



Provider Improvement Fund (PIF)

TENDER OPPORTUNITY

**UTN13**

**Emotional Resilience Training**

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## 1. Introduction

### PIF Overview

**The Provider Improvement Fund (PIF)** offers a comprehensive programme of training and development to local learning providers who operate in the post-16 learning sector.

The programme is funded by the **European Social Fund (ESF)** and the **Strategic Investment Fund (SIF)** through the **Liverpool City Region Skills and Apprenticeship Hub** project. **GMLPF** is managing the **Provider Improvement Fund (PIF)**, working in conjunction with the **Liverpool City Region Mayoral Combined Authority**.

The **Provider Improvement Fund (PIF)** programme runs from June 2021 to September 2022.

### PIF Aims

The **PIF** programme aims to facilitate improvements in the local learning sector, including:

- Improving the quality and delivery of local learning programmes
- Supporting the growth and development of learning providers and their learning programmes
- Supporting the post-16 sector to adapt to change and become more responsive by completing training and development that builds their capacity and capability
- Increasing the proportion of LCR learning providers with an Ofsted Grade 2 or above
- To capacity build the learning provider base
- To provide a strong legacy dimension to all the training delivered
- To improve the experiences of learners.



## 2. Tender Opportunity

### Title

**UTN13 Emotional Resilience Training**

### Overview

GMLPF wishes to appoint a suitably experienced supplier to deliver **emotional resilience training** for LCR based providers. The objective of the training is to build awareness of emotional resilience and how it supports mental wellbeing. Importantly, the training will enable learning provider staff to help their learners develop resilience. In addition, it will provide the tools for participants to build their own resilience and that of their organisations.

This tender opportunity directly responds to the unfolding and growing mental health crisis in the UK across all ages and socio-economic groups.

Recipients of this training will include safeguarding leads, managers, governors and other key staff in Liverpool City Region Learning Providers.

We anticipate that this **Emotional Resilience Training** will complement other safeguarding training undertaken by local learning providers. Purchasing this training on behalf of a group of learning providers and aggregating demand makes it more accessible to individual providers.

### Background

Even before the Covid-19 pandemic, mental ill-health, including conditions such as depression and anxiety, were shown to be increasing at alarming rates, pointing to an impending public health emergency. The pandemic has served only as a catalyst to further deterioration in the nation's mental health, particularly in children and young people.

Levels of fear and the associated fight or flight emotional response have increased due to anxiety about catching or passing on the virus. In addition, factors such as isolation from friends and family, increased time spent online, loss of employment and income, inability to pursue hobbies and interests play a role in exacerbating mental ill-health.

As we recover from the pandemic, developing emotional resilience has been identified as a critical strategy for supporting mental health and wellbeing. The University of Warwick defines it as:

"the ability to adapt to stressful situations and cope with life's ups and downs.

Resilience does not eliminate stress or erase life's difficulties, but allows you to tackle or accept problems, live through adversity and move on with life."

Over the last decade, the approach to addressing mental health has focused mainly on understanding various mental health conditions, supporting sufferers through empathy, and breaking the stigma attached to mental health. Much progress has been made in turning mental health into an everyday topic of conversation, thus removing the shame many sufferers feel. As part



of this, GMLPF is procuring a range of mental health training programmes for learning providers structured around mental health leadership and workplace champion programmes.

More recently, there has been a shift towards supporting individuals to develop personal resilience to overcome mental health difficulties, which is the focus of this tender opportunity.

Mental health charity, Mind points to the fact that emotional resilience can be achieved through practice:

"Resilience is not just your ability to bounce back but also your capacity to adapt in the face of challenging circumstances whilst maintaining stable mental wellbeing. Resilience isn't a personality trait – it's something that we can all take steps to achieve."

Learning providers in the Liverpool City Region have extensive experience supporting learners with their mental health, primarily as part of their safeguarding role. However, they are less equipped to help learners to build resilience. Building resilience will be a key part of supporting learners to progress to an apprenticeship or other learning programme. Whilst many have completed formal and informal training programmes in identifying and supporting mental health, few have undertaken training in the concept of resilience with a view to helping their learners develop these skills.

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### 3. Tender specifics

GMLPF is inviting suitably experienced and qualified organisations to tender for the delivery of **Emotional Resilience Training**

#### Requirements

We wish to procure the delivery of two one-day workshops for groups of 8 to 10 participants (Liverpool City Region learning provider staff), enabling them to understand this important topic and subsequently roll out appropriate policies and procedures to support improvements in the safeguarding of learners. The training could be accredited, unaccredited or a combination of the two.

In detail:

#### *Volume*

We wish to procure the delivery of two one-day training workshops for between 8 and 10 participants.

#### *Focus*

We are looking for a training programme that builds a provider's capability and capacity in understanding **emotional resilience** so that they can develop and embed appropriate measures within their organisations.

#### *User-focus*

GMLPF will work with the chosen supplier to tailor the content of this CPD programme to meet the needs of local learning providers. We welcome innovation in the design and delivery of this training programme, including a robust interactive dimension.

#### *Delivery*

We anticipate that the supplier will deliver the training on a face-to-face basis with an option for learners to undertake online assessments upon completion of the training, if appropriate. Should the Covid situation change and additional restrictions be introduced, we expect delivery to switch to remote using Teams or Zoom.

