



Tender for facilitation team to deliver a youth development project

Overview

Co-operation Ireland, in partnership with Youthlink are delivering a Youth Development Project- ECHO- in the CAN cluster area as part of the CAN PEACE III Partnership's Phase II Action Plan.

PEACE III is an opportunity for communities in the Carrickfergus, Antrim and Newtownabbey borough areas to build positive relations, address challenges and develop a confident and peaceful future, unhindered by sectarianism or racism.

The Phase II strategy and action plan has 4 core priorities, one of which is focused on investing in young people and families

Project Overview

One of the projects under the priority that focuses on young people is the youth development project. The aim of this project is to build the skills of young people to engage in community relations programmes and to design and implement small projects. There are 15 groups participating in 6/7 partnerships which will result in 7 Community Action Projects being completed by June 2013.

The project has 2 main phases:

- Phase I is the delivery of accredited training in Good Relations and youth leadership to 90 young people from 15 youth groups
- Phase II works with those 90, plus another 80 to develop community action projects that the young people will deliver in partnership with another group. Each partnership has a resource allocation of £2000 to support the delivery of their project.

Statement of Requirement

Co-operation Ireland are seeking a facilitation team to support the groups to complete phase I (2 partnerships) and develop and deliver phase II (7 partnerships) by June 2013. Details of the groups and what is required are contained in Annex 1



The following is what is required from the facilitation team:

- Support visits to all groups to assist in the planning and delivery of their action projects, including event planning for larger community events as part of their project/showcase (approximately 6-10 evenings per partnership)
- Design and deliver the Community Action Project residentials (approximately 2) to provide teambuilding opportunities and planning for the design of their project (2 x 2 day events)
- Plan the showcase/s
- Arrange all necessary venue, transport, refreshments, including completing the necessary procurement (guidelines attached- Annex 2). These 3rd party costs will be invoiced to and paid by Co-operation Ireland.
- Managing the resource allocation, including completing any necessary procurement and checking eligibility of spend with Co-operation Ireland (the resource allocation is £16,000- £2000 per partnership up to a maximum of 8 projects)
- Ensure another 80 young people on top of the 90 who completed the accredited training take part in the CAP phase. These 80 young people need to complete baseline surveys- beginning and end. The 90 young people who completed their accredited training must complete an end baseline survey.
- Ensure all necessary paperwork is completed at each project meeting/event- sign in sheets, evaluation/ feedback of participants
- Submit regular reports and paperwork to Co-operation Ireland re: progress, issues and procurement.

Indicative budget:

The facilitation budget is set at a maximum of £8,000. There is a budget of approximately £10,000 to cover all 3rd party costs.

1. Tender bid



You are invited to tender for the above scope of work. There will be 2 stages to determine the awarding of the tender- selection criteria and award criteria

Selection criteria will not be scored but will result in pass/fail.

- Demonstrable evidence of ability to provide the above facilitation and administrative tasks
- Availability week beginning 4th March to meet with Co-operation Ireland for hand over meeting/s

Award criteria:

- Evidence of ability to deliver the outputs on time and the procedures to be put in place to ensure timeframes are met.
- Value for money (number of team members to be included in the delivery of the targets, daily rates and number of days required)

Your tender should be submitted to Laura Stewart at lstewart@cooperationireland.org by 1pm Thursday 28th February

Any queries about this tender please contact Laura on 07986 921096

Annex 1: Details of the groups and phases to be delivered

Stage/ groups	Phase I	Phase II	Community Action Project (CAP) ideas	Cross border element	Showcase
Monkstown and Glengormley Boxing Clubs	Accredited training completed	CAP designed. Needs support to ensure delivered and spend of resource allocation properly documented	Encouraging younger children to get involved in boxing by focusing on its non-sectarian nature and the skills that can be developed. The young people will design a taster training session and ideally have a boxing star come along to be interviewed	2 opportunities should be provided to groups to engage on a cross border exchange. Holywell Trust are delivering a cross border project which will include some of our groups. This will count as 1 of the cross border opportunities	There is an end of project showcase to be delivered- some of the CAPs could be completed with a community event that could qualify as the showcase
Girls Group, Barron Hall and youth group, Rathenraw	Accredited training completed	CAP designed. Needs support to ensure delivered and spend of resource allocation properly documented	Drama to be designed and performed (facilitator has been appointed to assist with this). Performances to be in both communities and as part of a larger celebration/showcase event with other groups		

Ballyclare Youth Club, The grange Ballyclare, Whiteabbey Community centre and Crumlin Detached Youth	Accredited training completed	CAP designed. Needs support to ensure delivered and spend of resource allocation properly documented	These 4 groups are working on 2 CAPs- 1) exploring cultures and designing training to pass knowledge onto their peers and 2) mental health awareness raising with themselves and peers		
Ballyclare Youth for Christ	Accredited training completed		not decided yet		
New Mossley and Bawnmore Youth Centres	Accredited training to be completed by end of March	not decided yet- a community action planning residential is planned for 6 th /7 th April to develop ideas			
to be confirmed					

Annex 2: Procurement guidelines

Estimated value	Quotations required	Minimum documentation
Up to £200	No price checks/ quotes required	
£200 to £5,000	A price check in advance of awarding the contract with at least 2 competent suppliers who ordinarily supply the relevant service	<ol style="list-style-type: none"> 1. A price check can take the form of an oral or written quote, internet check, leaflet or similar 2. Details of price checks need to be documented and retained to accompany subsequent invoices. This includes any emails sent and received.