



Centre for Co-production in Health Research Pilots

Invitation to Tender

Co-creation of a co-production training programme (Pilot 3) and resources (Pilot 4) for the UCL Centre for Co-production in Health Research

20 July 2018

GENERAL INFORMATION

A. Tender context

There is growing recognition of the role that people and communities have in helping tackle health and social care challenges. Many funders are increasingly asking for evidence of public involvement and engagement. However, there are currently only a few initiatives like the UCL Centre for Co-production in Health Research, which explicitly aim to explore new ways of working with people to transform the way health research is conducted. The Centre wants to utilise co-production and other similar methods to create new links and partnerships, which will help UCL to include diverse groups and communities that are not traditionally part of research. The Centre will build on existing strengths such as the high quality research already taking place within UCL and the UCL Hospitals.

In Oct 2017, work started to develop the UCL Centre for Co-production in Health Research with funding awarded to the UCL School of Life and Medical Sciences (SLMS) via the Wellcome Trust Institutional Strategy Support Fund (ISSF). The Centre is not owned by a single department, it sits across both the UCL Public Engagement Unit (PEU) and the SLMS Research Co-ordination Office.

By co-production, we mean:

“An approach to research in which researchers, practitioners and public work together, sharing power and responsibility from the start to the end of a research project, including the generation of knowledge” (INVOLVE, 2018).

ISSF funding is awarded to universities in the UK to enable them to invest in areas that are of mutual strategic importance to Wellcome and the individual institutions. A portion of the funding awarded is for public engagement work. By public engagement, we mean activities designed to create collaboration between academics and relevant communities focused on mutual benefit and the joint creation of knowledge (see the [UCL PEU strategy](#) for further information). Co-production is an approach to completing this work that goes beyond traditional funder requirements and conventional university strategy; it embraces involvement of members of the community in the development of research, products, interventions or innovations from the outset and throughout. It is a way of working that is new to many people within UCL and the university sector generally and indeed many other sectors.

UCL has received previous ISSF funding for public engagement and largely used it to award small grants to researchers within the SLMS for public engagement or Patient Public Involvement (PPI) projects (see the [INVOLVE guidance](#) for a definition of what we mean by the term PPI). Evaluation of this approach revealed that it had achieved little long-term strategic change and that it was very small scale and not sustainable. The approach did not really move many people along the public engagement journey (see [UCL PEU strategy](#) for further information) and of those it did, they didn't move very far. As such, the idea of setting up the Centre was developed, to assist the university and researchers (both from UCL and from the community) in developing greater understanding of, support for and use of the principles of co-production throughout SLMS research and eventually across the university more widely. Together we will look to address the questions important to us all and develop (co-produce) innovations, products and/or treatments to improve people's health and wellbeing.

The Centre is currently being co-produced and still under development however, the current thinking is that the Centre will look to achieve the aims and objectives outlined in Section 10 - Appendix 1 (on Page 7 of this document).

A. Timeline

The ISSF funding is in place until 2021 and is being utilised to develop the UCL Centre for Co-production. Additional funding and or partnerships will be developed in order to ensure the long-term sustainability of the Centre. The following timeline outlines rough plans for Centre development in 2018 and 19.

Table 1: Project Timeline 2018-19

Spring 18	Summer 18	Autumn 18	Spring 19	Summer 19	Autumn 19
<i>Developing through conversation</i>	<i>Development through doing</i>	<i>Development through reviewing</i>	<i>Building the case for co-production</i>		
Allies Group – 7 Mar (advisory group)	Allies Group – 20 Jun (advisory group)	Allies Group – 6 Nov (advisory group)			
Expert Advice & Ideas sessions - community, researchers, patients, clinicians, carers	Pre pilot development work Mapping work, evaluation framework development	In house pilots live - £3-5000 x5 pilots to test approaches to Centre infrastructure	Co-production Training - for all involved		
		Set up projects, space to develop relationships/ project ideas	Launch projects Applications for funding	Projects live - £10,000 funding x5 projects	

