li>• Experience of tackling stigma and empowering PLWHIV</li> <li>• Knowledge of HIV, incorporating strong understanding of prevention, diagnosis, treatment and care, quality of life, stigma and discrimination, as well as the wider determinants and inequalities related to HIV and sexual health through the life-course</li> <li>• Knowledge or the ability to obtain knowledge of the current HIV service map in London, from prevention to treatment, care and support services</li> <li>• Ability to work collaboratively with multiple stakeholders from diverse communities</li> </ul>
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	<ul style="list-style-type: none"> <li>• Demonstrated experience creating and/or improving training programmes including documentation and delivery e.g. curriculum and instruction specialist</li> <li>• Experience and/or understanding of training methodologies relating to emotional resilience, self-development, personal and professional growth, health and well-being and behaviour change</li> <li>• Strong project management skills</li> <li>• Political sensitivity and ability to maintain neutral, evidence-based approach to project</li> </ul>
Details of Support / Key Activities/Schedule	<p>Key dates for delivery (proposed): See timeline forwarded with RFQ.</p> <p>In your response, please articulate/include the following:</p> <ol style="list-style-type: none"> <li>1. How many cohorts your organisation would expect to train within the 1 year contract period and number of places per cohort?</li> <li>2. Which specific community you would be targeting and why, and you existing links/relationships/connection to this/these community/(ies)</li> <li>3. Whether you intend to run the training face to face or virtually and your reasons for your decision</li> <li>4. How you would use and adapt the framework provided to the community/ties you will target</li> <li>5. How you would use the evaluation framework to continually learn and improve as the project progresses</li> </ol> <p>Key outputs:</p> <ul style="list-style-type: none"> <li>• Delivery of the FTC HIV Internalised Stigma Empowerment Programme.</li> </ul> <p>*In your response, please provide details on how you would involve the views and ideas of stakeholders with reference to working around the current COVID-19 situation.</p>

4. Evaluation of responses	
How to respond to this tender	<p>If you would like to respond to this tender, please complete the Bid Response Document and Pricing Schedule through Contracts Finder.</p> <p>Please outline in your response your overall insight into each section of the work, your approach and methodology for answering the</p>



	<p>questions, any relevant experience in that area, and the anticipated outputs from your work.</p> <p>If you intend to form a partnership or consortium in order to deliver this contract, please ensure that you identify the lead organisation who will take responsibility for the tender and the eventual contractual arrangements. Please also detail the names of all the member organisations of the partnership/consortium in your submission and make clear how they will contribute to the work.</p> <p>We would also expect to see a high-level timeline for project delivery and on-going management as well as a budget indicating costs for each phase of the project.</p> <p>We are looking for a provider whose impartiality and independence is assured and can be evidenced. To this end you are asked to:</p> <ul style="list-style-type: none"> <li>• Detail any relevant market involvement that you may have with potential providers /commissioners and/or investors</li> <li>• Explain why Healthy London Partnership and the London FTCI can rely on your impartiality and independence, avoiding conflicts of interest</li> <li>• Outline the steps that you will take to avoid or resolve any conflicts of interest arising, if you are appointed</li> </ul> <p>We are open to Bidders providing challenge to us through their submissions either on our approach and/or on our assumptions. We expect Bidders to build on existing work or analysis wherever possible to maximise value, and we are open to creative ideas in responses that make effective use of existing assets.</p>																
Evaluation criteria	<p>Proposals will be evaluated on their quality and price. The highest scoring bidders will be invited to Interview and Presentation. A panel of evaluators from the HIV Sector, including Public Health and the voluntary and community sector, will carry out the evaluation of submissions in accordance with the weighted criteria outlined in the table below:</p> <table border="1"> <thead> <tr> <th>Criteria</th><th>Weighting</th></tr> </thead> <tbody> <tr> <td><b>Quality</b></td><td><b>Overall weighting 75%</b></td></tr> <tr> <td>Understanding of, and insight into the work</td><td>20%</td></tr> <tr> <td>Expertise and relevant experience</td><td>20%</td></tr> <tr> <td>Proposed methodology and approach</td><td>15%</td></tr> <tr> <td>Proposed outputs and timelines</td><td>10%</td></tr> <tr> <td>Social Value</td><td>10%</td></tr> <tr> <td><b>Price</b></td><td><b>Overall weighting 15%</b></td></tr> </tbody> </table>	Criteria	Weighting	<b>Quality</b>	<b>Overall weighting 75%</b>	Understanding of, and insight into the work	20%	Expertise and relevant experience	20%	Proposed methodology and approach	15%	Proposed outputs and timelines	10%	Social Value	10%	<b>Price</b>	<b>Overall weighting 15%</b>
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	<b>Interview and Presentation</b>	<b>Overall weighting 10%</b>
	<b>Total (Quality + Price)</b>	<b>100%</b>
	<p>The Empowerment Programme is looking to provide support to the communities most in need of empowerment to tackle internalised/self-stigma. The programme will be delivered to communities through organisations who have the links and connections into the communities most in need of the support. The 6 contracts will be awarded to organisations supporting different communities, for example one contract per community, to ensure the programme can reach a diverse range of people. The highest scoring bids will be invited to Interview without overlaps in the chosen communities.</p> <p>A detailed breakdown of costings (including number of days, day rates, expenses etc.) for the project should be supplied on the accompanying worksheet. The total Price will be evaluated by awarding the bid with the lowest price full marks i.e. 15% (excluding any bids that are priced at such a level that the evaluators are unable to rely upon the contract being properly performed). All other bids will be awarded a score on price calculated relative to the lowest (acceptable) price received.</p>	

