

## **Invitation to tender for the UK Physiotherapy Workforce Review 2021 /2022 issued by the Chartered Society of Physiotherapy on 06/10/21**

### **1. Invitation to tender**

The CSP wishes to commission a comprehensive review of the physiotherapy workforce to articulate and assess the size and shape of the physiotherapy workforce in relation to demand and goals around increasing the diversity of the workforce. This is a revised tender specification.

The project will appeal to researchers with an interest in NHS workforce planning and workforce development. While research teams do not necessarily need to be led by a physiotherapist it would be necessary to have a physiotherapist within the team.

A separate but linked project, the *England Physiotherapy Workforce Demand Project 2021/22* will take place concurrently, and feed into the *UK Physiotherapy Workforce Review 2021/22*. The CSP welcomes tenders for both pieces of work from the same contractor or from different contractors.

The maximum amount available for undertaking the UK Physiotherapy Workforce Review 2021-2022 is £20,000 (inclusive of VAT). The maximum amount available for undertaking the England Physiotherapy Workforce Demand Project is also £20,000 (inclusive of VAT) and therefore a combined value of £40,000.

The CSP invites interested parties to submit a proposal for this project commission by emailing [PhysioWorkforceProjects@csp.org.uk](mailto:PhysioWorkforceProjects@csp.org.uk) by the **deadline of 12 noon 10 November**.

If you would like an informal conversation about the project please contact our team via the above email address :

- Rachel Newton, CSP Head of Policy (Project Lead) and
- Natasha Owusu, CSP Policy Lead for England (Project Coordinator)

You can find out more about the project in a drop in **Q and A session on 26 October 2 to 3pm**.

**Please contact [PhysioWorkforceProjects@csp.org.uk](mailto:PhysioWorkforceProjects@csp.org.uk) to speak to Rachel Newton or for an invitation to the Q and A session.**

Following shortlisting, successful teams will be asked to attend an interview via *Zoom Interviews are expected to take place on 18 November and 26 November 2021*.

This document briefly describes the CSP requirements and the tendering process to be followed. It also sets out details on the form and content of proposals.

*By issuing this invitation, the CSP does not bind itself to accept any tender. It also reserves the right not to award a contract or to offer more than one contract.*

### **2. Purpose**

The purpose of the review is to provide a comprehensive picture of the size and shape of the physiotherapy workforce across the UK to support:

- The CSP and CSP members to contribute with credibility to workforce planning across the UK at national and system level
- The CSP to better assess profession and membership diversity in terms of specific protected characteristics (race/ethnicity, gender, disability, sexuality as a minimum) and sectors of employment, and geographical location

- Strategic planning by the CSP based on an assessment of whether there is a shortage of physiotherapy staff, relative balance or oversupply

*Our team are happy to discuss how this work might fit with your own research interests.*

### **3. Background**

The Chartered Society of Physiotherapy is the UK's professional, educational and trade union body. We have more than 60,000 members and represent 85% of UK physiotherapists, as well as non-registered physiotherapy staff and students. This gives us unique understanding of the physiotherapy profession.

At the CSP we are transforming our data capabilities and strengthening relationships with academic and operational research to better serve our needs as an evidence-based organisation. This workforce review is an important step in building on our existing data infrastructure to integrate complementary insight from the wider education and healthcare data ecosystems, to model and forecast workforce and training needs.

This work will have a tangible impact on CSP policy and the profession's ability to deliver high quality care for the populations it serves, as well as building a foundation for our future data developments.

We hope it will also serve as an exemplar for other representative and professional bodies that seek to enhance their own understanding of workforce trends.

