**Call for Proposals from Public Sector Bodies to Lead a Research Project for the HSE**

CALL DETAILS

The HSE National Research and Development is pleased to invite proposals from Public Sector Bodies[[1]](#footnote-1) to lead on a project entitled HSE National Policy for Consent in Health and Social Care Research Guidance for the Health Service Executive (HSE).

Interested parties are invited to submit the completed Call for Proposals Submission Form available in Appendix 1 by email to ResearchandDevelopment@hse.ie by the deadline below.

**Call for Proposals Publication Date:** 25th October 2024

**Deadline for Submission of Call for Proposals** 22nd November 2024 at 5:00pm

**SECTION 1. BACKGROUND INFORMATION**

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| **1.1 About the HSE National Research and Development** |
| HSE National Research and Development is responsible for supporting the organisation in embedding a culture of research, evidence based practice and innovation so that research becomes a critical enabler of health service delivery. The roadmap for this work is articulated in the [HSE Action Plan for Health Research](https://hseresearch.ie/wp-content/uploads/2020/02/10-Year-Action-Plan-V2P1-2.pdf), launched in December 2019. More information about HSE National Research and Development can be found on our website at [www.hseresearch.ie](http://www.hseresearch.ie) |

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| **1.2 About the project** |
| Obtaining consent from prospective research participants (i.e. health and social care service user, patients, their families or carers, staff, and the public at large) is essential to ensure they remain at the centre of all research activity taking place in the HSE and HSE-funded organisations. The process of obtaining consent for research in health and social care needs to be adjusted to the needs of the participant, involving a suitable and clear process of information where questions can be asked and answered so that the participant is fully informed and can freely decide whether to participate or not.  In December 2022, the [HSE National Policy for Consent in Health and Social Care Research](https://assets.hse.ie/media/documents/ncr/HSE-National-Policy-for-Consent-in-Health-and-Social-Care-Research-V1.1.pdf) (hereinafter referred to as the ‘Policy’) was published. The aim of this policy is to set the standards for the process of obtaining consent from prospective participants to take part in health and social care research.  This policy was developed with the input of key stakeholders, including patient partners and representative from the Department of Health, the Department of Children, Equality, Disability, Integration and Youth, Tusla, the National Office for Research Ethics Committees, the Health Research Consent Declaration Committee, the National Office of Clinical Audit, the National Disability Authority and others (please see Annex 2 of the Policy) and was launched in early 2023. Feedback from the researcher community at the launch event indicated that there was a strong need from the future users of the Policy for examples of implementing the policy in practice.  Key stakeholders in this context include:   * Service users, patients, their families and carers who may wish to participate in research activity. They would need to understand what consenting for research means and be aware of their rights. * Researchers who involve HSE service users, patients or their families and carers in their research. This extends to health and social care research involving HSE staff, healthcare services, premises, or infrastructure and is to ensure that the guidance provided by the Policy can be applied easily in practice. * Members of Research Ethics Committees who are tasked with reviewing the proposed research consent protocols and documentation as part of the research ethics review process.   HSE National Research and Development wish to engage a third-party from a Public Body to work with the HSE National Policy for Consent in Health and Social Care Research Implementation Steering Committee to choose a sample set of these types of research/ research scenarios, and to produce a series of training and guidance resources specifically aimed at participants and researchers. This will include case studies of the specific research scenarios chosen from those covered by the Policy, explaining the approach taken to the consent for the research process in each scenario, as well as examples of Participant Information Leaflets, Informed Assent and Consent Forms and any other relevant material for each scenario required in order to comply with [The HSE National Policy for Consent in Health and Social Care Research](https://assets.hse.ie/media/documents/ncr/HSE-National-Policy-for-Consent-in-Health-and-Social-Care-Research-V1.1.pdf). |

**SECTION 2. PROJECT REQUIREMENTS**

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| **2.1 Project Aims and Objectives** |
| Project Aim: To develop a suite of case studies and associated materials that illustrate the best approach to obtaining consent in specific situations, supporting the researcher community with practical implementation of the Policy, while also aiding Research Ethics Committees and prospective research participants in understanding best practices in each circumstance.   1. The specific objectives of this project are:  * **Identify case study scenarios** to address the main needs of the researcher community. * Create supporting materials to illustrate the Policy in action for each scenario * Engage stakeholders for feedback to ensure the material is fit for purpose * Quality assure final products to ensure they are aligned with the Policy requirements * Design an approach to enable the evaluation of the impact of the material on the researchers understanding of the consent requirements for research under the scope of the Policy. |

