

## Southside Partnership DLR

### Invitation to Tender for consultancy on Community Services Participation Project (CSPP) – see attached Appendix A

Southside Partnership DLR and DLR Drug and Alcohol Task Force are inviting proposals with quotes from suitably qualified individuals/organisations, with particular experience of working in the Community and Voluntary sector, to act as consultant (s) to the Community & Services Participation Project (CSPP) as outlined in Appendix A.

The tendering process will be managed by Southside Partnership DLR. The successful tenderer will be required to provide two referees from suitably sized organisations for which they have carried out similar work. Completed tender documents should be returned to **Marie Kavanagh by close of business on Friday August 3<sup>rd</sup> 2018.**

### Tendering criteria

Southside Partnership's tendering process is based on the principles of integrity, fairness and value for money. Rather than automatically accepting the lowest price, the tender evaluation process also takes into account quality, experience, methodology and previous performance in a manner to ensure value for money.

If selected for work by SSP the final price agreed will be negotiated at the time through the relevant Partnership Programme Manager taking into consideration market factors and the budget available.

### Interested parties should address the following points in their tender document:

#### Methodology

Tenders should include a detailed outline of the proposed approach to the work and how it is to be implemented.

#### Timetable

Details of the duration of each of the courses should be included.

#### Experience

Our tendering system recognises providers who have qualifications and / or experience in the field of Community Development and large group participation processes and can show an ability to work from a non-discriminatory perspective.



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## Track Record

Details on previous relevant work undertaken.

## Qualifications

Details of the professional and other qualifications of individuals/organisation who will undertake the work should be outlined clearly.

## Insurance

Please indicate if the trainer/provider has Professional Indemnity Insurance.

## Organisation Structure

Please provide details of your organisation's legal status and a statement of compliance with all relevant data protection, health, safety and child protection policies, as appropriate.

## Other

Tenders should include a detailed breakdown of all costs, expenses and other incidentals. A current tax clearance certificate is required.

Southside Partnership will accept no responsibility for any costs incurred in formulating or presenting proposals. Payment for all services covered by the contract issued to the successful tenderer(s) will be based on appropriate invoices. Please note that where consultants engage with or meet members of the public in group or training format they are required to provide all necessary training material including projectors, flip charts, hand-outs, etc.

## Application

Two hard copies of the tender, clearly marked '**Community & Services Participation Project**' must be submitted by either post or email **by close of business, Friday August 3<sup>rd</sup>, 2018, to:**

Marie Kavanagh

Administrator

Southside Partnership DLR

The Old Post Office,

Blackrock,

County Dublin

[mariek@dlrdrugtaskforce.ie](mailto:mariek@dlrdrugtaskforce.ie)

Further information on Southside Partnership at

<http://www.southsidepartnership.ie>

Further information on DLR-Drug and Alcohol Task Force at

<http://www.dlrdrugtaskforce.ie>



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## Appendix

### **Community & Services Participation Project (CSPP)**

#### **A joint Southside Partnership / DLR-Drug and Alcohol Task Force (DATF) initiative**

##### **Aim**

The aim of this project is twofold:

- (1) To strengthen community development capacities for promoting the engagement and participation of community members and local organisations in responding to issues around social disadvantage and exclusion in DLR.
- (2) To strengthen the human development infrastructure for supporting the engagement of individuals - service participants, their families and proximal networks - in the planning, development and review of community services, with specific reference to:
  - a. SP Community services
  - b. DATF – supported drug and alcohol services

##### **Framework**

This project is framed initially as a once-off, six-month piece of work, although it is envisaged that its outcomes will contribute to embedding participation practices in the ongoing work of both Southside Partnership and the DLR Drugs and Alcohol Task Force. The project will also help formulate proposals for further investment in participation.

##### **Linkages**

It is envisaged that the initiative will operate in conjunction with Southside Partnership/DATF's intention to jointly host a DLR-wide consultation on the future of community development within the county, that will include 2-3 public events.

In addition there will be DLR-wide public consultations on the participation of services, users and their families in the planning and development of community services.

##### **Procedure**

It is envisaged that the initiative will be rolled out July, 2018 – April 2019, in the form of a consultancy that will be procured in Lots:

Lot 1 (community development);

Lot 2a (SP community services' participation) and

Lot 2b (Drug and alcohol services' participation – this piece must be completed by end of December 2018).

As there is the prospect of synergies across the different pieces of work a single project proposal might be undertaken; however, the integrity of the different pieces will need to be maintained through the project.

