

**Tender Document**

**ChangeMakers Project**

**(A partnership Development Education Project led by Inishowen Development Partnership (IDP) and with partners, Donegal ETB, Self Help Africa and Trócaire).**

**ChangeMakers Seeds of Change Grant Scheme and Mentoring Programme Evaluation.**

**January 2021**



**EUROPEAN UNION**  
 Investing in your future  
**European Social Fund**



**Rialtas na hÉireann**  
 Government of Ireland

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## SECTION 1: INTRODUCTION

### 1.1. Background to the Project

ChangeMakers (a partnership of Inishowen Development Partnership, Donegal ETB, Self Help Africa and Trócaire) invite tenders from qualified individuals/organisations to prepare and complete an evaluation of two elements of the ChangeMakers Project: the **Seeds of Change Grant Scheme** and the **ChangeMakers Mentoring Programme**. Both of these activities have been part of the project programme for the past three years, and it has been agreed that an evaluation that aligns with the Irish Aid Performance Measurement Framework (PMF) is required. The PMF has been developed to track changes envisioned in the Irish Aid Development Education Strategy 2017-2023 and can be found here:

[<https://www.irishaid.ie/media/irishaid/allwebsitemedia/60aboutirishaid/IA-DevEd-Strategy-English.pdf>].

The ChangeMakers project, funded by Irish Aid, has the objectives of raising adult awareness of Development Education, building capacity of community groups, community activists and community leaders in County Donegal. Now in its seventh year ChangeMakers offers a range of activities and learning opportunities throughout the county. These include:

- Level 4, 5 and Level 6 QQI accredited Development Education Modules
- Small Development Education grants to community groups
- Workshops with community organisations and groups on a wide range of development education themes e.g. Human Rights, Climate Justice, Migration, Consumerism, Food Security and Food Waste, Gender Equality, Water and Environmental Sustainability etc
- Fairtrade Town support
- Annual Seminar on a relevant and topical development education theme
- National collaborations with other Development Education projects
- Local collaboration with projects/groups with complementary aims and objectives

[See [www.changemakers.ie](http://www.changemakers.ie) for further information]

Irish Aid's definition of Development Education:

*“Development Education is about increasing people’s awareness and understanding of global issues and of the interdependence of different countries and parts of the world in relation to those issues. In particular it’s about what sustains underdevelopment and what is needed to reach and sustain more equal development. It is an education based on reflection, analysis and action at local and global level”*

### ChangeMakers’ Aims and Objectives

ChangeMakers aims to raise awareness of Development Education and encourage action on global justice issues in the adult and community education sector in Donegal, using creative and innovative interventions. It does this in the following ways: through a range of formal

and non-formal learning opportunities designed and delivered with the learner at the heart of the process; and through building the development education capacity of local tutors, community educators, community and voluntary groups, and local communities to respond to and engage in global issues in their community.

**ChangeMakers' Vision:** "For adults in County Donegal to be actively engaged in understanding and taking action on local and global issues for a fair and just world"

**ChangeMakers' objectives:**

- To make DE understandable and accessible to a wide audience and for learning to be cascaded to increase the multiplier effect
- To develop and maintain flexible learning pathways within and between the formal and non-formal education sectors including the provision of accredited learning
- To work with community and voluntary groups and organisations to be supported to become more effective in working to promote DE awareness and action
- To raise awareness and action on the Millennium Development Goals (to 2015) and the Sustainable Development Goals (2016 – 2030)
- To support towns to gain Fairtrade Town status and raise awareness of the benefits of local and ethical consumerism
- To bring about increased participation in building DE capacity and activities through supporting the continuous professional development of ETB and Community Education tutors
- To engage the local media to support the project in promoting the vision, values and objectives of ChangeMakers
- To manage and evaluate the project in an efficient and timely manner

**SECTION 2: TERMS OF REFERENCE FOR THE PROJECT**

**Scope of the work to be undertaken**

To plan and implement a formal evaluation of the two programme activities: the **Seeds of Change Grant Scheme** and the **ChangeMakers Mentoring Programme**.