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| **2.2 Expected Project Outputs** |
| The output of this project will include:   1. **Identify Case Study Scenarios:** 2. **Carry out a user need analysis to identify the areas where researchers in health and social care experience significant challenges in implementing the Policy, and/or feel that training/guidance on the Policy is most needed.** 3. **Decide on the suite of case studies that will address the needs of the researcher community when implementing the Policy, prioritising the work on the basis of the information obtained from the above analysis.** 4. **Develop the most cost and time effective protocol to create a suite of case studies for each identified scenario, leverage the existing resources and expertise in the Irish health research system and with consideration of international literature on best practices for obtaining consent.** 5. **Create Supporting Materials**: 6. **Develop materials required to illustrate the consent approach, including Participant Information Leaflets and Informed Consent Forms plus any other complementary resources for each case study.** 7. **Engage Stakeholders for Feedback**: 8. **Develop an approach to obtain feedback from researchers, Research Ethics Committees, and prospective participants to gather feedback on the case studies and materials.** 9. **Quality assurance** 10. **Develop an approach to ensure all case studies are aligned with the Policy and approved by the Policy Implementation Steering Group prior to usage or publication.** 11. **Evaluation of Impact**: 12. **Develop a methodological approach for HSE Research and Development to subsequently assess the effectiveness of the materials in improving understanding and implementation of consent practices.** |

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| **2.3 Funding** |
| Applications to a maximum amount of €50,000 inclusive of all costs (including any applicable VAT) will be considered. Final payment of the agreed contract price will be made upon successful completion.  Costing should be structured in a way to enable each case study to be budgeted for independently so that work can be prioritised in alignment with available budget. |

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| * 1. **Timelines** |
| * The deadline for receipt of applications is **5:00pm, Friday November 22, 2024**. * Shortlisting of candidates will take place subsequently and if required, interviews will take place. * It is expected that awards will be made in early December, with the aim of having contracts executed before end of 2024. |

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| * 1. **Reporting requirements and project governance:** |
| The HSE National Policy for Consent in Health and Social Care Research Implementation Steering Group will provide governance and steering for this project.  The successful applicant will be required to meet with the HSE National Policy for Consent in Health and Social Care Research Implementation Steering Group or a purposely appointed project oversight group to provide project progress updates at regular intervals, this will be discussed and agreed at project initiation stage.  All material will need to be signed off by the Policy Implementation Steering Group to ensure compliance with the Policy before publication. |

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| * 1. **Other information of relevance.** |
| Collaboration among parties with relevant and demonstrable expertise may be required to deliver in all areas.  HSE National R&D will facilitate the linking of the recipient with the relevant working and advisory groups that participated in the delivery of the Policy if required. |

**SECTION 3. SUBMISSION AND PRICING GUIDELINE, AND EVALUATION CRITERIA**

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| * 1. **Guidance for the submission of proposals** |
| * Please read this document in full including ‘Terms and Conditions’, and ensure that your organisation is in agreement with these ‘Terms and Conditions’ in advance of submission. * Responses to this Call for Proposals should be submitted in the form included in Appendix 1 together with any other relevant documentation. * Documentation must be submitted via email to [ResearchandDevelopment@hse.ie](mailto:ResearchandDevelopment@hse.ie) Proposals are required to be submitted in either Word or PDF format. * All documentation must be submitted to the email address indicated in Section 1 and received no later than by 5pm of the deadline indicated in Section 1. Please note that Proposals received after the deadline will not be considered. |

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| * 1. **Pricing, costs eligibility and payments** |
| * All prices quoted must be all-inclusive of all expenses anticipated and inclusive of VAT. The total project cost must be inclusive of VAT at 23% * Note that overheads are not an eligible cost. * Only costs associated with the sole purpose of conducting the research project are eligible. |

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| * 1. **Queries** |
| * All queries prior can be directed to [ResearchandDevelopment@hse.ie](mailto:ResearchandDevelopment@hse.ie) |

