



peerfest

Opportunity to Host 'PEERFEST18'

March 2018

Mind
15 – 19 Broadway
Stratford
London
E15 4BQ

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1. Introduction

- 1.1 Since 2012 Mind has been working with many partners as part of the programme of work around peer support that has produced research, established an online project directory and held many events including the national celebration called 'Peerfest'.

We are now offering an exciting opportunity to work with us to run ['Peerfest'](#) in 2018.

We are looking for peer/user led groups or a partnership of organisations (where the lead partner is the peer/user led organisation), with experience in peer support, to devise, plan and host Peerfest in 2018.

Peerfest is an annual celebration, with 200+ people taking part. It features workshops, debate, creative activities and provides a space for sharing knowledge and making connections for those who have an interest in peer support.

You will be a team formed of peer groups, projects or organisations, or a collective of peers registered as self-employed.

The Peerfest national team will support and work with the successful group/collaboration/organisation. The national team consists of individuals and representatives of organisations with experience of peer support and running Peerfest.

The work will involve:

- a) Arranging a series of planning meetings (with local and national partners) to plan the event
- b) Ensuring peers lead the entire process through planning, devising and delivery of the event
- c) Arranging, promoting, administering and delivering Peerfest18 at an accessible location in England

- d) Evaluating the event, producing a review report and providing other resources that capture the legacy of Peerfest18 e.g. brochures, films, resources.

Proposals should be submitted using the guidance in section 3 below, and consider how the following **essential** criteria can be met:

- An understanding of the current range and potential of peer support
- Evidence that the lead organisation and/or partnership is led by people with lived experience
- Proposal demonstrates how the project promotes the leadership and engagement of people with mental health lived experience
- Delivery team/lead organisation has strong networks within the mental health user/survivor movement
- Plan is realistic and achievable within agreed timescales and budget
- Plan demonstrates how the event will successfully engage people from a wide range of communities, including people from different BME communities
- Plan demonstrates collaborative partnership working
- Plan demonstrates how the team will work closely with Mind and colleagues from the Peerfest national planning team
- Team has ability to analyse information and compile clear reports

1.2 The Contracting Authority for the purpose of this Event Opportunity is Mind. Mind's registered office is 15-19 Broadway, Stratford, London E15 4BQ.

You are being invited to submit a proposal to Mind to work with Peerfest national partners between June 2018 and January 2019 to deliver activities set out in section 3.

Anyone interested will have the opportunity to attend our Peerfest Pre-Meet on 24th April 2018 in London.

The purpose of this is to explore and discuss requirements and other aspects of Peerfest, as well as share ideas. It also presents the

opportunity for those attending to form new partnerships to help when submitting Event Proposals.

We would encourage you to attend Peerfest Pre-Meet prior to submitting an event proposal, although this is not essential.

If you would like to attend Peerfest Pre-Meet, [see this link](#).

Details about submissions are provided within Section 6 giving details of the documents which need to be completed.

We are looking to receive applications from groups, projects and organisations, currently operating in England.

1.3 **Mind**

Mind is the leading mental health charity in England and Wales. We're here to make sure anyone with a mental health problem has somewhere to turn for advice and support.

Vision

We won't give up until everyone experiencing a mental health problem gets both support and respect.

Mission

To provide advice and support to empower anyone experiencing a mental health problem. Mind campaigns to improve services, raise awareness and promote understanding.

2. **Background**

2.1 Peer support is understood in many different ways because it is created and owned by the people who take part. At its core, peer support is about the relationships that people build as they share their own experiences to help and support each other. Peer support

can develop in any setting, as a structured activity, or far more informally.

Mind and Peerfest national team believe that everyone should be able to access support from others who have similar experiences, so that people are better able to manage their wellbeing and have opportunities to develop skills, support others and share experiences.

2.2 **Defining Peer Support**

'Peer support in mental health comes in many different forms; at times has been a necessary means of survival, can be transformational and, more recently, has become a service in its own right.

From people supporting each other on acute wards and in drop-ins and groups across the spectrum of mental health services, to services and groups designed with peer support relationships in mind, it has both been around forever and is relatively new to us.

In its most natural form, 'peer support' is simply support exchanged between people who share something in common: they are entering into something on a more or less shared, or equal, basis. In a mental health context, peer support refers to a situation where people with experience of mental health problems are offering each other support based on their lived experience. Usually, the support that is exchanged between people might go in either direction or in different directions at different times, depending on their needs: there is no pre-determined 'giver' or 'receiver' of support.¹

2.3 **Work to Date**

We have built partnerships with a number of national and local organisations and individual experts, to deliver our programme of work around peer support.

¹ From 'Mental health peer support in England: Piecing together the jigsaw' (2013) [Report](#)

Initially, to understand where peer support took place, we:

- Recruited a team of peer researchers who had lived experience of mental health problems and experience in peer support and/or research, to undertake a scoping exercise
- Established an independently chaired Enquiry Team of expert organisations and consultants who advised and supported the work

We used the findings from this to:

- Publish an [online directory](#) of peer support projects in England
- Produce a [report](#) about peer support 'Mental health peer support in England: Piecing together the jigsaw'
- Discuss and promote recommendations through 14 events around England that provided connections for local people and opportunities for projects who had been part of the research, to share learning
- Launch the report; with workshops on starting up projects, good practice, influencing funders, online peer support at the first [Peerfest](#) in 2013
- Provide a small grants and mentoring scheme for 8 peer support projects which focus on under-served communities

Over this time, we also worked with four local Minds to develop peer support projects, set up a now highly successful online peer support community: [Elefriends](#) and hosted further annual Peerfests.