B. Requirements

We require a co-created co-production training course and supporting resources led by a training provider (or collaboration of providers) but developed and produced collaboratively by people who are interested, such as members of the community, researchers and healthcare professionals. The outputs should include:

- Mapping of training and resources already available within the UK (from the sector or from other sectors) to support co-production within the health and social care sector
 - Identification of gaps within the support currently available
- Co-creation of a face-to-face training or 'train the trainer' style session (to meet the needs of the group) to be co-produced during the Centre Pilots
- Co-creation of a series of digital and/or physical resources designed to:

- Enhance the delivery of co-production training
- Showcase best practice in co-production
- Make available practically-focused toolkits and guidelines to groups co-producing together
- Advice and support on implementation of the training programme and resources developed
- Advice on next steps post launch, to ensure the training and resources remain up to date, that they continue to be needs based and fit for purpose

FURTHER INFORMATION

1. Current situation

Strategic context:

Please see the useful documents section (see Page 7) for further information about the Centre, Centre development Pilots, and UCL more generally.

Staffing and resource context:

The Project Manager for the UCL Centre for Co-production (Niccola Hutchinson-Pascal) will be your main point of contact. She manages day-to-day Centre development whilst working closely with a group of internal and external collaborators. She will provide the link for you to Centre collaborators with which this piece of work will be co-produced.

Evaluation to inform the continuing development of the Centre will be embedded within all Pilot work; contribution will be required from all parties involved.

2. Scope of work

Please note: there are several strands to this work. Please choose one of the following routes and state clearly which one you have chosen at the start of your application. Our preference is that one provider would take on all of the work however, if the strongest applications come from separate organisations/individuals for different strands, we would seek to ensure that they work in collaboration to ensure alignment.

- *Route A. Training development (Pilot 3) only - Phases 1, 2 and 3*
- *Route B. Resource Development (Pilot 4) only - Phases 1, 2 and 3*
- *Route C. Training and Resource development (Pilots 3 & 4) - Phases 1, 2 and 3*

Phase 1: 20 September – 7 October 2018 (to run alongside the start of Phase 2)

Mapping of training and resources currently available to support co-production work.

Outputs required (ALL ROUTES):

- Establish clarity over the changes/inputs we seek to achieve at Kick-off meeting (19 September 2018)
- Map training and resources (in person/hard copy or online form) currently available to support co-production work
 - Build on work already done by the Project Manager and training already available through UCL PEU and PPI Office
 - Identify gaps in current provision
- Make suggestions of possible approaches to training and resource development that could address the required training needs and gap(s) in current provision identified during the mapping exercise
- Report findings and make recommendations for Phase 2 (informal written report and phone call) to be provided to UCL by 7 October 2018.

Phase 2: 20 September – 31 December 2018 (initially, to be run alongside Phase 1)

Co-creation of training course and/or series of digital and/or physical resources with the Centre collaborators and those taking part in Pilots.

Those taking part in the co-creation will gain experience and training as a result of being part of the process and will expand their knowledge of what good co-production looks like.

Outputs required:

- **Route A. Training development outputs required:**
 - A half day training programme (or equivalent) co-created with Pilot partners and Centre development collaborators
 - 2 x Training Co-creation Sessions should be held and run together with Route B sessions to develop on the ideas formed in Phase 1 and gaps identified.
 - Draft programme developed to be shared with UCL by 16 December 2018
 - Co-creation development work to be documented.
 - Report findings from Phase 2, and make recommendations for Phase 3.
 - Report and recommendations to be with UCL (informal written report and phone call) by 31 December 2019.
- **Route B. Resource development outputs required:**
 - A series of digital and/or physical resources co-created with Pilot partners and Centre development collaborators
 - 2 x Training Co-creation Sessions to be run together with Route A sessions to develop on the ideas formed in Phase 1 and gaps identified.
 - Draft programme developed to be shared with UCL by 16 December 2018.
 - Co-production development work to be documented.
 - Report findings from Phase 2, and make recommendations for Phase 3.
 - Report and recommendations to be with UCL (informal written report and phone call) by 31 December 2019.

