

NHS Wirral
COMMISSIONING SPECIFICATION
Service Evaluation

Commissioning Brief	<i>(NHS Wirral wish to commission a research company to conduct research to explore...)</i>
Output Required	Proposal
Programme Area	<i>(E.g. Sexual Health, Alcohol etc)</i>
Service Area	<i>(Detail name of service to be evaluated)</i>
Programme manager	
Deadline for Submissions	

1. Introduction

1.1 Service Purpose & Aims
(What is the service offering and what is it aiming to achieve?)

1.2 Background & Context
(Background to the issue being addressed, the Wirral context and any existing research that has been used in formulating the project or service)

1.3 Scale & Scope
(Where is it offered/who does it target/how wide an area etc)

1.4 Expected Outcomes
(What are the expected outcomes of the service?)

2. Research Brief

2.1 Aims
(Detail your evaluation questions and objectives in this section.)
NHS Wirral are undertaking an evaluation of the programme.
As part of this evaluation exercise NHS Wirral wish to commission a research company to conduct research to explore...

2.2 Specific Objectives

3. Methodology

3.1 Approach
(If known detail the suggested methodology here, i.e. is it qualitative/quantitative...etc. Alternatively, invite interested organisations to propose alternative methodologies.)

3.2 Target Audience

(Detail the target audience of the service offered and who you hope to target during the evaluation process. There may be wider stakeholders worth considering. Provide details of whether the commissioned organisation will need to source contact details/database of target groups or if you will assist with this.)

3.3 Project Outline

(Specifically outline the elements of the project you wish to commission, e.g. interviews with..., focus groups with..., providing information about the scale and number of the tasks involved where possible. Also specify reports and other outputs required, although these are also clarified later.)

4. Timing & Deliverables

4.1 Outputs Required

(The research team will be required to produce e.g. Topline results/a written report/interim/draft/final/presentation... Specify if anonymised transcripts of the focus groups/electronic versions of the final report etc are required)

4.2 Timings

(Outline timings including when the successful organisation will be commissioned, any meetings required and outputs.)

5. Research Team

5.1 Project Team

(Interested organisations should describe the proposed project team and their specific skills pertinent to the research brief.)

5.2 Experience

(Interested organisations should detail their expertise in key areas e.g. Health/Sexual health/Young People/Health inequalities along with e.g.

- *Quantitative data analysis*
- *Qualitative research methodologies*
- *Qualitative data analysis*
- *Report/Presentation writing*

6. Commissioning Requirements

6.1 Requirement

Interested organisations are invited to provide a proposal in response to the brief.

6.2 Format

(Specify how you would like to receive the proposal, e.g. provided in an electronic word document, emailed to...if printed, how many copies and any other documents required from commissioned organisations e.g. equality and diversity policy)

6.3 Budget

The proposals submitted should include the cost of services to be commissioned.

(You may want to specify the budget, or provide a ceiling budget or ask for a 'shopping list' approach.)

6.4 Submission deadline

7. Selection Process

7.1 Selection procedure

The commissioning of this project will be managed by...

The proposal will be submitted to... for consideration by...

Organisations will be notified by.... By email...

7.2 Selection criteria

Submissions will be selected on the basis of:

- *Clear detailed methodologies to be used*
- *Evidence of expertise of team members in conducting qualitative/quantitative research*
- *Evidence of the organisations experience in the field*
- *Evidence of the ability of the research team to deliver the required outputs to a high quality within the specific deadlines*
- *Value for money*

8. Further Information

If you require further information about this project please contact ...