



Inishowen
Development
Partnership

People
Place
Progress

Inishowen Development Partnership
Request for Tender for the development
of a Social Enterprise Strategy for
Inishowen

Closing date: June 26th 2023 5.00pm



Rialtas na hÉireann
Government of Ireland



Cómhainithe ag an
Aontas Eorpach

Co-funded by the
European Union



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027.



Registered Charity No: 20067786 CO. REG. 447893 CHY17949



Tender Specification

Section 1 – Setting the scene

1.1 Introduction

Inishowen Development Partnership (IDP) is one of 49 Local Development Companies in the Republic of Ireland. It is a publicly funded, not-for profit company with charitable status, limited by guarantee. Our core work is underpinned by the focus on the people, place and progress of Inishowen. We seek opportunities for social innovation and complementary resources to deliver on needs and gaps as they arise. We work with local groups, social enterprises and collaborative partners in Health & Well-being, Justice & Equality, Education & Lifelong learning, Children and Family services, Business and Employment and Youth and Community to ensure that the local needs and wants are facilitated and all have access to services and support on a par with the rest of the country. IDP covers an extraordinary amount of ground, ranging from job creation; education, skills, and training; the social economy and entrepreneurship; farm sustainability and rural development; to family support, social inclusion, and health & wellbeing. The organisation's underpinning principles aim to:

- Prioritise marginalised people within the most disadvantaged communities, targeting those furthest from access to education, training, and employment.
- Promote active and constructive engagement between the State and communities about the development and enactment of public policy priorities at local level.
- Foster integrative and coordinated work in communities by bringing together people, groups, agencies, voluntary and statutory bodies to make a positive difference to endemic or temporary social problems and issues.

1.2 Context

Inishowen has a high concentration of Social Enterprises as reflected in the recent national social enterprise census. Inishowen Social Enterprise Network (ISEN) meets regularly, and has been active for approximately 20 years. Its membership of approximately 16 active member organisations is a vibrant mix of social, arts, cultural, tourism, and community development organisations, reflecting a diversity of actions as part of their local area response to the needs of their communities. The groups are based across the peninsula

and engage with local, county and national structures to support community led and informed social enterprise development in the Inishowen area.

Inishowen Development Partnership facilitates the network and has over the years provided training and funding opportunities to members, both individually and collectively. Many members are not only active in the ISEN network but other local networks such as IFAN, community and youth development that IDP has coordinated on behalf of the wider C&V sector.

Tenders are invited from suitably qualified and experienced professional organisations to consult on the development of a Social Enterprise Strategy and 3-5 year Action Plan for Inishowen.

Proposed Social Enterprise Strategy

The new Social Enterprise Strategy aims to assess the impact of the sector, highlight gaps, challenges and opportunities, identify synergies with the wider community and business sectors, and inform how IDP can best support the sector by:

1. Examining current practice and initiatives with a Social Enterprise focus
2. Consulting with the Inishowen Social Enterprise Network (ISEN)
3. Link to recent research into the national and international Social Enterprise sector (for example NESC report; Social Enterprise census, etc.)
4. Creation of succinct Social Enterprise Strategy, with measurable actions that align with current good practice, reflects the needs of the ISEN and links with local, regional, national and EU strategies

Section 2: Terms of reference for the project

2.1 Scope of the work to be undertaken

IDP will engage a consultant(s) to document the local social enterprise sector and practices, current research and policy, emerging international good practice, and funding opportunities, to create a new Social Enterprise Strategy and 3-5 Year Action Plan for Inishowen:

Consultancy shall focus on the following areas:

1. Examining current practice and initiatives with a Social Enterprise focus (with ISEN and IDP team):
 - a. Current Inishowen Social Enterprise Network (ISEN) supports
 - b. IDP past initiatives such as ARISE, SERP and potential initiatives such as the Inishowen Social Enterprise Academy (ISEA)
 - c. Potential social enterprises and collaborations
2. Interrogate current research at national and international level:
 - o Social Enterprise Census 2022
 - o NESCE Report
 - o Outcomes of regional consultation (2022) regarding the development of National Social Enterprise Policy

The proposed outcomes include:

Creation of succinct Social Enterprise Strategy supported with measurable actions over 3-5 year plan that:

1. Reflect current good practice within Social Enterprise & align with new initiatives
2. Align with contemporary research pertaining to Social Enterprise Census 2022 [NESC.IE SE](https://www.nesc.ie/SE)
3. Reflect the collaborative needs, gaps and opportunities identified by ISEN members and supports sustainability and growth of the SE sector in Inishowen
4. Connect with national and European policy and relevant funding.

2.2 Timeframe

The consultation and strategy to be completed by the September 8th 2023.

Presentation and Strategy launch at ISEN seminar (Proposed date September 15, 2023)

2.3 Budget

The budget should include per diem costs, travel and subsistence, VAT and all incidental costs and not exceed €5,000. Payment terms: all prices are in Euro and will be valid for 1 year. Payment will be made in instalments as per agreed contract terms. The first on signing of the contract and on receipt of the correct invoice, a TCAN Number and relevant Bank Account details.

2.4 Format of Tenders

The tender document must be brief and concise and not be more than 12 pages in total plus attachments. The tender should be emailed to enquiries@inishowen.ie no later than

Monday, June 26th 5pm and should:

- Set out a clear plan of how the assignment will be approached and undertaken, specifying a clear phased approach and timeframes for each stage.
- Outline the experience and expertise of the supplier personnel to be involved in the project with reference to the brief. Include the CV(s) of the proposed personnel.
- Set out a clear total costing inclusive of all incidental expenses (including travel and subsistence costs) insurance and VAT if applicable (Price in Euros only).

Section 3: Award Criteria

In deciding the award of the contract, the criterion shall be that of the Most Economically Advantageous Tender (MEAT Criteria) having regard to the consideration of:

Criteria	Weighting
Methodology Proposed - quality and comprehensiveness of proposal approach having regard to the requirements of the brief	34%
Qualifications and previous experience - the highest scores will be awarded to the suppliers who have relevant experience in delivering similar projects	33%
Cost - Value For Money - against time and approach. Will be assessed based on ultimate cost (total days of the project, daily rate, cost of materials, mileage, and other expenses)	33%

Section 4: Terms and Conditions for Tenders

4.1 Terms and Conditions

1. Successful Suppliers must submit evidence of Tax compliance - TCAN (formerly Tax Clearance Certificate) from the appropriate authorities of the country in which the company carries out its business **before commencing work**.
2. All payments under the contract will be conditional on the Supplier being in possession of a valid certificate throughout the contract timeline. 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 delivery of the contract for immersive governance training.
6. All Tender information should be provided in English.
7. 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 a range of Government funded projects co-funding this project we have been advised formally 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. IDP will consult with you about sensitive information should it become the subject of a Freedom of Information request”.
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 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 IDP. The Lead contact for the Supplier must remain the same throughout the project.
10. The successful Suppliers shall be responsible for the delivery of all services provided within the contract based on 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.
11. In the event of such a termination the Supplier(s) 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.

- 12. 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.
- 13. 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.

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.

4.2 Declaration (to accompany all tender submissions):

I have read and accept the Terms & Conditions for Tenders.

Signed (Lead Contact) _____

Print Name: _____

Position in Organisation (if applicable): _____

Name of Tenderer/Company: _____

Address: _____

Contact No: _____

Email address: _____

Date: _____