The maximum budget available for this work is €24,500

## Work programme

The work programme is as follows:

	<b>Lot 1</b>	<b>Lot 2</b>	
	<b>Community development &amp; participation</b>	<b>I. SP Community Services</b>	<b>II. Drug &amp; Alcohol Services</b>
<b>Scoping Exercise</b>	<ul style="list-style-type: none"> <li>a. An assessment of current arrangements for community development in DLR, identifying community development operators, supporters and funders: Who? What? Where? How? &amp; Why?</li> <li>b. A summary outline of the different approaches in DLR for facilitating community participation.</li> <li>c. An outline and review of models for developing community participation processes, with a recommendation of a model for further development.</li> <li>d. An identification of community organisations groups and members with a key interest in issues around social disadvantage to participate in developing the participation project.</li> </ul>	<ul style="list-style-type: none"> <li>a. An assessment of current mechanisms and arrangements for facilitating service-user participation in funded projects and activities and in SP's ongoing service planning and development.</li> <li>b. A summary outline of current service user participation approaches in SP services and developments.</li> <li>c. An outline and review of available models for improving and developing the service user participation processes, together with a recommendation of a model / protocol for proceeding</li> <li>d. An identification of a key group of prospective participants: service users, family members, etc - to participate in developing SP projects and services</li> </ul>	<ul style="list-style-type: none"> <li>a. An assessment of current mechanisms and arrangements for facilitating service-user participation in DLR-funded projects / services and in the DATF</li> <li>b. A summary outline of current service user participation approaches in SP services and developments.</li> <li>c. An outline and review of available models for improving and developing the DATF's participation processes, together with a recommendation of a model / protocol for proceeding;</li> <li>d. An identification of a key group of prospective participants: service users, family members, etc - to participate in developing DATF projects and services.</li> </ul>

<p><b><i>Engagement exercise</i></b></p>	<p>a. A leaflet / flyer – and other communications - explaining this project’s outline, key aims and processes;</p> <p>b. Participation workshops (world café style) for motivating and building the enthusiasm of prospective participants;</p> <p>c. Active support of participants in all relevant activities associated with the project</p>	<p>a. A leaflet / flyer – and other communications - explaining this project’s outline, key aims and processes;</p> <p>b. Participation workshops (world café style) for motivating and building the enthusiasm of prospective participants;</p> <p>c. Active support of participants in all relevant activities associated with the project</p>	<p>a. A leaflet / flyer – and other communications - explaining this project’s outline, key aims and processes;</p> <p>b. Participation workshops (world café style) for motivating and building the enthusiasm of prospective participants;</p> <p>c. Active support of participants in all relevant activities associated with the project</p>
<p><b><i>Reporting exercise</i></b></p>	<p>a. A written report on this initiative, its activities and achievements</p> <p>b. A presentation to SP Board meeting that will specifically address how the SP might further promote community participation in its work</p> <p>c. A public workshop / community forum by end of December 2018 on way forward with respect to community participation</p>	<p>a. A written report on this initiative, its activities and achievements</p> <p>b. A presentation to SP Board meeting that will specifically address how SP proposes to promote the further participation of service users and families in service planning and delivery.</p> <p>c. A public workshop on community services participation by end of December 2018.</p>	<p>a. A written report on this initiative, its activities and achievements</p> <p>b. A presentation to December meeting of the DLR-DATF that will specifically address how the DATF proposes to promote the further participation of service users and families in service planning and delivery.</p> <p>c. A scheduled public workshop in January 2019</p>

## Notes on delivering the CSPP

The promotion and development of CSPP will be achieved in a number of ways:

- (1) The CSPP will be presented as separate, identifiable initiatives that will be outlined to funded projects, management, staff and participants in a manner that brings focus to the overall importance of community and service-user participation in the ongoing development of SP and DATF's programmes, services and projects.
- (2) The CSPP's aims will be outlined and summarised in leaflets / flyers that will be made widely available through local services and other relevant outlets, and will also be distributed through social media outlets, particularly SP and DATF's websites and other associated outlets
- (3) The CSPP will recruit community members, service users and family members to participate in world café style workshops to build their motivation and engagement in the initiative, and to provide a basis for their future, continued involvement.
- (4) The CSPP will result in report (s), with recommendations to SP and DATF that will include proposals to support community participation and the engagement and participation of service users and their families, and their involvement in on-going design, planning of local developments, services and projects.
- (5) The recommendations arising from CSPP will be more widely disseminated through public workshops.

### ***Further clarification***

A broad meaning of service-user under Lot 2 should apply, so that it encompasses not alone persons who currently use services listed below, but also the wider target groups of different programmes, and individuals who are directly affected by issues at hand.

<b><i>Lot 2</i></b>	
<b><i>I. SP-supported community services &amp; programmes</i></b>	<b><i>II. DATF supported drug and alcohol services and programmes</i></b>
<p>Long-term unemployed – programmes such as CE, LES, TUS and social enterprise</p> <p>Designated disadvantaged areas (mainly the corridor of Ballybrack, Loughlinstown, Shankill and Rathsallagh)</p> <p>Migrant groups</p> <p>Disadvantaged women (poverty, lone parents, migrant women)</p> <p>Young people (young parents, young unemployed, young people at-risk)</p>	<p>Adults who have drug or alcohol problems or issues</p> <p>Long-term d/a service users with emerging social and health needs</p> <p>Family members of persons attending drug and alcohol services</p> <p>Young people who are high risk of drug and alcohol problems</p>