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| * 1. **Shortlisting of Projects and Evaluation Criteria** |
| After initial assessment of tenders, a shortlist of applicants be drawn up. Those shortlisted may be required to present their plans at interview if necessary. Criteria for assessment of tenders will include:   * demonstration of knowledge, experience and track record in the area * demonstration of understanding of the Policy and the overall aims and specific objective of this project * demonstration of capacity to develop high quality and engaging resources for the target audience * evidence of previous success * ability to work well with a broad range of potential stakeholders and committees * value for money |

**SECTION 4. KEY TERMS AND CONDITIONS**

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| * 1. **Submission Costs** |
| * All costs and expenses incurred by applicants relating to their participation in this Call for Proposals shall be borne by the applicants exclusively. |

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| * 1. **Confidentiality** |
| All documentation, data, statistics and information furnished by the HSE to applicants during the course of this Call for Proposals:   * Are furnished for the sole purpose of replying to this call for proposals only * May not be used, communicated, reproduced or published for any other purpose without the prior written permission of the HSE National Research and Development * Shall be treated as confidential by the applicants and by any third party engaged or consulted by the applicants |

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| * 1. **Garda Vetting** |
| * All persons involved in the successful proposal who will be accessing HSE premises will be required to undergo Garda Vetting. |

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| * 1. **Use of Data** |
| * All data will be processed in accordance with GDPR and relevant data protection law. Applicants are required to comply with the requirements of data protection legislation and taxation requirements. |

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| * 1. **Freedom of information** |
| * Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them during this proposal process may be liable to be disclosed. * Applicants are asked to consider if any of the information supplied by them in their proposal should not be disclosed because of its confidentiality or commercial sensitivity. If applicants consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, applicants must, when providing such information, clearly identify the specific sections of their proposal containing such information and specify the reasons for its confidentiality and commercial sensitivity. |

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| * 1. **Conflicts of interest** |
| * Any conflict of interest or potential conflict of interest on the part of an applicant, subcontractor or individual employee or agent of an applicant or subcontractor must be fully disclosed to the HSE National Research and Developmentas soon as the conflict or potential conflict is or becomes apparent. In the event of any actual or potential conflict of interest * The HSE National Research and Developmentmay invite applicants to propose means by which the conflict of interest might be mitigated. * The HSE National Research and Developmentwill, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating an applicant from this submission process or terminating any contract entered into by the applicant if a conflict of interest is subsequently discovered. |

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| * 1. **Withdrawal from the Call for Proposals process** |
| * If a public body wishes to withdraw their proposal submission, such organisation is required to notify the HSE National Research and Development immediately by email to [ResearchandDevelopment@hse.ie](mailto:ResearchandDevelopment@hse.ie) |

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| * 1. **Other Contractual terms and conditions.** |
| All terms and conditions are included in the contract template in Appendix 2. Please ensure that approval of such conditions is secured from your organisation before submission. |

Appendix 1.

