

INVITATION TO TENDER

For the Evaluation of the Programme Innovation and Development Fund Children's Programme

1. BACKGROUND AND CONTEXT

1.1 The Limerick City Children's Services Committee

The Limerick City Children's Services Committee (CSC), established in 2007, consists of senior level representatives of all statutory agencies¹ that have a remit around delivering services to children and their families. It is charged with improving the well-being and safety of children by supporting and strengthening families, by facilitating collaboration within Limerick services to provide a safe and nurturing environment for all children and by progressing strategic planning and policy in relation to children's services in the city. To this end, it has been assigned the following tasks:

- Facilitate, coordinate and maximise interagency collaboration in Limerick City in relation to child services.
- Secure support for the joint implementation of policies and initiatives, which require inter-agency action.
- Assist the implementation of the National Children's Strategy and associated policy.
- Foster cross-agency communication between the various associated agencies and service providers in Limerick City.
- In support of the Limerick Regeneration Programme, prioritise the development, delivery and integration of services for children and families in communities targeted under the Regeneration Programme.

1.2 The Programme Innovation and Development Fund (PIDF)

The Limerick City CSC and three other consortia, Start Right Limerick, Limerick DEIS Primary Schools Literacy Initiative and St. Kieran's Full Service Extended School, have been granted funding under the Programme Investment and Development Fund, which is a partnership of Atlantic Philanthropies and government. The investment fund is managed and administered by the Supporting Social Inclusion and Regeneration in Limerick (SSIRL) Management Team, which reports to the SSIRL Board and is advised by the SSIRL Reference Group. As part of the overall PIDF investment in Limerick City, two further programmes are in development: Civic Engagement and Older Person's. The SSIRL Management Team and Board have commissioned a research team to evaluate the *overall* programme including the development of the programme, the management and the integration among all three programmes; it is expected that specific programme evaluations will be conducted on the other two programmes when appropriate. While this invitation to tender concerns the evaluation of the PIDF

¹ Health Service Executive, An Garda Síochána, Young Person's Probation, Department of Education and Skills, National Educational Welfare Board, Limerick City Council, City of Limerick VEC, PAUL Partnership, Irish Primary Principals' Network, National Association of Principals and Deputy Principals.

Children's Programme, it will be a condition of the contract that the contracted evaluation team would liaise regularly and collaborate where appropriate with the SSIRL Evaluation Team and the other evaluation teams.

The overall objectives of PIDF are as follows:

- increasing the capacity of statutory, community and voluntary systems in Limerick to strengthen current - and introduce innovative - practice towards greater outcomes for disadvantaged citizens across the lifecycle;
- promoting and enabling the identification, application and dissemination of new learning within statutory, community and voluntary systems in Limerick;
- influencing the strategic use of investment in social inclusion in Limerick; and
- applying the rigour of the national Public Service reform agenda - as set out in the 2008 Report of the Task Force on Public Service - in a Limerick context.

1.3 PIDF Sub-group

The four consortia have been working together as the PIDF Sub-group, which is a sub-group of the Limerick City Children's Services Committee. Each consortium is developing and implementing programmes that meet the objectives above and which aim to enhance service delivery for children and families. The four consortia are also working to identify areas of coordination, collaboration and integration to enhance the delivery of services across the different programmes. Below is a short summary of the work being undertaken and the associated objectives of each of the four individual consortia:

Start Right

Start Right Limerick is a project that seeks to develop better learning, health and well-being outcomes for children aged from birth to six years. Through a continuum of services for the whole child, it seeks to link and integrate the child, family, local services and communities in the South side of Limerick City.

By working with families, Early Years practitioners, local services and service providers, Start Right seeks to: Enhance the capacity of parents, families and services to work collaboratively to improve the health and well-being of children, with a particular focus on learning and development; Develop integrated work practices and resource sharing strategies in the Early Years sector across statutory, community and voluntary agencies; and facilitate a greater uptake and more appropriate use of services for children.

