

CONSULTANCY BRIEF

Mental Health
Australia

Call for Expressions of Interest: National Disability Insurance Scheme peer education workshops

Expression of Interest due: COB Friday 15 January 2015

Introduction

Mental Health Australia has been funded through the Australian Government Sector Development Fund to build the capacity of mental health consumers, carers and service providers to engage with the National Disability Insurance Scheme (NDIS).

As a part of this project Mental Health Australia has developed a Mental Health Consumer and Carer Capacity Building Plan, informed by input from the NDIS Mental Health Consumer and Carer Advisory Group.¹ A core component of this Plan is the development and implementation of, or continuation of (if already existing), peer-developed and peer-facilitated workshops for mental health consumers and carers in each state and territory.

The aim of the workshops is to build mental health consumer and carer capacity to engage with the NDIS in a manner which helps mental health consumers to lead a contributing life.

Objectives

The successful consultant will develop and deliver a NDIS mental health peer education module in each state/territory, tailored to local conditions and designed to:

- improve understanding of the operation of the NDIS and the principles which underpin it among people with psychosocial disability and their carers
- build the capacity of people with psychosocial disability and their carers to exercise choice and control
- encourage and enable people with psychosocial disability to move towards self-management, greater independence and meaningful community inclusion.

The successful consultant will also establish mechanisms to enable effective re-delivery of the education module beyond the life of this project, for example through a train-the-trainer component delivered to peer workers, or through drawing on the skills of existing peer facilitators.

¹ Mental Health Australia established the NDIS Mental Health Consumer and Carer Advisory group under its NDIS Capacity Building Project. The group includes one mental health consumer and one mental health carer from each state and territory (chosen by state and territory mental health consumer and carer peak bodies) and four representatives from the National Mental Health Consumer and Carer Forum.



Key project deliverables

Delivery

To achieve the above mentioned objectives, the successful consultant will:

- update an existing (or develop a new) NDIS peer education module and tailor it to the specific circumstances of each state and territory. This will include creating or updating existing workshop materials, which could, if appropriate, include updating [Mental Health Australia's draft NDIS fact sheets](#). The education module should build the capacity of workshop participants to engage with, or support others to engage with, the NDIS
- enable the effective re-delivery of the education module, for example through a train-the-trainer component or drawing on the skills of existing peer facilitators
- deliver the module(s) to at least seven consumer and seven carer peer workers (or other mental health consumers and carers) in each state and territory. This would include organising and implementing logistical arrangements for the workshops.
- provide all education module materials to Mental Health Australia.

Stakeholder liaison

Throughout this activity the successful consultant will be expected to engage with:

- Mental Health Australia regularly on all aspects of the project, including seeking help to advertise the workshops
- state and territory mental health consumer and carer peak bodies to:
 - » clarify state-specific issues relating to NDIS implementation
 - » seek advice about logistical arrangements if necessary (for example, appropriate timing to run a workshop in each state/territory and appropriate venues)
 - » seek help in advertising the workshops.
- relevant organisations to ensure project materials are delivered in a culturally sensitive manner
- JFA Purple Orange, National Support Agency of the Disability Support Organisation (DSO) Capacity Building Initiative, to draw on the significant work this organisation is doing regarding peer support networks to help people living with disability to engage with the NDIS
- members of the Mental Health Australia NDIS Consumer and Carer Advisory Group, to draw on their experience regarding implementation of the NDIS in their state or territory.

Evaluation

The successful consultant will be required to report on the number of mental health consumers and carers accessing the workshops as well as the percentage of mental health consumers and carers (separately identified) who report:

- increased understanding of NDIS principles and concepts
- increased understanding of how the NDIS can support people with psychosocial disability and their families and carers
- increased confidence in identifying and describing their disability support needs and choices to the NDIA and providers or in helping others to do so



- increased confidence and capacity to exercise choice and control over the disability supports they receive or in helping others to do so
- satisfaction with workshop materials and resources.

Reporting

Project reporting will include:

- a brief final project report including:
 - » an outline of the project, including activities and outcomes
 - » a detailed report on evaluation data
 - » a summary of NDIS issues raised by participants through the course of the activity.
- A “lessons learned” document, which will outline issues encountered during the project and how they were overcome. The intention of this document is to share good practice knowledge in the sector and help improve delivery of similar projects into the future. Accordingly, it will be shared publicly as a resource for other Sector Development Fund organisations alongside other materials developed by the successful consultant to inform the workshop.

Due to the minimal amount of project reporting requested during delivery of the workshops Mental Health Australia would expect the successful consultant to demonstrate in its Expression of Interest (EOI) how it would to keep Mental Health Australia informed about project progress.

Key dates

Delivery of workshops to be completed by end August 2016.

Final Report, “lessons learned” document, and all project materials to be submitted by end September 2016.

Documentation and Selection Criteria

Applications should include:

- an Expression of Interest addressing the following selection criteria:
 - » demonstrated experience working in, and understanding of, the mental health consumer and carer sector, including working with people with lived experience of mental illness and their carers
 - » excellent stakeholder liaison and engagement skills
 - » demonstrated skill, experience and/or qualification(s) in developing workshop materials and providing training
 - » experience undertaking a similar activity, including:
 - » evidence of success (i.e. evaluations, testimonials, referees)
 - » approaches used to mitigate risks and manage unexpected issues
- brief biographies of relevant staff members who are proposed to undertake the work
- a project proposal including but not necessarily limited to:
 - » a detailed description of how the project will be undertaken
 - » the proposed approach to project governance



- » the proposed approach to stakeholder liaison and engagement, including an explanation about how the successful consultant will ensure that project deliverables are consumer and carer led and leverage similar successful local initiatives
- » a timeline
- » a detailed budget
- Proof of the following level of organisational insurance cover:
 - » \$10 million professional indemnity insurance
 - » \$10 million in public liability insurance
 - » Workers compensation as required by law.

Selection process

The following process will be used for this EOI request, at Mental Health Australia's discretion:

1. EOIs are checked for completeness and compliance. EOIs that do not contain all the information requested may be excluded from the evaluation.
2. EOIs are assessed against the selection criteria and other requirements outlined in the clause 'Documentation and Selection Criteria'.
3. Suitable respondents may be short-listed and may also be required to clarify the offer, make a presentation, and demonstrate the product/solution offered.
4. Referees may be contacted prior to selection of successful respondent.
5. Due diligence tasks may be undertaken in respect to process, financial viability, experience, capacity to deliver, cost and/or other wider economic and community benefits.
6. Negotiations may be undertaken with any respondent with respect to any aspect of their EOI.

A contract will be offered to the consultant that provides a proposal outlining the most valuable service, which also represents value for money.

Price

The submitted price will be considered along with related factors affecting the total cost to Mental Health Australia. There is a budget of up to \$60,000 (GST excluded) for this activity.

Submitting an Expression of Interest

EOIs can be submitted electronically to ndis@mhaustralia.org.

For more information please email Emma Coughlan, Policy and Project Officer at ndis@mhaustralia.org or call Emma or Kylie Wake, Director, Consumer and Carer Programs, both available on (02) 6285 3100.