**Call for Proposals Submissions Form**

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| **SECTION 1 : PROJECT SUMMARY** |
| **1.1 Title**:  *[Insert the title of the Project as per Call for Proposals]* |
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| **1.2 Proposed Start date:** |
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| **1.3 Duration (months):** |
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| **1.4 Total Project Costs:**  *[Maximum funding sought from the HSE for delivering the project including VAT – note that Overhead is not an eligible cost]* |
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| **SECTION 2: PROJECT TEAM** |
| **2.1 Public Body Name and Address:** |
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| **2.2 Project Lead Details:** |
| 1. Title, name: 2. Position: 3. Contact [Address, Telephone, E-mail]: 4. Discipline/profession: 5. Will hold a post with the Organisation for the duration of the research Project: Yes \_\_\_\_/ No\_\_\_\_\_\_ |
| **2.3 Other existing team members that will participate in the project (if applicable)** |
| 1. Title, name: 2. Position: 3. Contact [Address, Telephone, E-mail]: 4. Discipline/profession: 5. Will hold a post with the Organisation for the duration of the research project: Yes \_\_\_\_/ No\_\_\_\_\_\_ |
| **2.4. Additional staffing Requirements (if applicable)**  *[Please outline any recruitment requirements for this project, indicating the WTE and the duration of employment.* |
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| * 1. **Collaborators, networks, etc**   *[Please name any collaborators that will participate in delivering this project, as well as access to networks or existing structures of relevance that may facilitate the delivery on this project.* |
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| **2.4 Project Lead Experience: [Max 500 words]**  *[Please outline the Project Lead Relevant experience in the area related to this project and experience in collaborating with the HSE or similar organisations.*  *Please include the Project Lead CV providing evidence of relevant experience and membership of professional bodies if relevant as an appendix to the submission.* |
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| **2.7 Proposed Role of Project Lead in the Project: [Max 300 words]**  *[Please outline the proposed role of the Research Lead in the project, including the amount of time to be dedicated to this project as an overall % of their time.]* |
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| **2.8 Proposed Role of Other Team Members in the Project: [Max 300 words]**  *[Please outline the proposed role of other team members in the project, including the amount of time to be dedicated to this project as an overall % of their time]* |
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| **2.9 Proposed Role of Other Collaborator if applicable: [Max 300 words]**  *[Please detail the role and responsibilities of collaborators in the project]* |
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| **SECTION 3: PROPOSAL** |
| **3.3 Proposed Design and Methodological Approach:**  Please outline the proposed design and methodological approach for the performance of the project, demonstrating an understanding of the target audience and intended outcomes |
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| **3.4 Approach to Public and Patient involvement for the project**  *[Please provide details of PPI in the project,. Provide information on the individuals/groups if known and the ways in which they will be involved or consulted. If you feel that this is not applicable to the project please explain why]* |
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| **3.6 Infrastructure and support: [Max 200 words]**  *[Please describe the infrastructure, facilities and other resources available to you which will directly support this specific project]* |
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| **3.7 Risks and challenges: [Max 300 words]**  *[Please describe any potential risks, challenges and obstacles, and how you propose to deal with them]* |
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| **3.8 Ethical Considerations: [Max 500 words]**  *[Please outline your approach to addressing any ethical considerations]* |
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| **SECTION 4 : PROJECT MANAGEMENT** |
| **4.1 Project timeline:**  *[Please outline a clear process and timeline for completion of deliverables and milestones for each stage in the project]* |
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| **4.2 Project Management:**  *[Please indicate how the project will be managed in the context of the HSE Governance requirements indicated in the Call for Proposals]* |
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| **4.3 Data Requirements:**  *[Please indicate if access to HSE data will be required for the project if applicable]* |
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| **4.4 Data Protection:**  *[Please indicate how your will comply with all relevant data protection legislation in conducting the proposed research]* |
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| **4.6 Organisation Signatory authorised to sign the contract:** |
| * Title, Name: * Position: * Contact [Address, Telephone, E-mail]: |

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| **SECTION 5 : BUDGET** |
| **5.1 Budget Breakdown:**  *[Please indicate the proposed budget breakdown including VAT]* |
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| **5.2 Budget Justification:**  *[Please provide a detailed rationale and explanation for the requested funding, i.e.*   * *Describe the specific activities or tasks that require the requested resources.* * *Justify the quantity, cost, and necessity of each budget item.* * *Describe the roles and responsibilities of the personnel.* * *Explain the need for the proposed equipment, supplies, and other resources.* * *Provide details on travel, including the purpose, destination, and number of trips.* * *Clarify any special circumstances or considerations that impact the budget* |
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| **5.3 Other resources available for the successful completion of the project:**  *[If applicable, please insert details here]* |
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| **Project Lead** | |
| Organisation Name |  |
| Signatory Title & Name |  |
| Date |  |
| Signature |  |

1. Note that in the context of this Call for Proposals, Public Sector Bodies refers to organisations that have as part of their mandate to provide Public Services rather than organisations that pursue private or commercial objectives, for example Government Departments and Agencies, Local Authorities, County Councils, State-Owned Enterprises and Public Utilities, Semi-State Bodies and Agencies and Educational and Research Institutions (including Universities, Institutes of Technology, etc.), Cultural and Heritage Organizations, etc. For a full list of Public Sector Bodies, please visit the [Central Statistics Office Register of Public Sector Bodies in Ireland.](https://www.cso.ie/en/statistics/governmentaccounts/registerofpublicsectorbodiesinireland/) [↑](#footnote-ref-1)