

# Northstar Family Support Project: Invitation to Tender

## **Northstar Evaluation of the impact of the Social Health Education Programme (S.H.E.P.) in Limerick City**

### **Introduction**

The Northstar Family Support Project which was set up in 2008 provides a non-judgmental, confidential support structure to families who have been adversely affected by a family member's addiction to drugs or alcohol.

Northstar is proposing to undertake an evaluation of the operation and impact of SHEP in Limerick City. SHEP is a community based training project, that has to date trained up to approximately 100 participants in the Mid West Region, they provide a unique training programme based on experiential group work approaches. The initial focus is on personal development and there are also opportunities for participants to move along a progression pathway that includes 'Social Awareness and Community Empowerment', Facilitation and specialised tutor training.

In 2010 collaboration commenced to make SHEP more accessible to Communities in Limerick City. This collaboration which is led by the Northstar Family Support Project, also involves the Mid West Regional Drugs Task Force (MWRDTF), the Probation Services, the Office for Regeneration (Limerick City Council) and SHEP. This initiative is funded by the MWRDTF, SHEP and the office for Regeneration with contributions from the participants.

### **Overall aims:**

The overall aims of the evaluation are to:

- i) Document and analyse the impact of SHEP for Individuals, Families and Communities.
- ii) Determine if the various structures supporting the delivery of the initiative in Limerick are efficient and effective.
- iii) Analyse the key strengths and challenges of the initiative in Limerick.
- iv) Analyse the key learning arising from the delivery of the initiative in Limerick to date.
- v) Establish the Social Return on Investment (SROI) in the initiative.
- vi) Make recommendations for the future development and implementation of the initiative in Limerick.
- vii) Produce a report to publication standard.

### **Timescale:**

The final evaluation report will be completed within 12 weeks of signing the contract. The Consultant will be expected to meet with the Northstar Sub Committee on an ongoing basis.

### **Consultant Profile:**

- The consultant will have an in-depth knowledge of the theory and practice of community development and education.
- The consultant will be familiar with Personal Development training and theories and practices related to social change, working in partnership, capacity building, equality and organisational development.
- The consultant is required to have experience and skills in developing and managing participative evaluation techniques.

- The Consultant should have experience of conducting consultations in a sensitive and empathetic manner.
- The Consultant should have a record of producing written reports to publication standard.
- The Consultant should have an understanding of SROI methodologies.

### **Process:**

The consultant will be expected to:

- Design a process for the evaluation which will be efficient, effective and participatory.
- Carry out interviews/focus group discussions with former and present participants, SHEP Staff & Trainers, Northstar staff/volunteers, Northstar Board of Management, Sub-Committee members, representatives of partner organisations and relevant organisations.
- Review key internal documents of the programme.
- Review key external documents relevant to the work and issues arising.

### **Consultants should furnish the following in their submissions to Northstar:**

- Their approach and detailed methodology in undertaking this commission;
- The number, details of roles and input, and expertise of all staff to be involved in the evaluation, and their specific relevant experience.
- Curriculum Vitae (including the names of organisations for whom consultancy work has been completed);
- Relevant samples of previous work;

Northstar would remind potential bidders to consider the general economic climate in preparing costs. Tenders should clearly and individually cost each element of the work outlined in the proposal and the sum should include staff costs (and where relevant, third party expenses), travel, subsistence, word and data processing, printing, and all other overhead expenses and VAT. Payment will be phased and linked to progress. The budget for this work will be in an approximate range of €8,000.

### **Management and Expectations**

The following terms and conditions regarding the management of the evaluation and the expertise expected from the consultant(s) also apply:

- The chosen consultant(s) will be responsible for ensuring compliance with the code of ethics for social researchers established by the Sociological Association of Ireland, the British Sociological Association and other such bodies. Special attention needs to be paid to issues of confidentiality and compliance with the Data Protection Act.
- The management of the evaluation and the consultant(s) will be vested in a Northstar Sub Committee to whom the consultant(s) will submit all evaluation outputs.
- Ownership of all evaluation material and output rests with the contracting agency – Northstar - along with decisions on all aspects of publication.
- The consultant will be required to submit at least two drafts of the final Evaluation reports, the second of which will be informed by comments and suggestions by the Northstar Sub committee.

### **Expected Outputs:**

1. A report including an executive summary and clear recommendations identifying programme / services that should be developed / supported going forward in relation to priority issues
2. A facilitated session with the Board of Northstar and other relevant parties to discuss the report.

Short listing may apply following initial assessment of tenders, and selected consultants tendering for this commission may be required to make a presentation to a selection sub-committee.

Consultants are required to return their submissions to the undersigned **by 1pm on Friday 30th of August 2013**, by post only.

Patricia Whelan  
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