The Seeds of Change grant scheme commenced on May 2016 and to date, including the current project year there have been 28 grants awarded, some of them to the same group/organisation in different years. The mentoring scheme commenced in May 2018 and since then there have been 25 people/groups who have taken part, including the current year.

Using a statistically valid sample size, for each activity, participants will be consulted to determine the impact of the involvement with the project. The focus will be on increased awareness, understanding and most importantly, action around local and global development issues and the UN Sustainable Development Goals i.e. impact measurement. The evaluation will provide detailed feedback and recommendations on the activity

approach, management and impact, to ensure maximum impact in relation to the project objectives. It is envisaged the tender will cover the following:

- Desk research into good practice for small grants and mentoring in the ACE sector for Development Education, linking with the Saolta project (<https://www.developmentperspectives.ie/saolta>), and the research/work that they have been doing in this area to ensure there is no duplication.
- Desk research into Development Education mentoring in the ACE sector, linking with the Saolta project (<https://www.developmentperspectives.ie/saolta>), and the research/work that they have been doing in this area to ensure there is no duplication.
- Analysis of past M&E data for each activity
- Development of interview structure and format
- Focus Group with the ChangeMakers Steering Group members and Project Staff
- Identification of other groups and individuals for interview
- Interviews with identified groups and individuals
- Compilation of feedback and submission of formal evaluation report to include recommendations

A range of mediums can be used for this work e.g. the written word, voice recordings, film, photography and will be captured through direct contact with all ChangeMakers project stakeholders. Appropriate evaluation materials will be shared through the project partner communications channels and support for this will be required from the successful tenderer. All materials produced will be assigned full ownership to the ChangeMakers Project.

## **2.2 Inishowen Development Partnership (IDP) Project Support**

IDP as lead partner will support the Project by:

1. Assigning a point of contact for all aspects of the project for the duration of the work.
2. Provision of all existing evaluation materials produced to date
3. Promoting the project amongst ChangeMakers stakeholders to facilitate any consultation to be undertaken
4. Providing feedback on project deliverables before final submission
5. The partner organisations will also provide support and feedback where appropriate

## **2.3 Timeframe**

The project will commence on **March 1<sup>st</sup> 2021** and must be complete by **31<sup>th</sup> May 2021**

## 2.4 Budget

A budget of no more than €2,250 including professional fees, equipment, materials, per diem costs, travel and subsistence, VAT and all incidental costs. Payment will be made at the end of the project after submission of the final project materials across all agreed evaluation formats.

## 2.5 Format of Tenders

The tender should:

- Set out a clear plan of how the project will be undertaken, specifying content, methodology and timeframes.
- Outline the experience and expertise of the organisation/personnel to be involved in the project with particular reference to the following:
  - ✓ Experience of project monitoring and evaluation
  - ✓ Knowledge and experience of the Development Education Sector
  - ✓ Knowledge and experience of the adult and community education sector
- Set out a clear total costing inclusive of all incidental expenses (including travel and subsistence costs) and VAT if applicable
- Indicate the cost per day, the total number of days, including preparation, and the number of days for each stage.
- Present a high level project plan that indicates the time frame for completion of the project as a whole.
- Include CVs of all proposed project personnel, indicating responsibilities clearly, including name of Lead Contact – person who has overall responsibility for the Project.
- The tender document must be brief and concise and not be more than 6 pages in total plus attachments.

## SECTION 3: AWARD CRITERIA

In deciding the award of the contract the criterion shall be that of the most economically advantageous tender having regard to the consideration of:

Criteria	Weighting
Demonstrated knowledge of project monitoring and evaluation	25%
Overall quality of proposal	20%
Quality, clarity and comprehensiveness of proposal approach having regard to the requirements of the brief	25%
Demonstrated knowledge of Development Education	15%
Experience of the Adult and Community Education Sector	10%
Value for money	5%

#### **SECTION 4: Terms & Conditions for Tenders**

In this document “The Supplier” refers to contractors offering to tender to Inishowen Development Partnership. The “Contracting Authority” refers to Inishowen Development Partnership as lead partner in the ChangeMakers consortium.

