Invitation for Tender for
The Provision of University Services for the CBSS Secretariat and the PROMISE Barnahus Network

1. Awarding Authority

(i) Organization
The Council of the Baltic Sea States (CBSS) serves as an overall regional forum for intergovernmental cooperation and coordination among the 11 CBSS Member States – Denmark, Estonia, Finland, Germany, Iceland, Latvia, Lithuania, Norway, Poland, Russia, Sweden, as well as the European Union. The Permanent International Secretariat was established in Stockholm in October 1998. The budget of the Secretariat is financed by annual contributions from the CBSS Member States as well as through project funds. The Secretariat is organized in a core team and specialized units. The Secretariat’s premises are located at Slussplan 9, Gamla Stan, Stockholm.

The Children at Risk Unit at the CBSS Secretariat is the Secretariat for the PROMISE Barnahus Network. The Promise Barnahus Network vision is a Europe where the human rights of children to protection from violence, to support, and to be heard are fulfilled. Newly established, the Network provides a platform for Barnahus, similar services and other interested stakeholders to engage in cross-border exchange and provide access to training, support, mentoring and practical tools. The Network invites members from Europe+ to connect and contribute to global efforts in this domain.

The mission of the network is to promote and support the establishment and operation of evidence-based, comprehensive, child-friendly interventions and rapid access to justice and care, based on the following main principles:

- Respect for the participatory rights of the child by ensuring that she/he is heard and receives adequate information and support to exercise these rights;
- Multi-disciplinary and interagency collaboration during investigations, procedures, diagnostic and needs assessments and service delivery, with the aim of avoiding re-traumatisation and securing outcomes that are in the best interests of the child;
- Evidence-based, comprehensive and accessible services that meet the individual and complex needs of the child and her/his non-offending family or caregivers;
- High professional standards, training and adequate resources for staff working with child witnesses and victims of violence.

For more information about PROMISE please see the website www.childrenatrisk.eu/promise.
2. Requested services

As part of an EU co-funded project, the CBSS/PROMISE seeks a supplier for 2 university level courses.

These trainings shall be delivered by teachers and trainers with long-standing experience in University level and other accredited education in child abuse and therapy.

The courses invite participants from all over Europe to take part, with priority to our project partners in Bulgaria, Cyprus, Finland, Ireland, Poland and Slovenia.

The courses, including mentorship, supervision, and materials, shall be offered in English. It is foreseen that the practical work and essay writing may be completed in the national language of the participants. National training officers in the project are assigned support with translation and interpretation.

Participants should be awarded university credits upon completion of the courses specified in this invitation for tender.

The requested courses are specified below. Each course should be offered twice before Spring 2022:

- **Basic training in child abuse**
  - **Description:** The aim of the course is for the students to acquire knowledge of theory and method in social work, medical fields and treatment / psychotherapy, with particular emphasis on how knowledge can be applied in their own professional activities. The knowledge should be applicable to method selection and management in matters concerning child abuse and sexual abuse and include increased knowledge about the consequences of the choices we make. It should be available to a broad range of professional backgrounds and serves as a baseline for multidisciplinary and interagency work at a Barnahus or similar setting.
Upon completion of the course participants should be able to: Define and describe basic elements of psycho-traumatology with a particular focus on children and adolescents; Define and describe expressions of traumatization in children and adolescents; Explain how traumatic stresses in close relationships affect children's and young people's relationships, health and development; Summarize and assess the use of different treatment methods; Understand and be able to reflect on exhibited symptoms of physical violence and sexual abuse: Understand and be able to relate to the importance of collaboration between different authorities: Explain and handle situations where the notification requirement is relevant.

Duration: We foresee that this training requires approx 104 hours over the course of 10 weeks, including 40 hours of reading/examination and 8 days at the university. University credits should be awarded to those who pass the course.

• TF-CBT Trauma focused cognitive behavioral therapy
  o Description: This is a University level education which educates staff in delivering evidence-based trauma focused cognitive behavioral therapy for children with post-traumatic stress disorder or other difficulties related to traumatic life events.
  o Upon completion of the course the student is expected to: be able to explain the different components of the TF-CBT model and how the different treatment components are used, assess the symptoms of post-traumatic stress syndrome PTSD in children and adolescent, compile an individualized treatment plan for the patient and, in a dialogue with the child and guardians, be able to explain and plan the treatment, determine whether treatment with TF-CBT is justified, independently conduct TF-CBT treatment, validate treatment
  o Duration: We foresee this training requires approx 120 hours over the course of 16 weeks, including 3 days of courses at the university; preparation, reading and examination report (40 hours); treatment of 1 child during at least 16 weeks, 2 hours per week (32 hours); mentoring over the phone at 12 occasions for 2 hours (24 hours).

We aim to start offering the courses in autumn 2020. Please note if your university approval process might delay this and indicate the most realistic semester to start offering the courses specified below.

In addition to these courses, the supplier should also plan to take part in the following activities:

• 3 days - April/May 2020 in Stockholm, Sweden. To meet and help prepare the national training officers for: the coordination and mentorship role that they will play for each course in enabling the course participants to practice what they have learned; supporting students so that they complete each course and; spread knowledge and facilitate continuous professional development at national level. The supplier shall also take part in a workshop on child protection mainstreaming as it pertains to the project, and is welcome to the project’s study visit to a local Barnahus.
• 1 days - The Barnahus Forum. To be organized in Stockholm Fall 2021/ Early 2022. The forum will be a regular conference and aims to be inclusive, inviting all Barnahus
employees and stakeholders to one place to discuss best practices, ongoing challenges, meeting the standards, and evolving the practice to ensure children are receiving the best possible services.