Phase 3: 1 January 2019 - 8 March 2019

Utilise co-creation work findings and information gathered in Phases 1 and 2 to refine the training and resource development (as required).

Finalise the co-production training and resources to be utilised from Centre launch, liaise with UCL in relation to the graphic design of the materials produced.

Outputs required:

- **Route A. Training development outputs required:**
 - Refine planned half day training programme (or equivalent)
 - 1 x Training Co-creation Session to be run together with Route B session
 - The training programme should be ready for use from 28 February 2019.
- **Route B. Resource development outputs required:**
 - Refine planned programme of resources (or equivalent)
 - 1 x Training Co-creation Session – to be run together with Route A session.
 - The resources developed should be ready for use from 28 February 2019.

- Report to UCL on findings (ALL ROUTES) – produce a written report, give a presentation in person, and make recommendations from the work completed.
 - Final report and the co-created co-production training course outline/plan to be provided to UCL by 28 February 2019 (the Centre and training course is likely be launched in late February/early March 2019 – date TBC). Final report should include:
 - Write up of programme of training and/or suite of resources (or equivalents) developed and how co-design/co-production influenced the work
 - Processes utilised and information on how they were implemented
 - Recommendations as to possible next steps and thoughts on how to implement going forwards
 - Recommendations about how to disseminate learning

3. Conditions

The consultant(s) would work with UCL Culture staff but also with other UCL academics and professional services staff, healthcare professionals and community collaborators (individuals) and community partners (organisations). The consultant(s) will use his/her own office materials and computer in the execution of the work but can also use the office space and facilities of UCL Culture. The consultant(s) will be responsible covering for his/her own travel and all other costs from within the available budget (however, UCL will provide a room and administration support for the three Training Co-creation Sessions outlined as required). The Consultant(s) agrees to be actively involved in evaluation processes and assigns to UCL all existing and future intellectual property rights in the works, resources and all materials produced for this project.

4. Payment and Timing

The consultant(s) or organisation commissioned will be paid by UCL Culture, upon approval of outputs as agreed in writing between the appointed consultant(s)/organisation and nominated UCL Culture contact.

The UCL Centre has an approximate budget as outlined below:

Tender Phase	Budget available Route A (Training programme development, Pilot 3)	Budget available Route B (Resource development, Pilot 4)	Budget available Route C (both Routes A & B)
Phase 1 (20 Sept– 7 Oct 2018)	£1000-2000		£1000-2000
Phase 2 (20 Sept – 31 Dec 2018)	£4000-5000	£4000-5000	£8,000-10,000
Phase 3 (1 Jan – 8 Mar 2019)	£1000-2000	£1000-2000	£2000-4000
Totals	Route A total - £6000-9000	Route B total - £6000-9000	Route C total - £11,000 – 18,000

*All budget amounts are inclusive of VAT.

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organisations/individuals for different strands, we would seek to ensure that they work in collaboration to ensure alignment.

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5. Tender application process

There is the opportunity (recommended) to have an informal chat with Niccola Hutchinson-Pascal to inform your subsequent formal applications – please email n.pascal@ucl.ac.uk to organise this. A full list of deadlines are outlined in the Table 2 below.

Table 2: Tender process timeline

Deadline for Expressions of Interest	12 August 2018
Informal chat to explore potential ideas	13 – 24 August 2018
Deadline for submission of tender application	12 midnight, 31 August 2018
Outcomes of tender	13 September 2018
Kick-off Meeting	10:00 – 12:00, 19 September 2018
Start of tender	20 September 2018
End of tender	8 March 2019

Please note: It is expected that the consultancy will be conducted over a period of approximately 6 months as outlined. Starting in September 2018, with an estimated 12 (Route A or B) to 24 (Route C) effective working days completed in this time.