St. Kieran's Full Service Extended School

A Full Service Extended School (FSES) integrates education, medical, social and/or human services that are beneficial to meeting the needs of children and youth and their families on school grounds or in locations which are easily accessible. A FSES provides the types of prevention, treatment, and support services children and families need: services that are high quality, comprehensive, integrated and built on interagency partnerships. Because of contextual factors and reflecting conclusions of wide-ranging educational research, it is intended that St Kieran's FSES will have a very strong, integrated and targeted early years' provision.

Limerick DEIS Primary Schools Literacy Initiative

The aim of the Limerick DEIS Primary Schools Literacy Initiative is to build capacity amongst teachers in each of the schools in order to better their understanding of children's language and literacy development and to enable the teachers to support the learning trajectories of individual children through enhanced research-based instructional practice.

It is also the intention that this project will mobilise and inculcate a whole-school approach to literacy instruction, where there is improved coordination between management and teachers within schools, across schools and amongst third party stakeholders such as NEPS. The approach employed will be to up-skill participating teachers through Continuing Professional Development in the area of language and literacy instruction. A strong commitment to improving and sustaining literacy outcomes for children within the DEIS context, through coordinated approaches involving all stakeholders is anticipated as a key legacy outcome.

Limerick City Children's Services Committee

The Limerick City Children's Services Committee has prioritised three main areas for funding under PIDF. The first is the development and implementation of a tiered Parenting Support Programme, including multi-agency parenting support network and a Family Support Homemaker Service with the overall objectives of demonstrating the efficacy of an evidence-based, collaborative approach *and* enhancing outcomes for parents of children. The second is the development of Restorative Practices with the objective of embedding in mainstream practice of participating school and community settings. The third is the development and implementation of a Quality Assurance Framework (QAF). It is expected that the QAF will underpin and support all programmes of the CSC.

As part of this integrated work, the PIDF Sub-group is jointly inviting tenders for an evaluation of both the four constituent programmes and the overall integrated element.

2. PROJECT SCOPE AND SPECIFICATION

2.1 Project Scope

PAUL Partnership, on behalf of the Limerick City Children's Services Committee, now wishes to engage a suitably qualified evaluator to evaluate the PIDF Children's Programme. The Evaluation of the PIDF Children's Programme will have several dimensions:

- It will analyse the outcomes of each of the Children's PIDF components against projected outcomes in the original proposal to the PIDF, in terms of the benefits to children, families and communities, and of capacity building and other changes within service providers and other intermediaries. (Summative Evaluation)
- It will focus on the learning achieved within the PIDF Sub-group and the innovations and good practice emerging from the process, though the delivery of new services and improved integration of PIDF-supported and other services (using the Theory of Change model). This will both be fed back to PIDF partners, to enhance their activities, and be documented in ways that can be used in other policy and practical contexts. (Formative evaluation)

2.2 Evaluation Aims and Objectives

The overall aim of the evaluation is to assess the implementation and overall outcomes of the PIDF Children's Programme and to capture the learning at every phase of the project. Both the outcomes of each individual consortium and the overall integration of the four consortia will need to be evaluated.

The specific objectives of the evaluation are as follows:

- a.) To provide technical and evaluative support to the PIDF Sub-group in achieving the outcomes projected for this initiative.
- b.) To assess the progress of the PIDF Sub-group and constituent consortia against projected

outcomes

- c.) To make concrete recommendations and advise on the potential for further collaboration and integration.

2.3 Project Tasks

Below are the tasks that the successful tenderer will be expected to undertake.