3. Place of delivery

Your university premises.

4. Additional information

The selection of participants, logistics of their participation, and coursework for the whole project is planned to be coordinated by the European Competence Centre Coordinator at the Council of the Baltic Sea States Secretariat (under recruitment). National training coordinators are assigned in the project to follow-up the work on national level and to support with country/language specific issues.

The CBSS foresees handing over the role of European Competence Center to the University or other organization who, over time, shows itself to be a natural fit for this prestigious leadership role. This University may be offered a special role in the PROMISE Barnahus Network.

The following additional courses are being offered by the project as well, but are not a part of this invitation for tender:

- **CPC-CBT Combined Parent Child Cognitive Behavioral Therapy:** The combined parent child CBT training is an accredited course which builds competence in staff to offer a strengths-based therapy program for children and their parents (or caregivers) in families where parents engage in a continuum of coercive parenting strategies.

- **CFTSI Child and Family Traumatic Stress Intervention:** This is a unique course with the purpose of building competence in staff to decrease post-traumatic stress reactions and onset of PTSD by increasing communication and family support. As an evidence-based early intervention, CFTSI fills the gap between standardized acute interventions and evidence-based, longer-term treatments required to deal with enduring posttraumatic reactions.

- **Forensic interviews at the Barnahus:** Preparation and full training in forensic interviewing of children + certificate as forensic interviewer (5 days), implemented at the European Competence Centre for Barnahus. The content of the training will include: Interview techniques, protocols, child development, practice with AVATAR, MD/IA collaboration, EU context. The training in Forensic Interviewing of Children is designed for child interviewers who have responsibility for initial investigative/forensic interviews of children in cases where there are allegations of sexual or physical abuse, or neglect, as well as cases where a child is a witness to a crime. This comprehensive training teaches the internationally recognized USA National Child Advocacy Centre (NCAC) Child Forensic Interview Structure, which is designed to gather the greatest amount of reliable information in a child-sensitive, developmentally-appropriate, and legally-defensible manner. The NCAC training will be combined with practice at national level to ensure that the interview skills are developed in the national context.
5. Subcontracting

Full subcontracting will not be authorized; partial subcontracting may be admitted.

A bid may be made by a consortium of legal and/or natural persons. In such a case the leading partner must be designated, and take full responsibility for successfully providing the contracted service.

6. Submission of Tenders

The offers must be submitted by email and must arrive no later than 20 January 2020.

7. Documents to be submitted by tenderers

The Tenderer must submit the documents/information listed in Annex 1.

All correspondence relating to this invitation for tender must be done in English. The Awarding Authority reserves the right to request further information from tenderers after receipt of their documents. Tenderers will be immediately notified of the receipt of their bids.

8. Duration of contract

The Awarding Authority intends to have the contract period begin Spring 2020. However, the Awarding Authority reserves the right to postpone this date without stating the reason.

The contract period will last up to two years.
Annex 1

Information to be submitted by tenderers
Tenderers are required to submit a letter of interest accompanied by information strictly following the list provided below. Offers that will not meet this requirement will be effectively disregarded. Tenderers are also required to advise the Awarding Authority of any change in their situation so that their dossier may be kept perfectly up to date.

1. Itemized price proposal according to the template provided in Annex 2, with VAT/MOMs included.

2. Course descriptions
Description of current courses on offer, and/or description of new course to be established, including the names of the professors and other relevant team members, and a list of material to be used.

3. Child protection policy of the University

4. Tenderer’s identification
Name, legal status, address, phone and fax numbers, e-mail address.

5. Registration document
A copy of a document confirming legal registration must be attached by a tenderer.

6. Managerial staff
A document indicating the names and positions of the persons included in its managerial body must be submitted.

7. Contact person
Name and position of the contact person duly authorized for contacts with the Awarding Authority. Phone and fax numbers and e-mail address must be given, if different from those provided in item 1.

8. Executing staff
Name(s) and professional qualifications of staff responsible for the execution of the required services.

9. Financial and economic standing
Tenderer’s statement that its financial and economic standing allows it to timely and completely execute the service.

10. Experience and knowledge in the required field of services
Information presenting tenderer’s experience and knowledge must be provided for an appraisal of its competence to perform the indicated task.

11. References
Name and contact details of two references. The Awarding Authority reserves the right to contact these companies to ask for reference.

12. Offered price
Price shall be stated in either in Euro (EUR) or Swedish Krona (SEK).

13. Other relevant information
Other relevant information may be presented.

14. Person submitting the bid and the date of submission
Name, position and signature of the person authorized to bid. Date of submission of the bid.
**Annex 2.**

**Itemised price proposal template.** Excel sheet available at this link: [https://cbss-my.sharepoint.com/:x/g/personal/svbbio_cbss_org/EfE2pv2etC1FmgYibXmvOp4B0CxUYO72kmgcG3OQgn9mQQ?e=PbfdKO](https://cbss-my.sharepoint.com/:x/g/personal/svbbio_cbss_org/EfE2pv2etC1FmgYibXmvOp4B0CxUYO72kmgcG3OQgn9mQQ?e=PbfdKO)

### Basic Training Child Abuse

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<th>Price/unit</th>
<th>Number of units</th>
<th>Total</th>
<th>Notes</th>
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<tr>
<td>Material Est max 30 participants * 2 trainings. Includes University course literature, text books and articles</td>
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<td>Trainers, includes preparation, lectures, tutorial, supervision and follow up</td>
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### TF-CBT

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<td>Catering (Est 30 participants* 2 courses)</td>
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<td><strong>TOTAL (2 courses)</strong></td>
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