

Invitation to Tender to Develop a Feasibility Study for a Community Development and Health Network

**Combat Poverty Agency,
on behalf of the Building Healthy Communities Programme
Planning Group**

Introduction

The Building Healthy Communities (BHC) Programme was launched in 2003 by the Combat Poverty Agency and the Department of Health and Children. The programme supported a number of community development and health projects focused on tackling poverty and health inequalities. This programme was divided into two phases. The first phase funded 31 projects on a once off basis. Under the second phase, 10 projects were supported for a three year period from 2005 -2007.

The projects range in scale from small area based to large national projects and work directly with people experiencing health inequalities and poverty, including asylum seekers and refugees, Travellers, Deaf people, women with mental health issues, lone parents, geographical urban and rural disadvantaged communities. The programme is now complete and projects previously funded under the programme are interested in continuing to work together to develop a network of community development and health projects.

The BHC planning group was established in 2005 and consists of a number of the funded projects and staff of the Combat Poverty Agency. The role of the planning group is to advise Combat Poverty on the content and direction of the networking events of the BHC programme and to review each event.

Since 2005 the projects have attended three networking events each year. The projects are interested in continuing to network, although the BHC programme is now ended. On behalf of the BHC planning group, Combat Poverty wish to commission a feasibility study to investigate the potential of an independent network post 2008. The feasibility study will be overseen by the planning group.

Objective

To investigate the feasibility of an independent network of community development/anti poverty and health projects post 2008.

Key Tasks

- To map anti poverty groups that are working to tackle health inequalities through collective actions and assess the potential and interest in a network among the projects and other anti poverty interests.
- To seek the views of a range of stakeholders, including BHC projects, and relevant NGO's, statutory agencies, advisory and research bodies and all island groups to assess support for a network and identify potential links/areas for cooperation.

- To investigate the scope of existing and previous networks and assess the possibility of strategic links with these networks.
- To feed back views on the role, objectives and activities of a network and suggest options for how a network might be structured/developed into the future.
- To identify the resource requirements needed to develop and sustain the network and investigate possible sources of funding and potential strategic partners.
- To propose steps/scenarios to take forward the network.

2. Tender Specification

The contract for this work will be awarded by tender. The written tender should clearly outline the following:

- Details of the skills and experience and brief CV of the person(s) working directly on the contract including brief portfolio of previous work
- A detailed outline of the proposed approach and methodology,
- Envisaged timescale and project management approach.
- A detailed budget breakdown (with fees per day), including all expenses. Please indicate where VAT is applicable,
- Tax clearance details.
- Demonstrate evidence of the following:
 - Understanding and knowledge of poverty and social inclusion issues.
 - Understanding of community development principles and practices.
 - Understanding of the operation of networks.
 - Experience of developing scoping and feasibility studies.
 - Understanding and knowledge of poverty and health issues.
 - Writing to publication standard.

3. Tender Process

A written tender should reach the Combat Poverty Agency no later than 25th of July 2008.

Proposals should be submitted to niamh.kelly@combatpoverty.ie or by post to Niamh Kelly, Combat Poverty Agency, Bridgewater Centre, Conyngham Road, Dublin 8. Proposals must comply with the requirements set out in the tender specification and in the format of proposals. **Proposals that fail to address these requirements will be ineligible and will not be considered.**

4. Terms of the Contract

Interested candidates must provide Combat Poverty with tax clearance details. Interested candidates will report to a small sub group of the planning group.

5. Budget

The budget will be in the region of €12,000 inclusive of VAT and all other expenses. It is envisaged that the work will involve a maximum of 20 days.

6. Tax clearance and withholding tax

The successful proposer and all subcontractors appointed shall provide current and valid tax clearance certificates, as appropriate, or in the case of a non-resident, a statement from The Revenue Commissioners that they are satisfied as to the suitability of appointment on tax grounds. Withholding tax will also be normally deducted from payments for Combat Poverty work.

7. Freedom of Information

The Combat Poverty Agency undertakes to use its best endeavours to hold confidential any information provided by you in response to this invitation to tender, subject to the Combat Poverty Agency's obligations under law including the Freedom of Information Acts, 1997 and 2003.

If you believe that any of the information supplied by you should not be disclosed because of its sensitivity you should identify this information and state the reasons for its sensitivity. The Combat Poverty Agency will consult with you about this sensitive information before making a decision on any Freedom of Information request received. The final decision on disclosure rests with the Office of the Information Commissioner.

8. Award criteria

The Combat Poverty Agency does not bind itself to accept the tender with the lowest stated tender total or any tender, and will not pay any compensation whatsoever in connection therewith.

The contract will be awarded to the most economically advantageous tender overall for the contract assessed on the basis of price, quality, delivery, technical ability and capacity to satisfactorily meet the requirements of the contract.

The tender will be assessed internally under the following headings:

- An understanding of the brief, including poverty issues;
- Quality of the proposal and match with tender specification;
- Relevant experience and expertise;
- Previous work in areas identified in brief;
- Value for money; and
- Timetable and resource allocation.

9. Timeline

It is expected that tender respondents will be informed of the outcome of the tender process in early August 2008. Work is expected to begin by mid August and it is envisaged that the final report will be presented to the BHC planning group in mid November 2008.

10. Further information

Please contact:

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Niamh Kelly, Tel 01 6026624 niamh.kelly@combatpoverty.ie

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