1. Successful Suppliers must submit evidence of Tax compliance (formerly Tax Clearance Certificate) from the appropriate authorities of the country in which the company carries out its business **before commencing work**. All payments under the contract will be conditional on the Supplier being in possession of a valid certificate at all times.
2. The price or pricing structures (in Euro) will be fixed for the duration of the contract inclusive of delivery, insurance and all other charges (exclusive of VAT). The VAT rate applicable should be indicated separately
3. The Contracting Authority is not bound to accept the lowest or any Tender.
4. The preparation, submission and presentation of proposals shall be at the expense of the Supplier
5. Regular meetings will be required during the term of the contract
6. Freedom of Information Act 1997

As a result of the Freedom of Information Act, 1997 Public Bodies are no longer able to give guarantees of confidentiality, which had previously featured in Public Procurement. The Contracting Authority, having Donegal ETB as a partner, has been advised formally by the Department of Education & Science to the effect that:-

“Information in relation this tender may be made available on demand in accordance with the Freedom of Information Act, 1997.

You are asked to consider if any of the information supplied by you should not be disclosed because of its sensitivity. If this is the case, when providing the information you should identify same and specify the reasons for its sensitivity. The Department of Education & Science will consult with you about sensitive information should it become the subject of a Freedom of Information request”.

7. The final date for receipt of quotations is **Monday 22nd February 2021 at 12 noon.** Quotations received after this date and time, for whatever reason, will not be considered. Tenders should be sent by email to [enquiries@inishowen.ie](mailto:enquiries@inishowen.ie). All Tender information should be provided in English.

Submissions should be marked ***“ChangeMakers Seeds of Change and Mentoring Programme Evaluation 2021”***

8. The proposals will be evaluated by not less than 2 people, based on the award criteria as specified in this document, subject to modifications/clarification. Shortlisting may take place. In this case, short-listed candidates may be invited to attend an interview and to deliver a short presentation outlining the project delivery.

9. It shall be a condition of contract that the Supplier provides the names and CVs of all personnel it proposes to assign to this Project. The project plan as referred to in the tender document must detail the consultancy days/hours proposed to be allocated to each of the personnel assigned to the project. Re-assignment of personnel will not be permitted for this Project without the advance express agreement of Inishowen Development Partnership. The Lead contact for the Supplier must remain the same throughout the project.

10. The successful Supplier shall be responsible for the delivery of all services provided within the contract on the basis of the agreed fees set at the beginning of the contract. If at any stage during the contract, the work being undertaken by the Supplier is found to be unsatisfactory, the Contracting Authority may terminate the contract. In the event of such a termination the Supplier will only be entitled to an apportionment of the remuneration, in relation to the level of approved acceptable work done, provided for in the contract. The computation of such remuneration shall be based on the extent of approved acceptable work carried out up to date of termination valued by the use of costs in the tender breakdown, expenses and per diem rates identified in the tender submission. This may be subject to a penalty in relation to the costs incurred by the Contracting Authority in having to provide an alternative Supplier to finish the contract now in default.

11. All work shall be deemed strictly confidential. Under no circumstances may information be disclosed to other parties without the express permission of the Contracting Authority. The successful Supplier may be required to sign a formal confidentiality/non-disclosure agreement.

12. Any conflicts of interest involving a Supplier must be fully disclosed to Inishowen Development Partnership particularly where there is a conflict of interest in relation to any recommendation or proposals put forward by the Supplier

**DECLARATION (to accompany all tender submissions):**

- I have read and accept the Terms & Conditions for Tenders
- Please note that failure to produce the documentation referred to at 1. above within two weeks of the award of Tender, will render your Tender invalid.

**Signed (Lead Contact)** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position in Organisation(if applicable):** \_\_\_\_\_

**Name of Tenderer/Company:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 5 REFERENCE CUSTOMERS/CLIENTS**

**Please provide contact names and telephone numbers of two principal and relevant customers/ clients.**

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Tel. \_\_\_\_\_