6. Tender specifications

The strategy utilised and structure of the work is very much up for discussion based on the best way to achieve the aims outlined in this document (in particular see Appendix 1, page 8). Ideally, we are looking for someone who has an understanding of learning and development in complex community based projects as well as both experience of, and commitment to, co-production / co-creation principles. We are looking for a consultant, organisation or collaboration of consultants/organisations with relevant expertise to work with Higher Education Institutions and/or similar institutions, not-for-profit sector organisations and the health and social care sector in the UK.

An individual applicant or organisation is expected to:

- Have proven experience of developing and implementing training and learning and development resources for complex organisations undertaking community engagement programmes
- Embrace and champion the principles of working in co-production / co-creation and have put this into action
- Understand the importance of working in co-production, co-creation and or co-design
- Have the ability to think creatively and adapt in response to the institutional context in which they are working
- Have the ability to work efficiently within budget and timescales
- Have awareness of diversity and equal opportunities issues, and their specific relevance to UCL

7. Format of submission

Applicants must then provide the following by 12 midnight on 31 August 2018:

1. Individual biography/ies for those you propose should be involved in the work
2. Introduction to why you want to undertake the project and what interests you about it

3. Outline of the proposed methodology to complete this project, demonstration of your understanding of the brief
4. Outline of how you would structure the time you spend on the project
 - a. How much of your time would it take?
 - b. What would you hope to achieve and by when?
 - c. What type of outputs would you anticipate?
5. Budget breakdown by Phases 1, 2, and 3

Please note: there are several strands to this work. Please choose one of the following routes and state clearly which one you have chosen at the start of your application. Our preference is that one provider would take on all of the work however, if the strongest applications come from separate organisations/individuals for different strands, we would seek to ensure that they work in collaboration to ensure alignment.

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8. Useful websites & documents

[UCL website](#)

[UCL 2034 strategy](#)

[UCL Culture website](#)

[UCL PEU webpages](#)

[UCL PEU Strategy](#)

[UCL PPI team webpages](#)

Please also make use of the [information about the launch of the Pilots](#)

9. Additional information

Work that is out of scope for this tender – included for information only

Further work may be required after the Centre (and training programme and resources outlined in this invitation to tender) are launched in spring 2019. We will identify requirements for this additional work as the Centre develops and put out an additional call for support as appropriate.

This additional work may include:

- Support to deliver and implement the training programme and resources developed after launch in spring 2019
- Support to disseminate learning from the development of the training programme and resources produced

10. Appendix

Appendix 1

The Centre is currently being co-produced and still under development however, the current thinking is that the Centre will look to achieve the following:

Aims	Objectives
Raise awareness of co-production, reduce duplication of effort and maximise the impact of SLMS research	Establish an infrastructure and methodology for UCL's distinctive take on co-production within SLMS <ul style="list-style-type: none"> • Align the work and training/resource provision of the UCL PEU and the PPI function within the UCL Biomedical Research Centre (BRC)/University College Hospital (UCH) • Develop accessible online communities and interactive resources that will help facilitate exchange of knowledge between those involved
Bring about strategic change in the way UCL researchers go about involving people in health research	Strengthen and support the public partnership work (whether they are patients, members of the public, members of the local community, healthcare professionals) undertaken by SLMS researchers and the community and ensure that there is mutual benefit for all involved. <ul style="list-style-type: none"> • Provide small grants for researchers and members of the community to work in co-production to deliver a series of innovations, products or interventions that will improve health and wellbeing • Focus on co-producing health research which addresses the health and social care priorities of less often heard voices/communities
Act as a live showcase of the benefits of working in co-production and secure the future of the Centre	Provide a space (physical and/or virtual) for genuine collaboration between communities, researchers and healthcare professionals <ul style="list-style-type: none"> • Utilise learning to assist in gaining partnership and funding support • Gain additional UCL senior management support for the Centre and this way of working generally
Share findings from the Centre development work	Influence policymakers, funding bodies and academic journals of the importance of co-production <ul style="list-style-type: none"> • Move these groups towards consideration of more flexible models that work for both a traditional approach to research and one that allows for inclusion of the community in an authentic and genuine way