- Facilitate the PIDF Sub-Group and the individual consortia within the sub-group to develop a Theory of Change map for the overall PIDF Sub-Group programme of work, inclusive of the individual consortium initiatives, based on Logic Models prepared and agreed with the SSIRL.
- Work with the members of the PIDF Sub-group, the four consortia and with other key stakeholders (SSIRL Management Team, SSIRL Evaluation Team) to develop an overarching Evaluation Framework based on the Theory of Change Model.
- Examine and analyse all relevant documentation including all project plans, background documents, policy documents and models of international and national best practice
- Meet with individual consortia on a regular basis, and, in partnership with them, scope out the specific evaluation requirements and constraints of each and develop appropriate indicators and methodologies to measure the outcomes of individual consortia.
- Consult with all relevant stakeholders, through individual interviews and focus groups as appropriate. This should include, but not be limited to, all consortium members, front-line staff, funders and children and families.
- Analyse the extent to which the overall design, development and implementation of the PIDF Children's Programme has supported and/or challenged the achievement of an integrated approach across consortia and the achievement of expected outcomes within individual consortia.
- Identify the extent to which the different organisational cultures and the constraints of different agencies has been recognised and taken into account in the overall design of the programme
- Identify the factors, both internal and external that have supported and challenged the achievement of positive outcomes.
- Examine the activities of the four consortia with a view to identifying and documenting the potential for linkages between them.
- Liaise and collaborate with the SSIRL Evaluation Team and others as appropriate and as agreed with the PIDF Sub-group.
- Measure the progress of the PIDF Children's Programme in meeting key projected outcomes, both collectively and at the level of individual consortia.
- Synthesize key learning emerging from the implementation of this programme and make recommendations on how best to sustain and/or mainstream initiatives.
- Provide regular feedback to the PIDF sub-group through quarterly written reports and regular meetings
- Complete and present a comprehensive written report presenting all data, analysis and conclusions.

2.4 Methodology

The evaluation should include both qualitative and quantitative methodologies. Tenders should be grounded in the "Theory of Change" model as this is the model that underpins the overall SSIRL evaluation. The PIDF Sub-group, however, recognises that this evaluation is complex in that it will require appropriate methodologies to measure the outcomes identified by each individual consortium *and* the overall integration of the PIDF Sub-group. This will require mixed methodologies and creative approaches, particularly with regard to capturing the voice of children and young people. Applicants

are, therefore, invited to suggest the particular methods they propose to use within the framework of the research approach outlined above.

2.5 Management and Expertise

Tenders are invited from qualified individuals with a proven track record in similar work. The following are the terms and conditions regarding the management of the project and the expertise expected from the tenderer:

- (i) Extensive experience in conducting similar evaluations and a strong research background.
- (ii) A strong understanding of policy context in relation to children and family services (i.e. Children First, The National Children's Strategy, the Agenda for Children's Services, Toward 2016,)
- (iii) A strong understanding of the community and statutory sector, particularly with relation to services for children and families, and experience of multi-agency working
- (iv) A comprehensive understanding of socio-economic disadvantage
- (v) Strong communication, facilitation, analytical and report-writing skills
- (vi) Demonstrated capacity to work flexibly and to deadlines.

The management of the tender will be vested in the Limerick City CSC PIDF Sub-group; day-to-day coordination of the project will be the responsibility of the PIDF Evaluation Coordinator. The Evaluation Coordinator will be responsible for supporting and coordinating the evaluation tasks, ensuring that there is coherence and integration among the various strands where possible and liaising with the Evaluation Team on a day-to-day basis on behalf of the PIDF Sub-group.

Ownership of all resulting materials rests with PAUL Partnership, Limerick City CSC and the PIDF Sub-group along with decisions on all aspects of publication.

2.6 Timescale

The expected schedule of the project is as follows:

Commencement of contract:	September 2013
Interim Review Presentation:	December 2013
Final Report and Presentation:	May 2014

3. REQUIRED FORMAT OF TENDER

3.1 General Information

The following information must be contained within the proposal:

- Name, address, telephone number, fax number, email address, and Curriculum Vitae of all parties involved in the tender proposal.
- Name and position of contact person dealing with the contract.
- Details of previous relevant work undertaken

3.2 The Proposal

Tenders should detail the proposed approach to the project and the planned staging of the various elements of the work.

