



Waterford
**Public
Participation
Network**

**Request to Tender
For
Support in Delivery of Waterford
Wellbeing Vision Statement**

1. Introduction

The Dept of Community & Rural Development tasked all PPNs to complete a Wellbeing Vision Statement for their County/City by year end 2020. This requires a consultation process with stakeholders, PPN representative groups and key agencies.

Community Wellbeing Vision Statements are designed to set out the vision of the PPN member groups, to inform both the PPN and the wide range of external agencies and policy makers with which it engages. In particular, these statements are a reference point for PPN representatives on local authority policy and decision making bodies. They provide direction to the representatives as to the priorities and requirements of the communities being represented. As a result, they ensure that representatives are clear about the views of the groups they are representing when inputting into local decision-making processes.

2. Background to Waterford PPN

Waterford PPN is an independent network of community, voluntary, social inclusion and environmental organisations, working to build a better community for Waterford City & County. The PPN is managed by a voluntary Secretariat which reports to PPN members through the Plenary. PPNs give citizens a greater say in local government decisions which affect their communities.

Waterford PPN has more than 700 members and includes community-based groups, organisations, associations, clubs, societies and charities. Waterford PPN is funded and supported by Waterford City & Council and the Department of Rural and Community Development.

What we do....

- We work to empower the community to be represented in decision making processes that impact citizens through representation on Council committees, consultation processes, policy submissions and more.
- The PPN acts as an information hub, keeping the community informed of relevant local issues, news, grants/funding events, resources and supports. We do this through our e-newsletters, website and social media.
- We provide and deliver training and workshops on topics such as Governance, GDPR, Communications, and more.

3. Project Requirements

Wellbeing Vision Statements consultations are in general done via public meetings but due to the uncertainty around another Covid 19 lockdown and restrictions on meetings face to face Waterford PPN have decided to carry out consultations via online workshops along with some physical meetings/interviews with the more vulnerable/hard to reach groups.

For it to be a most effective Vision for Community Wellbeing it must be an open and participatory process and the Vision for Community Wellbeing [Toolkit](#) for PPNs **MUST** be used as a guide. The following requirements are mandatory:

- *Compile and apply engagement/advertising strategy*
- *Identify the key agencies to consult with*

- *Train Facilitators/Notetakers (PPN will source Facilitators/Notetakers)*
- *Coordinate and Facilitate online workshops (evening workshops)*
- *Provide online and hard copy consultation forms*
- *Identify and consult with vulnerable/hard to reach groups*
- *Compile feedback*
- *Develop draft visions for feedback, advertise/promote for further feedback*
- *Compile and finalise draft to present to Working Group*
- *The Wellbeing Vision Statement must be completed by Wednesday 4th November 2020*
- *Compile Strategy to promote the published Vision*

NB: The Consultant will be supported by Waterford PPN Staff and the Working Group in delivering the Wellbeing Vision Statement.

4. Application Requirements

The successful applicant(s) will have an understanding of Wellbeing Visions/Statements, experience of working with community organisations, proficient in online platforms and applications and have a good knowledge of Public Participation Networks.

This is a fixed price contract which will be awarded following a competitive recruitment process. The proposal must include:

- Statement outlining the candidate's suitability to undertake this project
- Examples of facilitation including previous projects undertaken. Including online consultations/workshops
- Description of relevant experience
- Identification of any conflicts of interest

5. Budget:

The budget available for the total project is up to €5000 (including VAT and expenses). Please outline clearly all fees. A detailed step by step breakdown of costs associated with all elements of the project should be submitted. A current tax clearance certificate will be required. This contract will be awarded on the basis of a fixed price contract, and as such, all costs must be quoted (and clearly indicated). The successful consultant is expected to work within the agreed budget. Potential consultants will be assessed both on their tender proposal and a follow up interview (if needed).

6. Evaluation of Quotes:

In selecting the successful tenderer the following criteria will apply:-

Criteria	Marks
Understanding of brief	20
Proposed methodology	30
Previous experience	30
Cost	20
Total	100

7. Terms of Payment:

Payments will be made on receipt of invoice. If, at any stage during the project, the agreed level of service is not adhered to payment may be withheld.

Stage Payments

- | | |
|------------------------------------|-----|
| 1. Completion of workshop sessions | 50% |
| 2. Completion of project | 50% |

8. Time frame

Closing Date for queries: Friday August 7th 2020 – by email to

mtobin@waterfordcouncil.ie

Closing Date for receiving proposals is 5pm, Friday August 14th 2020

- All proposals should be emailed to mtobin@waterfordcouncil.ie
- All supporting material and documentation should be included in the response.
- All costs associated with the consultant's response to the Request for Tenders will be the responsibility of the consultant.
- Late proposals will not be considered.