The Physiotherapy Workforce Review will support the CSP in relation to the following strategic priorities:

- Working to ensure a balanced physiotherapy workforce across the UK necessary to deliver key transformation and policy objectives for UK health and care systems
- Improving the diversity of the profession, as part of a wider CSP equity, diversity and belonging strategy
- Improving capacity in relation to data
- Recruitment and retention

### **4. Objectives**

- To describe the size of the current physiotherapy workforce (registered, non-registered, students) regionally and nationally across the UK
- To describe physiotherapy workforce supply trends regionally and nationally across the UK
- To make international comparisons about the size of the physiotherapy workforce
- To describe the diversity of the current workforce (registered, non-registered, students)
- To outline a methodology for carrying out a regular workforce review

Outputs will include:

- A set of slides for each objectives, setting out key findings relevant to the objectives, the methodology, limitations of the data and guidance for the CSP to use in external communications with different audiences
- Presentation of slides at a meeting of CSP staff and leading members
- A compilation of all raw data used in the review into one document (e.g. excel spread sheet)
- Step by step process for repeating the review, including source analysis and description – best sources, their provenance, when and how they are updated/corrected/made available, geographical foot print

Notes: All outputs will be the intellectual property of the CSP. Timeline of outputs to be agreed through the tendering process.

## 5. Methodology requirements

- Review of available data from multiple sources. Review to include what is available by what mechanism and schedule for data being updated
- Include a gap analysis of data against data requirements
- Include design and deliver new data collection processes if needed to meet gaps through additional research (which could be via an all profession census survey or other method), as well as additional questions in planned CSP member surveys
- Provide for a data analysis, triangulating data from multiple sources where possible
- To ensure anonymity in relation to diversity data
- To develop a process for carrying out the workforce review that can be easily replicated

## 6. Contracted activity and resources

The amount available for undertaking the contracted activity is **£20,000 Inc. VAT**. The contracted activity is:

- designing the methodology
- review of data
- analysis of data
- writing up interim and final report suitable for publication
- present review findings and methodology at two meetings, one internal CSP staff and participants, and the second external stakeholders
- involving CSP staff (below) within research project team
- monthly meetings with CSP Project Lead

The CSP is committed to supporting the work through providing staff who can work as part of a team with the contractor. This includes:

- *3.5 hours per week from the Project Coordinator* to provide direct access to a range of data sources<sup>1</sup>, provide advice on the data and its limitations,
- *2 hours per week from Project Support Officer*, including to support data searches, sending out surveys and managing responses (if needed), organisation of meetings

*In addition*

- the Project Lead will provide advice and input into the presentation of the interim and final report
- the Project Lead and Project Coordinator will be point of contact for all aspects of the study
- The Project Lead and Project Coordinator will provide the links with the England Physiotherapy Workforce Demand Project (that they are also the Project Lead and Project Coordinator for)

The exact details of support from the CSP can be discussed with the contractor and agreed in advance with the Project Lead, Rachel Newton [PhysioWorkforceProjects@csp.org.uk](mailto:PhysioWorkforceProjects@csp.org.uk)

## 7. Governance

The CSP will put arrangements in place to ensure both due governance of the project and input to the progression of activity. Summarised as follows:

The CSP has established an in-house Steering Group for the project:

- Rachel Newton – Head of Policy and Project lead, managing the contract, contact point for contract, including remuneration against completion of activities, and promotion of project outcomes and outputs
- Natasha Owusu, Policy Lead for England and Project Coordinator, liaison with internal stakeholders and facilitation of input required by the contractor from internal stakeholders
- Gill Rawlinson – Assistant Director and Corporate Workforce lead
- Rob Ledger – Assistant Director and Corporate lead on Recruitment and Retention

- Jenny Andrew, Head of Data
- Roger Hitt – lead for the group on CSP equity, diversity and belonging strategy
- Robin Hinks – National Officer for Trade Union Research and Policy

The role of the steering group is to support the process of tendering, review of progress and ensure that the work delivers to its outcomes and outputs on time. The contractor will be expected to attend two steering group meetings to report on progress.

## 8. Contract

The contract will be awarded for up to 6 months, subject to satisfactory performance and agreement of fees. The exact timescale can be discussed with the contractor and agreed in advance with the Project Lead, Rachel Newton [PhysioWorkforceProjects@csp.org.uk](mailto:PhysioWorkforceProjects@csp.org.uk)

Remuneration for contracted work is £20,000 inclusive of VAT. There will be no remuneration for expenses unless agreed in advance.