- 2.4 The programme of work on peer support contributes to aims in Mind's strategy about empowering people who have lived experience of mental health to make informed choices about how they live and recover.

One of the key aims under Mind's peer support strategy is the aspiration that everyone in England and Wales with mental health problems should be able to access good peer support.

- 2.5 In 2017 (through £3.2m from the Big Lottery Fund), Mind and partners completed the two year [Side by Side](#) programme, making peer support more widely available.

Through Side by Side, 17,936 people gave and received online peer support, 3,255 people gave and received face-to-face peer support and peer support was promoted to nearly 74,000 people. 800 participants took part in the research. Side by Side research and peer support resources are [available here](#).

- 2.6 Through a merger that took place between Depression Alliance and Mind, we continue supporting 60+ depression self-help groups and run [Friends in Need](#) online and offline in local communities.

2.7 **Peerfest history and Peerfest in 2018**

In 2013 Peerfest was a free event to launch initial peer support research findings², and has since become a growing partnership of a number of organisations and experts.

In [2014](#), together with a number of independent experts by experience, the Peerfest national planning team grew and included: Depression Alliance, Bipolar UK, Sound Minds, Bromley and Lewisham Mind, Mind in Harrow, Suffolk Mind, Community Network, NSUN, Together, Rethink Mental Illness, Essex Mental Health, Student Mental Health Movement and Peer2Peer.

[Peerfest](#) was first tendered out in 2015. Lancashire Mind with local partners ran the event in Preston.

[Peerfest16](#) was held in London through a partnership led by Sound Minds with Antenna Collective and Sutton Mental Health Foundation.

[Peerfest17](#) was hosted in Bristol by Bristol Independent Mental Health Network, Bristol Survivors Network, Changes Bristol, Freedom of Mind C.I.C and WellBeans Initiative C.I.C.

² 'Mental health peer support in England: Piecing together the jigsaw' (2013) [Report](#)

The [Marsh Awards for Mental Health Peer Support](#) first featured in 2015. The Awards are a partnership with Marsh Christian Trust and recognise excellent peer led peer support (as selected by an independent group from our partnership). These Awards will be running again in 2018 and Peerfest18 will feature presentations of these Awards.

Peerfest is for people with lived experience, by people with lived experience, and celebrates peer support through workshops, creative activities and debate, and aims to inspire people to take forward peer support activity. It also provides a forum for people to share, learn and make connections.

The work we are looking to be delivered through this opportunity is to manage and deliver Peerfest18, which will specifically involve:

- a) Setting up a planning framework and process to communicate and collaborate with partners to shape and develop the event
- b) Leading by example by ensuring every aspect of Peerfest18 is peer led
- c) Arranging, promoting, administering and delivering Peerfest18 that is accessible, physically, socially and mentally (in England)
- d) Evaluating the event, producing a review report and providing other products that capture the legacy of Peerfest18 (e.g. brochures, films, resources.)

2.8 Peerfest18 will be led by peers through a user led organisation, partnership or collaboration, ensuring that individuals with lived experience are leading every aspect of planning and delivery. The project should involve a partnership with others (e.g.: other peer groups/community groups, other organisations such as NHS Trusts, Research Institutes, arts organisations, etc.) but the lead partner will need to be peer led.

2.9 The event will be free of charge to attendees, and will be held at an accessible location, anywhere in England.

3. Project Requirements

3.1 Peerfest18 should be a model example of a peer led project. It is for people with lived experience, by people with lived experience.

The expectations will be to deliver:

- a) A space for peers to discuss and showcase peer support values, practice and issues across diverse groups
- b) A mixture of peer led workshops, creative activities and debate
- c) A space where peers can showcase, learn, share knowledge and network
- d) An event that should target attendance of at least 200 people, and should target marginalised communities and groups (i.e: rural, BME, LGBTQ+): 33% of those who attend will come from these communities
- e) An event that inspires 65% of those attending to start or develop peer support as a result of attending Peerfest
- f) An event that should also reach a wide range of people through alternative/digital means (e.g. social media)
- g) A process where evaluation aims for the maximum number of attendees to feedback their views and stories

3.2 The Peerfest national team will work with, and offer support to, the successful group/collaboration/organisation. The national team consists of individuals and representatives of organisations with experience of peer support. As part of the team there is event management support if required.

The successful group/collaboration/organisation will be responsible for the following tasks. The role of Peerfest national team (with Mind as contract manager) is also outlined for each.

