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**An invitation to tender for the evaluation of South Dublin County Partnership**

**Social Inclusion Community Activation Programme (SICAP) 2018 to 2023**

1. **Context & Programme**

South Dublin County Partnership (SDC Partnership) is a not-for-profit organisation working to tackle poverty and social exclusion in South Dublin County.

Following a public procurement process SDC Partnership was awarded the contract to deliver the Social Inclusion and Community Activation Programme (SICAP) in South Dublin County. SICAP began on January 2018 and runs until 31 December 2023.

The aim of SICAP is to reduce poverty and promote social inclusion and equality through local, regional and national engagement and collaboration.

SICAP targets:

* children and families from disadvantaged areas,
* lone parents,
* new communities (including refugees and asylum seekers),
* people living in disadvantaged communities,
* people with disabilities,
* Roma,
* The unemployed (including those not on the Live Register),
* Low income workers/householders,
* Travellers,
* Young unemployed people from disadvantaged areas, and
* Young people aged 15-24 who are not in employment, education or training (NEETs).

SICAP’s horizontal themes include: the promotion of an equality framework particularly focusing on gender equality and anti-discrimination; using community development as an approach to achieve participation in marginalised communities and developing collaborative approaches so that mainstream policies and programmes have a more positive impact on the socially excluded.

SICAP goals are to:

Goal 1: Support and resource disadvantaged communities and marginalised target groups to engage with relevant local and national stakeholders in identifying and addressing social exclusion and equality issues.

Goal 2: Support individuals and marginalised target groups experiencing educational disadvantage so they can participate fully, engage with and progress through life-long learning opportunities through the use of community development approaches.

 Engage with marginalised target groups/individuals and residents of disadvantaged communities who are unemployed but who do not fall within mainstream employment service provision, or who are referred to SICAP, to move them closer to the labour market and improve work readiness, and support them in accessing employment and self-employment and creating social enterprise opportunities.

SDC Partnership works closely with Pobal, the agency mandated to manage SICAP nationally, and with South Dublin County Local Community Development Committee (LCDC), the agency mandated to oversee SICAP locally.

In addition, SDC Partnership works with a range of other internal and external stakeholders in the delivery of SICAP.

1. **Evaluation Tender**

SDC Partnership is seeking tender submissions from experienced personnel in the field of evaluation and research in order to evaluate its delivery of SICAP.

This evaluation is seeking to add qualitative information to existing SICAP quantitative data and in addition to add depth to existing individual SICAP evaluations that may have taken place within the organisation.

Evaluation of SDC Partnership SICAP management, outputs, outcomes and impacts is required.

The evaluation should include recommendations for any future roll-out of SICAP.

1. **Evaluation Aim & Objectives**

We require the evaluation to focus on SDC PARTNERSHIP’s delivery of the SICAP programme and the outputs, outcomes and impact achieved.

The SICAP Evaluation objectives are to:

1. Identify to what extent SICAP goals and objectives were achieved.
2. Review SDC Partnership’s participant engagement strategies
3. Identify to what extent SICAP interventions met the needs of service users.
4. Identify how SDC Partnership can manage and deliver SICAP more efficiently and effectively in the future.
5. **Evaluation Process & Outcomes**

The SDC Partnership SICAP evaluation will include:

Step 1 Evaluation Planning

1. Meet with the SDC Partnership CEO, and Evaluation Team to agree evaluation aim and objectives; approach; methodology; time frame and key deliverables.
2. Design evaluation tools in particular qualitative evaluation tools e.g. semi-structured interviews; evaluation workshops (geographical/thematic etc.); case studies; focus groups; surveys and key informant interviews.
3. Meet with the Evaluation Team at regular intervals throughout the process.

Step 2 Desk Research

1. Review SICAP Policy and context: include reports such as: SICAP Programme Requirements; South Dublin County Local Economic and Community Plan etc.
2. Analysis of SDC Partnership SICAP Reports including: Tender Bid; Mid-Term and Annual Reports; Case Studies; Feedback Reports; LCDC Reports etc.
3. Analysis of quantative data gathered for a two-year period.
4. Analysis of all SDC Partnership SICAP activity evaluations.
5. Review a sample of SICAP Personal Action Plans.

Step 3 Field Research

1. Meet key internal SICAP stakeholders: SDC Partnership Board; CEO, Senior Management Team; SICAP Staff & other SDC Partnership programme delivery teams Staff e.g. TÚS Staff, Community Employment Supervisors, Migrant integration teams etc
2. Meet key external SICAP stakeholders: Chair & Members of the LCDC; Pobal Representatives; SDC Partnership SICAP Contractors and other relevant stakeholders e.g. DSP; ETB and HSE representatives, employers and industry representatives.
3. Meet with 150 SICAP service users, a representative sample taken from across the goals e.g. community groups and participants in lifelong learning and enterprise and employment supports.

Step 4 Analysis

1. Analysis of quantative and qualitative data gathered.
2. Analysis of all information gathered from key internal and external stakeholders including service users.
3. Analysis of how SDC Partnership responded to changes in socio-economic circumstances since SICAP was introduced.
4. SWOT analysis of SICAP taking into account the local, regional, national contexts.
5. Analysis of SDC Partnerships delivery of SICAP.

Step 5 Evaluation Report

1. Present draft findings and key recommendations to the Evaluation Team.
2. Submit final detailed SICAP Evaluation Report with summary executive report and key recommendations.
3. **Timeframe**

The SDC Partnership SICAP evaluation will begin in Mid-November 2022 and the final report will be submitted by 28 February 2023.

1. **Deliverables**

Key deliverables expected from the evaluation include:

* Attendance at Evaluation Team Progress Meetings.
* Presentation of Key Evaluation Findings & Recommendations.
* Production of a clear concise report in an accessible format.
* Present draft report and final report within the given timeframe and within budget.
1. **Experience**

The SICAP evaluator must demonstrate in the tender submission experience in the following areas:

* research methodologies including both quantative and qualitative research,
* knowledge of the SICAP Programme and an understanding of the role of local development agencies,
* experience of working with the target groups listed under SICAP,
* knowledge of government policy and the community, voluntary & statutory sectors,
* knowledge of data protection legislation and necessary requirements,
* ability to write and present complex information in a creative, clear, concise, and accessible format within budget and a tight timeframe.
1. **Tender Proposal**

The Tender Proposal should include:

1. Applicant Details including evidence of relevant professional qualifications and experience of proposed staff to carry out the work.
2. A detailed Evaluation Tender Proposal outlining the: proposed approach; research questions and methodologies; timeline and deliverables.
3. Overall costings inclusive of number of days work and VAT.

Evaluation Tender Proposals will be assessed against the above three above criteria.

The successful applicant will be asked to provide a current Tax Clearance Certificate and Professional Indemnity Insurance at contract stage.

The issue of the request for tender does not imply that the lowest costed tender or that any tender will be successful. It is envisaged that this evaluation will take no more than 25 days and the budget circa €14,000.

1. **Closing Date and application process:**

Tender submission must be received by 12.00 pm on Friday, 28th October 2022.

*Tenders received after the closing date will not be considered*

**Application process:** Submission of Tenders Completed Tenders should be submitted in a sealed envelope Marked **SICAP Evaluation Tender Ref 64/2022** to the Administration & Operations Department - South Dublin County Partnership, Unit D1,Nangor Road Business Park, Nangor Road, Dublin 12 or sent electronically to Catherine.Robinson@sdcpartnership.ie

Any queries should be sent to brid.healy@sdcpartnership.ie with subject reference **SICAP Evaluation Tender. Closing date for queries is 5pm 18th October 2022**

