[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwidjPXsgIrjAhUSCxoKHfmjB5oQjRx6BAgBEAU&url=https://www.lewishamlocal.com/about/about/council-logo/&psig=AOvVaw1yKlsLhbq3CN8-W3ZTaODP&ust=1561736693730750)Children and Young People’s Directorate

Children and Young People’s Advocacy Service

**Method Statements**

Joint Commissioning Team

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1 Catford Road

London

SE6 4RU

020 8314 9254

**Lewisham.Procurement@lewisham.gov.uk**

January 2020

This document is to be completed in accordance with the Invitation and Instructions for Tendering for receipt, via the London Tenders Portal, with all relevant documentation by no later than noon on Thursday 12th September 2019.

# LIST OF METHOD STATEMENTS REQUIRED

In order to satisfy both quality and value for money criteria, and so that LB Lewisham can see the way in which a tenderer will provide the Advocacy Service, the Council requires Method Statements to be completed. The successful tenderer will have to provide the Advocacy Service in the way set out in their Method Statements, once they have been agreed with the Council.

Bids will be evaluated on the basis of a 60:40 value for money ratio, with 60% of the evaluation based on quality and 40% on price.

It is important that the Method Statements you provide are clear, concise and full. For each Method Statement, you will need to explain how you will deliver that aspect of the service (including methodologies, processes, timeframes and cost calculations, where appropriate) and provide evidence of ability (e.g. previous experience or achievements).

The Method Statements cover these main issues:

|  |  |  |
| --- | --- | --- |
| **Statement number** | **Theme** | **Weighting in evaluation** |
| MS1 | **Mobilisation** | 2% |
| MS2 | **Service Model** | 9% |
| MS3 | **Service Impact** | 4% |
| MS4 | **Service Principles** | 7% |
| MS5 | **Case Management** | 4% |
| MS6 | **Engaging with children with complex needs and/or disabilities** | 3% |
| MS7 | **Empowerment and Self-Advocacy** | 8% |
| MS8 | **Communication and Partnership Working** | 9% |
| MS9 | **Training and Supervision** | 9% |
| MS10 | **Social Value** | 5% |

Your Method Statements should be provided on the following sheets provided, expanding as necessary, and should be completed using a minimum of font size 11. You should complete Method Statements and all elements of each question, otherwise your submission may be excluded. If separate attachments are included, to supplement your Method Statements, please clearly mark which Method Statements they refer to.

# MS1 Mobilisation

The Authority currently has an existing commissioned Advocacy Service. Please describe how you would mobilise the new service by the proposed contract start date, including any challenges you might come across and how you would overcome these. This should include managing the handover of active cases (the incumbent provider should still answer this question). **Word limit: 800.**

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| **Question weighting: 2%** |
|  |

# MS2 Service Model

Please provide detailed and clear information on your proposed service model for the Advocacy Service, which demonstrates how the service will meet the requirements of Section 7 of the Service Specification. Please also attach evidence of your Health and Safety and Safeguarding policies and procedures (not included in word limit). **Word limit: 1,500**

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| --- |
| **Question weighting: 9%** |
|  |

# MS3 Service Impact

Please detail what approaches and tools you would use to measure the impact of the service for children and young people, in line with the proposed Outcomes and Outputs framework (Appendix 1 of the Service Specification). Please give examples of when you have produced data and analysis that was used in a meaningful to improve services. **Word limit: 1,000.**

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| --- |
| **Question weighting: 4%** |
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# MS4 Service Principles

Please describe how would you ensure that the service adheres to the Service Principles set out in Section 6 of the Service Specification. Please include examples of when you demonstrated these principles as an organisation, including creative approaches to resolving disputes. **Word limit: 1,300**

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| --- |
| **Question weighting: 7%** |
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## MS5 Case Management

LB Lewisham will establish a process for reviewing advocacy cases, as set out in Section 8.9 of the Service Specification. Please describe how you would support this process including how you would prepare children and young people to for the input of an advocate to end, in line with Section 8 of the Service Specification. **Word limit: 1,000.**

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| --- |
| **Question weighting: 4%** |
|  |

MS6 Engaging with children with complex needs and/or disabilities

Please demonstrate what approaches you would use to ensure children and young people with special educational needs and disabilities, and/or communication needs, are able to engage with advocacy support. You should also describe the experience you have of working with children with these needs. **Word limit: 800**

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| --- |
| **Question weighting: 3%** |
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MS7 Empowerment and Self-Advocacy

The Authority would like the Advocacy Service to provide information, signposting, and support to the child or young person to enable them to advocate for themselves where possible. Please describe how you will do this through the support you provide, and give examples of when you have empowered young people to advocate for themselves. **Word limit: 1,500**.

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| --- |
| **Question weighting: 8%** |
|  |

MS8 Communication and Partnership Working

It is important that the Advocacy Service communicates well and takes a positive, problem-solving approach to partnership working with the local authority to achieve the best outcomes for children and young people. Please give examples of when you have done this successfully when supporting children and young people, plus any anticipated challenges and how you plan to overcome these. **Word limit: 1,500**.

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| --- |
| **Question weighting: 9%** |
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# MS9 Training and Supervision

Please describe your proposed staffing structure for the Advocacy Service, and how you would train and supervise advocates in order to ensure that they have the qualifications and competencies required to deliver the service. This should include how you will meet the requirement for supervisors to hold Independent Advocacy qualifications and have an up-to-date understanding of relevant legislation, as set out in Section 12 of the Service Specification. Please also attach evidence of staffing and management structures suitable for delivery of this service (not included in word limit). **Word limit: 1,500**.

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| **Question weighting: 9%** |
|  |

MS10 Social Value

Please describe how you will support the Council to achieve additional economic and social benefits for local residents beyond the service specified, including through initiatives such as providing work experience, volunteering and/or employment opportunities for young people, and enabling young people to influence and be involved in the wider activities of your organisation, in line with section 15 of the Service Specification. **Word limit: 800.**

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| **Question weighting: 5%** |
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**Signed for Tenderer:**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Print name(s) in full** | **Position held by each signatory** (in the case of a company) |
|  |  |  |
|  |  |  |

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Full name of Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State whether sole proprietor YES/NO\* (delete as appropriate)

In case of partnership the full names and address of each partner:

|  |  |
| --- | --- |
| **Name** | **Address** |
|  |  |
|  |  |
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