#### *Emphasis*

The emphasis is upon the training of participants to become champions of emotional resilience and to return to their employer and cascade training down to other colleagues

#### *Take away*

The supplier should provide participants with a resource pack to take away from the course, incorporating guidance, slides, notes and tips that they can then use to deliver training themselves.

#### *Pre-course*

Before the course takes place, we anticipate a period of collaboration between the chosen supplier and GMLPF (which can be factored into the course costing) where together, we will:



- Ensure the structure and content of the training programme are appropriate to the local learning provider market.
- Agree dates of training
- Circulate pre-course paperwork required for evidence requirements
- Decide on an appropriate participant pack of support materials to take away

GMLPF will actively promote the training sessions locally to generate demand. We will also manage the booking/registration process.

## Content

Details about a **potential** model and what themes it might focus on are detailed below. GMLPF is looking for suppliers to suggest creative content and curriculum themselves and incorporate other relevant themes such as Equal Opportunities and Social Inclusion and Sustainable Development. These themes will be assessed as part of the tender appraisal process.

**Emotional Resilience training programme:** Course content should deliver the following broad objectives contextualised for providers of training as far as possible:

- Definitions of emotional resilience
- The relationship between emotional resilience and mental health
- How to develop emotional resilience
- Emotional resilience in practice: challenging life events and situations
- Tried and tested techniques
- The role of community in building emotional resilience
- Considering different sectors of the community: does building resilience need different approaches according to age, gender etc
- Working with partners and referral agencies to build resilience in learners
- Showcasing what measures learning providers might take to build emotional resilience in their learners, their staff and organisation

The training must:

- Build personal knowledge
- Drive organisational change
- Improve the emotional resilience of learners
- Build organisational capacity and capability, equipping learning providers to address learner emotional resilience in an effective and timely manner

We expect the training programme to make provision for discussion and consideration of the sectors of the community that learning providers support eg apprentices, individuals with additional learning needs etc



### Post-course

Participants will need to complete a post-course questionnaire. GMLPF will provide the evaluation forms, but it is the provider's responsibility to ensure participants complete them at the end of the training session.

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## Costings

The total budget for this training is £5760 (or £4800 plus VAT for VAT registered organisations). We expect that tenders offering courses that lead to training accreditation will attract a premium and be more expensive than those that don't.

The budget has been calculated to cover two full-day workshops, including training materials, assessment (if appropriate), and production of all funding evidence.

GMLPF will meet room hire and associated catering costs for face-to-face learning, but all other expenses should be covered by the above budget

Tendering organisations should be aware that the programme is supported by ESF and SIF. Therefore you will be required to capture and provide participant information, i.e. learner enrolment forms, learning plans, timesheets, evaluation forms as part of the delivery of the programme. Examples of the paperwork to be completed are attached in appendix A. Payment will be made upon successful and complete delivery of this paperwork alongside a claim and invoice.

## Sub-Contracting

This project is ESF and SIF funded; therefore, ***no further sub-contracting is permitted.***

Suppliers can use associates to deliver this project provided an associate contract or agreement is in place between the supplier and their associate(s). Suppliers must reference this in their tender submission, i.e. details of staff who will deliver the training. We will ask you to provide copies of associate contracts.

## Submission of Tender

Please read this guidance document carefully, in addition to the **PIF Tender Evaluation Methodology** document. You must use the **PIF Supplier Questionnaire and Tender Response** form to submit your proposal. You must also complete and submit the **PIF Tender References** form.

The **PIF Supplier Questionnaire and Tender Response** has two sections:

- **Section 1 - Supplier Details and Due Diligence**

Organisations interested in tendering for this opportunity should note that we can only contract with organisations that will be able to provide evidence of having the following:

- **Insurance cover** (see Question 2): Public liability, professional indemnity, and employer's liability are all required. However, if the tendering organisation does not employ staff (i.e. sole trader), employers liability insurance is not required.
- **Financial evidence** (see Question 2): Acceptable forms of financial evidence are listed on the PIF Supplier Questionnaire and Tender Response form.





- **GDPR** (see Question 4.2): All organisations are required to be ICO registered.
  - **DBS** (see Question 4.4): All staff responsible for delivering training will need a current enhanced DBS (Disclosure & Barring Service – formerly CRB) certification.
  - **Health & Safety** (see Question 5): All organisations must have a basic health and safety policy/policy statement regardless of the organisation's size. Please supply this as part of the tender pack along with a named individual with responsibility for health and safety within the organisation.
  - **Equality & Diversity/Safeguarding** (see Question 6): We expect tendering organisations to respond to all parts of Question 6.2 with "YES". Please also provide a copy of your Equality and Diversity policy/policy statement with reference to safeguarding/anti-bullying/harassment.
- **Section 2 – Supplier Technical Response**  
In this section, you must document how you would deliver the training required. Please take care to weave sustainable development and equal opportunities into your response, as these are key themes for this project.

Suppliers should return their completed tender response:

To: [ian@gmlpf.net](mailto:ian@gmlpf.net)

By: Wednesday 16<sup>th</sup> February 2022 5.00 pm

With: **PIF Tender UTN 13 Emotional Resilience Training** in the e-mail subject heading