They should also provide the following information:

- A statement demonstrating that the tenderer understands of the project tasks and proposed outputs.
- Any key assumptions made in formulating the tenderer's approach or in estimating the resources for the assignment.
- A statement of how the tenderer proposes to tackle the assignment, clearly stating:
 - the key issues involved;
 - the various stages of the project and the associated tasks at each stage;
 - the personnel responsible for each task;
 - the proposed time input of each individual.
- Details of at least three relevant references where similar work has been carried out must be given. At least one relevant reference must be given for each third party proposed. Details of other appropriate references relating to contracts of a similar scale or type may also be provided. Details should include the name, address and telephone number of the organisation for which this work was carried out, including a specific contact person in each case. The CSC is likely to make contact with these referees as part of the assessment of tenders process.

3.3 Financial Information

All costs must be quoted in EURO (€). Tenders must cost each element of the work outlined in their proposal and the sum should include staff costs, travel and subsistence, printing and all other overheads/costs associated with the delivery of the research. V.A.T., where applicable, should be shown separately – but must appear on the proposal. A breakdown of the total cost should be provided i.e. the number of days, daily rates being charged in respect of each individual to be involved in the project etc.

Payment will be phased and linked to progress as follows:

- 30% upon signing of contract;
- 30% upon submission of interim report;
- final 40% upon receipt of final report and satisfactory conclusion of the overall project.

The figure quoted must be the best and final offer for the award of the contract and must be a single fixed figure quotation. This project is a substantive and intensive piece of work; allocated days and costings should reflect this.

4. CRITERIA FOR AWARD OF CONTRACT

4.1 Short listing Criteria

Tenders will be initially examined with reference to the following selection criteria:

- Level, depth, nature of experience of the organisation/company/individual in the area of work.
- Quality of previous experience.
- Experience of personnel proposed for the contract.
- Completeness of proposals and documentation as specified in previous sections
- Cost
- Capacity to deliver within the timeframe of the contract.

Tenders that meet the selection criteria will go forward for consideration under the award criteria listed in the next section.

4.2 Award Criteria

The contract will be awarded to the qualifying tender on the basis of the following award criteria:

- Quality of proposal and level of conformance with the requirements specified in the previous sections.
- Quality of personnel and management structures proposed.
- Demonstrable and proven expertise in providing the type of work specified in previous sections, in particular a demonstrated capacity to develop and implement quality assurance frameworks that will enhance the quality of children's services in Limerick City.
- Demonstrable knowledge of the ethics of consulting with children.
- Cost.
- Evidence of familiarity with local and children's policy context.

5. GENERAL CONDITIONS

The successful tenderer will be responsible for ensuring compliance with all applicable codes of ethics.

Following short-listing of submissions received, those tendering may be invited to attend an interview / presentation.

The commissioning body does not bind itself to accept the lowest tender. It reserves the right to reject in whole or in part any or all tenders received, and in particular to source the requirement from more than one party.

The commissioning body will not be liable in respect of any costs incurred in the preparation of tenders. In addition the CSC (and associated organisations) will not be liable in respect of any costs incurred in preparing or attending any subsequent presentation.

A soft copy and one signed hard copy of the proposal should be submitted to:

John Buttery,
Coordinator, Social Programmes,
PAUL Partnership,
Tait Business Centre,
Unit 25a Tait Business Centre,
Dominic Street,
Limerick.
jbuttery@paulpartnership.ie

**Final date for submission of proposals is 5 p.m. on Monday, August 19th.
Interviews/Presentations will be held on Thursday, August 29th.**

Queries should be directed to:

Margaret Mastriani
Limerick City Children's Services Committee Co-ordinator
Margaret.mastriani@hse.ie
Phone 061/483453