## 9. Expertise, Experience and Suitability

The selected contractor will need to demonstrate:

- Knowledge of the physiotherapy and/or AHP and/or wider healthcare workforce
- Experience of providing workforce data that can be used for workforce planning
- Ability to judge quality and provenance of data
- Comfortable with using multiple data sources and make pragmatic decisions on usability of different data and in addressing gaps in data

## 10. Tender evaluation criteria

The contract will be awarded to the contractor that is best able to meet the CSP's needs and aims as defined in this document, and can demonstrate that their proposal is best value based on the following criteria:

- A good understanding of the brief, the objectives of this work and commitment to it
- Previous experience of similar work and evidence that objectives were met
- The capacity to deliver in accordance with the required timescales
- Relevant expertise, experience and suitability (see above section 9.)
- Ability and willingness to work collaboratively with the CSP
- Identification of any added value which you could offer

## 11. Format and content of tender proposal

Those wishing to undertake this work for the CSP should submit a tender that includes the following:

- The information requested below, including addressing the specific questions asked
- Details of how you will deliver the contract, with sufficient detail for us to understand how your proposal will work and how you will achieve the stated purpose and outcomes
- A cover page that includes:
  - Statement that the document constitutes a formal response to the CSP's invitation to tender
  - Full name of organisation and trading name (if different)
  - Name of contact in respect of this tender
  - Contact details – postal address, email address and phone number
- A contents page, with the structure and sections of the document clearly specified including the provision of any additional information as appendices (see below)

- Tender documents should be no more than 3500 words in length, with each element adhering to the word limit
- Additional information can be provided as appendices.
- Each appendix should be clearly labelled and referred to in the text of the main submission document
- Specific appendices should be provided that give a summary curricula vitae for each team member who would be materially involved in undertaking activity within the project
- Additional information can be provided in the form of digital links to other resources (for example, material that the person/organisation tendering for the work has produced previously). Where provided, care should be taken to ensure the following:
  - Permission has been secured to provide the link (where required)
  - The link is operational
  - The purpose of supplying the additional information is clear.

## 12. Questions to answer within Tender Proposal

### **Expertise [1500 words max]**

- What particular expertise would you bring to the scope and purpose of this project?
- What particular experience (content, technical, contextual) do you have that demonstrates you meet the requirements detailed in the document?
- What particular experience do you have of successfully completing a project in a similar area, with multiple stakeholders?
- How would you expect to apply learning from previous activity to this work?

### **Approach [1500 words max]**

- In what ways would your approach deal with gaps in data and data from different sources with different levels of accuracy?
- In what ways would your approach ensure both practical usability for end user of the outputs and replicability for future reviews?
- In what ways would your approach deliver the outputs and outcomes to meet multiple objectives and purposes?

### **Capacity [500 words max]**

- How would you plan to complete the project activity within the defined timescale?
- What support do you require to complete the project effectively and within the required timeframe?
- How would you ensure that you have the organisational stability to deliver the project's outputs and outcomes to schedule?

## 13. Further information about the Tender Process

### **Costs of Bidding**

Those tendering for the contract shall bear all their own costs and expenses incurred in the preparation and submission of their bids and the CSP bears no responsibility or liability for those costs, regardless of the outcome in relation to individual bids.

### **Conflict of Interest**

Bidders for any service where a conflict of interest may exist or arise must inform the CSP and submit proposals for avoiding such conflicts. This is particularly important where the conflict is likely to result in bias in the execution of the service.

### **Agreement**

Nothing contained in this document or any other communication between the CSP and any

other party, shall be taken as constituting a contract or agreement, apart from a formal aware of contract in writing.

**Confidentiality**

The Tenderer shall treat these documents and the information contained within as private and confidential.

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*<sup>i</sup> Current data sources include: CSP membership data, CSP member survey data, Annual Quality Review of HEIs survey data, NHS statistics on physiotherapy workforce numbers for each country – publically available and gained by the CSP by request of data owner, HCPC data – publically available and gained by the CSP by request of data owner. Potential access to UCAS data.*