

INVITATION TO TENDER

Development of Community Facility Management Plans

South Tipperary Development Company (STDC) seeks to engage suitably qualified consultant(s) to develop strategic Management plans for 6-8 community facilities across the Municipal Districts of Cashel/Tipperary, Carrick on Suir / Fethard and the Borough District of Clonmel. The focus is on maximising the sustainability of each facility from a financial and usage perspective.

The project will particularly target voluntary community facility management groups who may have received previous LEADER funding and where the facility is not being used to the maximum capacity, e.g., vacant during the day, or specific parts of the year, or elements under-utilised.

Community facilities will be selected following a public advertising process, and taking into account issues such as diversity of areas and facilities e.g. from multifunctional centres to rural community halls, an urban / rural divide, etc

The successful consultant will work with each management group to develop their vision and plan for the sustainability of the centres for the coming 3-5 years. This will include

- Reviewing the current operation of each centre, successes and challenges
- Identifying key local stakeholders and demographics in the catchment area.
- Strategic planning to sustain current usage, maximise the potential usage of the facility and generate a viable income stream. Such usage should involve the whole community including “hard to reach” groups and individuals, as well as organisations who would use the facility on a commercial or semi commercial basis.
- Developing a sustainable financial plan for the centre, identifying current and future costs and income streams. This plan should also identify potential resources to enable the implementation of the strategic plan.
- Addressing relevant good governance issues for the management group.
- Other appropriate issues pertaining to the management of the facility.

This process will involve a combination of on site visits to the chosen premises, attending meetings with the management committee and facility users, desk research and facilitating relevant networking between participant groups. The time commitment required will vary depending on the complexity of each



Registered Office Unit 2C, Carrigeen Commercial Park, Clogheen Road, Cahir, Co Tipperary.

Company Registration No 449731, CHY No 18085, Registered Charity No 20068684

Directors: Simon Ryan (Chairman); H Quirke (Co. Secretary); T Collins-Hinchy; P O Donnell; R Long; Sr. M Walsh; J Crosse; Cllr A Moloney; C Troy; K Collins; M Ryan; P O Brien; PJ English; F Kennedy; W O Donnell; A Hennessy; L Ahearn; B Lennon; M Egan

CEO: Isabel Cambie

community facility chosen but it is expected that the consultant would meet with the management committee at least twice.

At the end of the project, the consultant will then produce a short report, which will identify key issues, and recommendations relating to the management of community facilities which can be used to inform local policy going forwards. This report should include a simple template for a plan which could be customised for other community groups across the county, to support them in managing their own facilities.

This project is currently being applied for under the LEADER programme and the indicative budget range is €18,000 to €25,000.

Tender Details

Accountability and Management

The successful tenderer will be expected to:

- Maintain regular contact with an assigned person in STDC, responding to communications in a timely manner
- Be proactive in seeking clarification, information or guidance as needed
- Work with the selected community groups in a way which reflects the values of dignity, respect and inclusion.
- Maintain confidentiality about the work and information acquired in the course of that work, both during and after the period of this contract.
- Maintain attendance sheets and other records as requested by STDC
- Comply with relevant Data Protection Policies of STDC.

Timeframe and Deliverables

The successful tenderer will be expected to:

- Commence the project in January 2019
- Assist STDC in selecting the successful community groups to participate in the process
- Provide regular progress updates to South Tipperary Development CLG
- Make all necessary arrangements for meetings and consultations with assigned community groups – any associated costs should be included in the budget.
- Produce an agreed plan for each community facility by the end of June 2019 at latest
- Produce an overall report for STDC on the project including key issues, recommendations and a plan template by the end of July 2019 at latest.

Tender requirements:

Each tender proposal should include the following:

- Name and contact details of the individual or organisation submitting the proposal.
- Individual or organisation profile including details of qualifications and relevant experience of project team including a brief CV for people who will work directly on the project. Indicate the role of each team member in delivering the project and amount of time each will give to the project.
- A work plan identifying the approaches and methodologies to be used.
- Outline the programme for delivery of services with timeframe and key deliverables.

- Examples of two relevant previous projects along with a separate referee, including contact details, for each project
- Tax Clearance Certificate access details
- Copy of relevant insurance policies
- A detailed costing for the work with a breakdown provided of the individual elements and including all expenses and VAT

Selection Process

Tenders will be assessed on the following criteria:

- Proven track record of working with volunteer led groups re managing community facilities.
- Good familiarity with policies, plans, stakeholders and funding streams which impact on community facilities.
- Understanding of the tender brief
- Response to fulfilling tender requirements
- Proposed programme of work and timeframe
- Value for money

Queries

Any queries related to this tender process should be directed to sarabourke@stdc.ie.

Closing Date

The closing date for receipt of tenders is 5pm on Monday 20th August 2018 to sarabourke@stdc.ie. Tenders received after this time will not be accepted.

South Tipperary Development Company

South Tipperary Development Company (STDC) is a not for profit organisation. It delivers a range of programmes and initiatives that assist in enterprise development, creation of employment opportunities, community development, tackling poverty and social exclusion. Programmes and initiatives delivered by the Company include:- Rural Development (LEADER) Programme 2014 – 2020; Social Inclusion and Community Activation Programme (SICAP) 2018-2022; Tús Community Work Placement Programme; Rural Social Scheme (RSS); Traveller Primary Health Care Programme; Rural Recreation and Walks Scheme; Pre and After School Services; Community Food Initiative; and the Incredible Years Programme.

STDC is governed by a board of Directors. It delivers services within the Borough District of Clonmel and the Municipal Districts of Tipperary/Cashel and Carrick on Suir.