-----End of Specification-----

## **Annex B**

### **NHS Terms and Conditions of Contract**

### **NHS Terms and Conditions for Supply of Services**



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**Annex C**

**Financial Submissions**

***Financial Envelope - The financial envelope available for this work is £45,000 (Total £50,000/ organisation including Community of Practice participation) exclusive of VAT.***

**Notes to pricing schedule:**

The tendered price will need to take account of the following requirements:

1. The weighting for price is 15% of the overall marks available.
2. The maximum budget available for this service is £45,000 exclusive of VAT

Category	Item	Budget
<b>TOTAL</b>		

All costs must be inclusive of travel and related expenses to the base location. An estimate of the overall costs for expenses must be submitted to enable comparison of bids on an equal basis.

All prices exclude VAT.

If submitting your proposal as a pdf document, please submit your prices in a separate file.

NEL Commissioning Support NEL CSU is requesting that bidders submit a breakdown of total cost for all the work / services as detailed in the Service Specification.

**The lowest price (within affordability limits) will be awarded the maximum score for price with other bidders aggregated against that.**

**Expenses**

Any expenses claimed will be:

- Reasonably and necessarily incurred as a result of carrying out the contracted services, with due regard to economy.
- Be detailed separately on the invoice and accompanied by the relevant receipts
- Have been agreed in advance with the NEL CSU.
- Travelling time to the NEL CSU(s) premises is non-chargeable.

Reimbursement of expenses will be at cost and should be in line with the [NHS Agenda for Change standard Rates identified below or at travel and subsistence rates identified by the Provider by the NEL CSU]

- Actual rail travel costs based on standard class travel

## ANNEX D

### Declaration of conflict of interests (Bidders/Contractors)

**Project Name: Fast Track Cities Initiative – HIV Stigma Empowerment Training**

#### **NHS Clinical Commissioning Group Bidders/potential contractors/service provider's declaration form: financial and other interests**

This form is required to be completed in accordance with the NEL CSU's Constitution, and s140 of the NHS Act 2006 (as amended by the Health and Social Care Act 2012) and the NHS (Procurement, Patient Choice and Competition) (No2) Regulations 2013 and related guidance

#### **Notes:**

- All potential bidders/contractors/service providers, including sub-contractors, members of a consortium, advisers or other associated parties (Relevant Organisation) are required to identify any potential conflicts of interest that could arise if the Relevant Organisation were to take part in any procurement process and/or provide services under, or otherwise enter into any contract with, the NEL CSU, or with NHS England in circumstances where the NEL CSU is jointly commissioning the service with, or acting under a delegation from, NHS England. If any assistance is required in order to complete this form, then the Relevant Organisation should contact [*specify*].
- The completed form should be sent to [*specify*].
- Any changes to interests declared either during the procurement process or during the term of any contract subsequently entered into by the Relevant Organisation and the NEL CSU must notified to the NEL CSU by completing a new declaration form and submitting it to [*specify*].
- Relevant Organisations completing this declaration form must provide sufficient detail of each interest so that the NEL CSU, NHS England and also a member of the public would be able to understand clearly the sort of financial or other interest the person concerned has and the circumstances in which a conflict of interest with the business or running of the NEL CSU or NHS England (including the award of a contract) might arise.
- If in doubt as to whether a conflict of interests could arise, a declaration of the interest should be made.

Interests that must be declared (whether such interests are those of the Relevant Person themselves or of a family member, close friend, or other acquaintance of the Relevant Person), include the following:

- the Relevant Organisation or any person employed or engaged by or otherwise connected with a Relevant Organisation (Relevant Person) has provided or is providing services or other work for the NEL CSU or NHS England;
- a Relevant Organisation or Relevant Person is providing services or other work for any other potential bidder in respect of this project or procurement process;
- The Relevant Organisation or any Relevant Person has any other connection with the NEL CSU or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the NEL CSU's or any of its members' or employees' judgements, decisions or actions.

**Declarations:**

Name of Relevant Organisation:	
Interests	
<b>Type of Interest</b>	<b>Details</b>
Provision of services or other work for the NEL CSU or NHS England	
Provision of services or other work for any other potential bidder in respect of this project or procurement process	
Any other connection with the NEL CSU or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the NEL CSU's or any of its members' or employees' judgements, decisions or actions	

<b>Name of Relevant Person</b>	<i>[complete for all Relevant Persons]</i>	
Interests		
<b>Type of Interest</b>	<b>Details</b>	<b>Personal interest or that of a family member, close friend or other acquaintance?</b>
Provision of services or other work for the NEL CSU or NHS England		
Provision of services or other work for any other potential bidder in respect of this project or procurement process		

Any other connection with the NEL CSU or NHS England, whether personal or professional, which the public could perceive may impair or otherwise influence the NEL CSU's or any of its members' or employees' judgements, decisions or actions		
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## Form Completion

**I declare that to the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information. I understand that the information will be used in the evaluation process to assess my organisation's suitability to be included in the tender evaluation process, and that giving false information may result in my organisation being disqualified from the process, at this or whatever stage it becomes known to the Commissioners.**

<b>Signed:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Bidder:</b>	
<b>Date:</b>	