



Florence  
Nightingale  
Foundation

Invitation to Tender:

**Florence Nightingale Foundation  
Leadership Development Content Design  
and Delivery**

June 2021

Igniting leaders, fuelling potential.

## Background

The Florence Nightingale Foundation (FNF) has a growing reputation for providing an excellent standard of leadership development for nurses and midwives. It is renowned for the transformational nature of the learning which enables the individual to develop their confidence, recognise their sphere of influence and step into their authority. The breadth and scope of the commissioned leadership development programmes and the demand for our flagship scholarship programmes is increasing. To meet this demand and ensure FNF maintains its high standards the Foundation is looking to partner with a provider that would be in the position to fulfil the brief outlined below. The contract would be for 3 consecutive years subject to satisfactory evaluations undertaken by FNF and a positive working relationship.

## Brief

### Scholarships

Florence Nightingale Foundation Scholarships are commissioned leadership development opportunities which are 1 year in duration. They are open to three levels of personnel and delivered in the following cohorts:

- ✓ Emerging Leaders working at NHS Agenda for Change (or equivalent) band 7 – 8b
- ✓ Aspiring Directors working at Agenda for Change (or equivalent) band 8c – 8d
- ✓ Senior Leaders working at Agenda for Change (or equivalent) band 9 – Very Senior Managers (VSM)

More information can be found [here](#)

There are approximately 75 scholars per year who are recruited via a competitive selection process. Recruitment starts in September and the programme begins on the 1<sup>st</sup> April. The successful provider would contribute the following elements to their core development programme:

1. 1:1 feedback session to each scholar underpinned by evidence based psychometric assessment or 360 feedback at the beginning of the scholarship year. The cost of the chosen tool would not be incorporated into this contract.

2 hours per person = 150 hours delivery

2. Provision of a 2-day virtual programme focused on the development needs and themes identified in the 1:1 sessions. This will be delivered on 3-4 occasions and tailored to the cohorts leadership level. Groups will be no larger than 25 people.

Emerging Leaders 2 days per programme x 2 = 4 days delivery

Aspiring Directors 2 days per programme x 1 = 2 days delivery

Senior Leaders 2 days per programme x 1 = 2 days delivery

Total is 8 days delivery and 3 days planning

### Leadership Programmes

Leadership programmes are commissioned by a range of organisations and target different groups of nurses and midwives such as those from ethnic minorities, in their early career or working in a specific speciality. Programmes are typically undertaken over 6 months although shortened 3-day programmes are increasingly being requested. The successful provider would contribute the following elements to a minimum of 6 leadership programmes per year. They would also be the FNF's preferred provider for any additional programme commissions it receives:

1. 6 x 2 day virtual or face to face programme with a focus on "Stepping into Your Authority" and tailored to the development needs of the specific group
2. 3 x 1 day equivalent of the above
3. 3 x 1 day virtual or face to face programme which focuses on next steps for personal and professional development

Total is 24 days delivery and 3 days planning

## Governance

The provider would be expected to meet once per month with the Director/ Deputy of FNF Academy to review activity and ensure continuous collaboration. The administration of the aspects delivered by the provider would be managed by provider with support from the FNF Academy team to disseminate information to programme participants. The ability to provide information in a timely manner would be a key indication of quality. All learning materials will be shared with FNF prior to delivery and should include the FNF logo.

## Contract Value

The value of the contract described is £150,000 (inc VAT) annually. A rate for any additional delivery above the contract value will be negotiated with the individual provider.

## Tendering Process

To tender for this contract, you are asked to complete this online form which requires the following information. This will be assessed by the CEO, Director of Academy, and a Trustee. Shortlisted applicants will be invited for interview on 3<sup>rd</sup> August 2021.

**The Deadline for the submission of this tender application is 20<sup>th</sup> July @ 1700hrs. Applications after deadline will not be accepted.**

For all enquires please email [academy@florence-nightingale-foundation.org.uk](mailto:academy@florence-nightingale-foundation.org.uk)

We look forward to receiving your applications



Professor Greta Westwood  
Chief Executive Officer



Dr Gemma Stacey  
Director of Academy

Company Name	
Company Address	
Company's representative name and title	
Contact telephone number	
Email address	
Address for correspondence	
Date of Submission	
Company Registration Number	
VAT Registration Number	
Has your organisation met all its obligations to pay its creditors and staff during the past year?	
If your answer to the above is No, have you rectified the situation resulting in your organisation now being able to pay its creditors and staff?	
Is your company or any group company (your Organisation) or are any of the directors/partners/proprietors in a state of bankruptcy, insolvency, compulsory winding up, and receivership, composition with creditors or subject to relevant proceedings?	
Does your organisation have a written health and safety at work policy? If Yes, please provide a copy	
Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	
Does your organisation have a written Equal Opportunities policy? If Yes, please provide a copy.	
In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	
In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on ground or alleged unlawful discrimination	
Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or Authority (including local Authority)?	
Does your organisation have a recognised environmental management system ISO14001 or equivalent? If Yes please provide valid copy of the certificate.	
Does your organisation hold a recognised quality management certification for example BS/EN/ISO9000 or equivalent? If your answer is yes please provide a valid copy of the certification.	
Will you be using a Sub-Contractor(s) at any point during this project? If so, please give full company details and state that you are willing to	

take responsibility for work performed by the sub-contractor(s).	
Please confirm that data is stored in line with the General Data Protection Regulations 2018 where applicable	
Please confirm level of professional indemnity insurance and provide evidence that this is current.	

**Bidder's response:**

Question 1	30%
<b><i>Describe your experience of providing leadership development to nurses and midwives. Please include experience of using psychometric tests and offering 360d degree feedback.</i></b>	

Question 2	20%
<b><i>Describe relevant learning and leadership theory that underpins your philosophy of leadership development</i></b>	

Question 3	10%
<b><i>What teaching and learning methods would you use to facilitate learning?</i></b>	

Question 4	20%
<b><i>How would you adapt your approach and content to meet the development needs of the varied levels and cohorts of learners</i></b>	

Question 5	20%
<b><i>Please provide a cost breakdown to undertake the work:</i></b>	

**PLEASE NOTE THAT THE MAXIMUM WORD COUNT FOR THIS PROPOSAL IS 1,000 WORDS.**





Support us to continue Florence's legacy.

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