



Supporting young people since 1971

Invitation to Tender: Review of Kerry Community Youth Service Intergenerational Programme.

Kerry Community Youth Service (KCYS) is commissioning a review of our South Kerry Intergenerational Programme. This project supports young people to mentor senior citizens in the use of technology. The aims of the project are two-fold: to increase seniors' confidence to engage with the digital world and to strengthen inter-generational links within the local community. The project was developed in partnership with University of Limerick and Kerry County Council with funding provided under CLÁR.

This is an 8 week in-school programme targeted at Transition Year students. An initial pilot was delivered with Colaiste na Sceilge, Cahersiveen South Kerry Social Services, Cahersiveen Active Retired and Cahersiveen Men's Shed. The pilot programme was nominated and short-listed for the National Active Retirement Awards 2023.

Building on this success, three further programmes are planned for South Kerry in Quarter One of 2025 - in Cahersiveen, Killorglin and Kenmare.

Please share the invitation below with anyone in your network who might be interested in conducting this important piece of research which will assist us in measuring impact, the potential to scale and determining the direction of KCYS Intergenerational Programme.

ORGANISATIONAL OVERVIEW

KCYS Vision

For all young people to be valued and supported to achieve their full potential as participating members of the community

KCYS Mission

KCYS is a community-based youth work organisation committed to serving all young people in a safe, fun and positive environment, through the provision of youth spaces, services, mentoring, training and ongoing opportunities for their holistic development, and by advocating for their needs.

Our Values

Young person-centred, Rights-based, Empowering, Inclusive, Respectful, Non-judgemental
KDYS Strategic Plan 2023-2026

https://kdys.ie/wp-content/uploads/2023/04/474660_KDYS-Strategic-Plan.p...

KDYS Impact Report

https://kdys.ie/wp-content/uploads/2023/08/480019_KDYS-Impact-Report-31...

Our Work

In 2023, KCYS engaged with 5879 young people, children, and their families within the Diocese of Kerry. Our work was supported by 474 volunteers providing activities, clubs and

mentoring supports to young people in over 30 local communities. We currently employ 90 people across our services and youth centres. KCYS provides the following programmes and services to young people in Kerry:

- Youth Diversion Project
- 5 x UBU projects
- Youth Information Service
- Family Support
- Comhairle na nOg
- Universal youth work in specific locations
- Integration youth work for Ukrainian and International Protection Applicants
- Diocese-wide youth clubs
- Youth Mentoring
- Youth spaces – KCYS has 5 youth centres available for use by the community and providing dedicated spaces for young people to meet.

TERMS OF REFERENCE.

The purpose of this tender is to identify an individual/agency to work with KCYS to carry out an in-depth review of KCYS Intergenerational Programme.

TIMESCALE

The contract will begin in **February 2025** and it is envisaged the work will be undertaken over an eight to ten week period with a target completion date of no later than **Friday 11th April 2025**.

TENDER PROCESS

- Written tenders will be invited from competent organisations/persons with experience and a proven track record of undertaking similar project review work within the Youth/Community & Voluntary/NGO sectors
- Completed proposals must be received no later than **5pm on Friday 15th November 2024** by email to:
Berni Smyth, CEO, KCYS
Please insert [Intergeneration Project Evaluation Tender](#) in title line and email to ceo@kcys.ie
- Proposals will be assessed and scored by members of the Senior Management Team overseeing this project
- The selection of the preferred provider may be solely based on the written tender. If this is the case, the selected individual/entity will be expected to make a short presentation to members of KCYS Senior Management Team overseeing this project, in advance of commencing the piece of work
- However, following the assessment of written tenders, the Senior Management Team may decide to invite several applicants to make a presentation followed by questions, before making a final determination on the preferred provider.