3.3 Set up a planning process to communicate and collaborate with partners to shape and develop the event:

- a) Integrate Peerfest national planning team representatives within own planning to undertake development and design

- b) Set up a planning mechanism (e.g., meetings, teleconference, digital communication) to shape the approach, process and to design event plans
- c) Devise an event management plan to include risk management
- d) Liaise with Peerfest national planning team partners to gain insight and learning from previous events

Peerfest national team will:

- Facilitate contact and engagement with Peerfest national team, providing the skills and expertise of people from the team
- Provide advice and information from Mind's work in peer support and a connection to partner organisations
- Facilitate a relationship between previous organisers of Peerfest events
- Provide virtual meeting space / teleconference facilities/software

3.4 Lead by example by ensuring every aspect of Peerfest18 is peer led:

- a) Ensure lived experience leadership throughout the process ensuring that event management, from design to delivery, is peer led
- b) Work within the 4Pi [National Involvement Standards](#)
- c) Feature an approach that includes a framework for people to involved in planning for those who have attended previous Peerfests

Peerfest national team will:

- Offer communication channels to our peer support database
- Offer communication support and expertise
- Offer communication channels to previous Peerfest attendees
- Advertise any engagement opportunities through the above, Mind members and through Peerfest national partners' communications
- Offer engagement support thorough Mind's influence and participation tools

3.5 Arrange, promote, administer and deliver Peerfest18 that is accessible, physically, socially and mentally (in England):

- a) Identify suitable venue/location in England
- b) Define and set project management timescales
- c) Design and promote event publicity and communications plan
- d) Set up and manage an event administration system
- e) Event management should include an approach that is welcoming (e.g. space for people who haven't been before/are anxious, etc.)
- f) Ensure that needs of people with disabilities, and individual access requirements, are accommodated
- g) Event to contain content including, (but not limited to), peer led activities, entertainment, solution focused activities, problem solving debate, and workshops
- h) Include the Marsh Awards for Mental Health Peer Support presentations
- i) Design, plan and deliver event with National Peerfest partners (see 3.3)
- j) Manage Peerfest18 including all practical arrangements for organisers and attendees
- k) Manage social media communications before, during and following event
- l) Ensure a budget is available so that people who attend are able to claim reasonable travel costs
- m) Meet all other costs of the event including venue hire and accommodation for contributors/organisers

Peerfest national team will:

- Provide information, advice and support based on previous partnership work
- Support connections to other regional partners, projects or groups through our peer support directory of organisations
- Support communications through Mind channels and those of national Peerfest partners
- Offer social media and communications support / expertise
- Offer event management templates, tools and access to event management support

3.6 Evaluate the event, produce a review report and provide other resources that capture the legacy of Peerfest18:

- a) Record the views of participants (e.g.: through video, stories, blogs, vlogs, forms, website, etc.)
- b) Produce an evaluation analysis which takes into account the key anticipated outcomes planned, and lessons learnt for the future
- c) Include products and/or tools that can be shared online and used as follow up for participants

Peerfest national team will:

- Offer support with evaluation, report writing and with production of resources
- Support promotion of produced materials through partners
- Offer online and communications expertise
- Offer support through Mind's central evaluation team

4. Contract Management and Requirements

4.1 Mind (as contract manager) will monitor the successful delivery of the contract through monthly written delivery reports provided by the contractor detailing progress against the outputs listed in this document.

4.2 The contractor will be required to:

- Produce and agree a delivery plan;
- Maintain full records including financial records for the contract;
- Provide monthly written progress reports on the agreed delivery plan to Mind;
- Engage with national Peerfest Planning team during the contract period;
- Deliver activity in a way which will achieve value for money.

4.3 Budget

The indicative ceiling budget for Peerfest18 is £30,000 inclusive of VAT and inclusive of all expenses. Event Proposals should be submitted with a budget breakdown for each activity, as outlined in Section 3.

4.4 Contract Term

The contract with Mind will commence from June 2018 to January 2019.

4.5 Terms and Conditions

The Contract will be awarded on the terms and conditions of Mind's general Contract for Services (copies available on request).

5. Payment Arrangements

5.1 Mind is committed to prompt payment and will pay the Contractor within 30 days of the receipt of a valid invoice, provided that Mind is satisfied that the services for which the invoice relates, have been performed fully in accordance with the contract.

5.2 Payment will be in three instalments:

- £10,000 payable at start: June 2018
- £15,000 payable September 2018
- £5,000 payable on production of evaluation/resources: by January 2019

All invoices need to be addressed to:

Duncan Marshall
Mind
15 – 19 Broadway
London E15 4BQ

6. Event Proposal Submissions

- 6.1 Event proposals should be submitted on the Event Proposal Form 2018.

Initial submissions should be sent by email to: peerfest@mind.org.uk, by 18th May 2018.

A member of our team will be then make contact to discuss your ideas and support your submission to the final stage.

A final submission of your event proposal should then be made by 8th June 2018

7. Contact for More Information

- 7.1 All queries in connection with this opportunity should be made to Duncan Marshall, Peer Support Manager, Mind d.marshall@mind.org.uk or 07500 966 576.

8. Selection and Decision

- 8.1 We will invite all groups who have submitted their event proposals to meet members of the Peerfest national planning team to discuss their plans and ideas.

This meeting will take place in June 2018, in London or via teleconference.