

# FAQ

## Health and Wellbeing Lower Paid NHS Staff

### Eligibility

#### 1. Is my organisation eligible to bid?

Any organisation that can demonstrate the ability to deliver work to help us achieve the aims described in the ITT and matches our characteristics of a successful provider in section 8 of the ITT can submit a proposal. You can see our organisational requirements on the [who we work with](#) page on our website.

#### 2. Can my proposal have partner organisations?

Yes, you may collaborate or even subcontract with partner organisations. However, we ask that you specify any intended partners, what role they will have and your current relationship with them in the proposal.

#### 3. Does the lead-applicant need to be UK-based?

Yes, the lead applicant must be from a UK-based organisation. However, we will accept proposals which include collaborations with non-UK based researchers, providing sufficient justification is given for the international collaboration.

#### 4. Can you please comment on the detail of my proposal?

We do not comment on the detail of proposals at this stage, but are happy to address any specific queries in relation to the tender that arise.

#### 5. On AIMS should I apply as an individual or an organisation?

You should apply on behalf of the organisation bidding for the work e.g. London University. Please ensure this is correct prior to submitting an application. If you are a freelance researcher, we recommend applying under your company/trading name where possible. Instructions on the process are available in the AIMS guidance.

### Scope/Content

#### 6. What proportion of the work should be allocated to rapid review vs consultation?

We envisage no more than 1/3 of the overall budget being allocated for the review.

#### 7. What if I can't access the proposed staff group for consultation, can I re-allocate funding towards the review?

No, we view the consultation as being an integral part of the project. The successful provider will have to have shown an ability to engage with the staff groups in their proposal. Proposals that are unable to demonstrate access to relevant staff groups will not be considered.

**8. We are interested but unable to access a sample of NHS Staff, can the Health Foundation support this?**

Organisations must be able to source their own staff groups for consultation. Please see section 5 of the ITT for further requirements around stakeholder engagement.

**9. Does my proposal need to include all 3 aims or can I address only 1?**

Please see section 6.1.1 of the Invitation to Tender. Proposals should address all three aims laid out in the ITT. The project itself may focus more on one aim than another, however all should be given consideration in the piece of work.

## Methods

**9. Are remote consultation methods (e.g. telephone, video calling, email) acceptable?**

We are open to a variety of methods, provided they allow for meaningful and robust participation in the research.

**10. Is a survey approach acceptable?**

We would consider this although we envisage the quality of the individual engagement as being very important. We would expect any survey to form part of the engagement work in combination with qualitative methods in order to build a compelling narrative.

**11. Can my staff all be from the same NHS Trust or area?**

We would prefer proposals which include staff from multiple NHS organisations. Proposals that include staff from only one organisation will be considered, but must be accompanied by a clear rationale.

**12. How many participants are you expecting per focus group?**

We would envisage 4-8 participants in each focus group. However, we are open to suggestions that have a different number, provided they help us achieve our aims, and a clear rationale is provided in the application.

**13. What ethical approval will you require the provider to get?**

We expect the provider to have any required ethical approval in place before the work begins. If you expect your work will require ethical approval please tell us what your plans are around this in your proposal.

**14. Can we ask external experts to advise on the rapid evidence review?**

We are open to a range of methodologies that help us achieve our aims. Please provide a clear rationale for their involvement

**15. Can we include external experts in our stakeholder consultation?**

As above, we are open to a range of methodologies that help us achieve our aims. Please provide a clear rationale for their involvement.

## Process

**14. Can I submit more than one proposal outlining different methodological proposals?**

No. If you wish to propose multiple methodologies, please do this within one application form attaching an appendix as necessary.

**15. How many participants will be invited to interview?**

The number invited to interview will depend on the quality of the tender responses received, however we do not envisage inviting more than 5 organisations to interview.

**16. Would we be able to publish the report?**

The Health Foundation will own data and IP arising from this contract. It is anticipated that the Health Foundation would publish a report on this topic either individually or in collaboration with the successful organisation and with appropriate acknowledgement/recognition of the organisation's work. Publication of results or findings using data or IP arising from the project by the provider would only be possible with the express permission of the Health Foundation.

## Coronavirus

**17. What impact will the Coronavirus outbreak have on this work?**

Please be aware that the situation with the coronavirus outbreak is changing rapidly. We will be following national advice from relevant authorities. Our responses are to be understood in that context, and may change as the situation evolves. Both application phase and delivery may be subject to delay or change.

We currently recommend proceeding with an application. We understand this may be an issue in engaging with frontline staff and will consider amendments to the timescales of the project as and when this issue arises.

**18. Will you extend the deadline for bidders?**

Yes, we have now extended the deadline for this bid to the 8 April. We will keep under review the timelines for selection and interviews and will keep bidders informed about this.

**19. What if we cannot attend the interviews in person due to issues arising from the Coronavirus outbreak?**

We will make arrangements to conduct the interviews via Skype for business.

**20. We feel that the Coronavirus outbreak makes the 6 month delivery timeframe difficult, will you consider alternatives?**

Yes, we welcome suggestions for reasonable alternative timeframes. We would anticipate the literature review being the first stage of the work, so feel that this will be less impacted by the outbreak.

**21. What if we develop staffing or capacity issues due to the Coronavirus outbreak?**

We ask that bidders identify any contingency plans within their proposal. If an issue arises, we will work with the successful provider to develop a plan to continue the project.