TENDER INFORMATION

Services to be provided

A single contract will be awarded to a knowledgeable, experienced, qualified, and responsive individual/organisation to conduct a project review of the KCYS Intergenerational Programme design and delivery to date:

- Describing KCYS Intergenerational Programme

- Aims & objectives
- Programme design
- Staffing
- Community involvement
- Outputs
- Reflect on the evolution of KCYS Intergenerational programme
- Review the effectiveness of the model including:
 - Design
 - Implementation to date
 - Engagement with community groups
 - Engagement with young people in school communities
 - Engagement with relevant stakeholders
 - Impact
 - Value for money
 - Recording processes
- Compare and contrast our programme model to other similar programmes
- Provide a clear analysis of research data and findings
- Identify appropriate recommendations for growth and development including the potential to standardise and quality assure the programme.

The contractor will be responsible for:

- Engaging with and gathering information from all relevant internal and external stakeholders
- Researching and analysing information
- Producing a Draft Review Report including recommendations for implementation.
- The contractor will be responsible for all printing, photocopying, external meeting room hire and all ancillary costs including their own travel and subsistence where necessary and appropriate.

Contract Type

The award will be a single, fixed price contract for the project to the successful individual or entity for the piece of work described.

Term of Contract

The term of the project will be for a fixed period determined by the length of time necessary to conduct the piece of work.

It is estimated it will take no more than ten weeks.

Tender Information

A tender response must include the following:

- Names and CVs of the personnel undertaking the work outlining their relevant experience and qualifications
- Demonstration of an understanding of the brief
- Project management methodology: The proposal must include a detailed description of how the proposer intends to deliver the work with a particular focus on how outcomes will be delivered and identified
- Evidence of prior experience and track record in the delivery of similar projects
- At least one example of a similar piece of work

- A minimum of three referees who can be contacted including one that the tenderer was engaged by within the last twelve months.

Budget

Your tender should outline a breakdown of your proposed budget and should include:

- All staffing costs (the number of days and the rate per day including VAT)
- Any other costs expected to be incurred in the completion of the project – printing, photocopying, room hire, other ancillary costs
- Specification of applicable VAT rates

Assessment of Tenders

The following criteria will be used to determine the successful tenderer.

Non-Price Criteria: Total Weighting (65)

- Experience of undertaking similar work (20)
- Methodologies (15)
- Sectoral Knowledge (10)
- Personnel (10)
- Ability to deliver project within time frame (10)

Price Criteria – Total Weighting (35)

- The tendered fee (20)
- Value for money (fee/days) (15)

Total Marks 100

- Availability to start and complete the piece of work on the dates to be agreed by KCYS is a given
- The contractors should be available to make a 10 – 15-minute presentation on their proposal

Please note: The cost of drafting or presentation of tenders must be borne by the Tenderer.

Queries and Information Concerning this Tender

- The sole point of contact in relation to queries regarding this tender is Berni Smyth, CEO of KCYS. Queries must be submitted by email to ceo@kdys.ie before **Friday 22nd November 2024**. Queries and requests by phone or post, or queries received after this date, will not be responded to
- Any information provided in response to queries and requests received from any tenderer will be shared with all tenderers to ensure transparency and fairness in the process
- The identity of the tenderer who made the query or request will not be shared.

General Conditions.

- The lowest proposal received is not a guarantee of award of contract. Suitability and previous experience as well as availability will be a consideration
- It will be a condition of appointment that the proposer appointed shall be able to provide evidence of Tax Clearance and VAT number where applicable
- Payment for services covered by the proposed contract will be on foot of appropriate invoices, which will be based on agreed deliverables. Invoicing arrangements will be agreed with the successful proposer, following the award of contract
- The proposer will be required to provide regular updates to KCYS during the course of the contract
- All costs must be quoted in Euros and specify if VAT inclusive or exclusive applies.

- The total estimated costs should be clearly stated and must be a single fixed figure quotation
- The single fixed figure agreed for the piece of work will be the sole cost paid by KCYS.

Confidentiality of Evaluation.

After the official receipt of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of contract will not be disclosed to tenderers or other persons not officially concerned with the process.