



An Roinn Leanai, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth



# Invitation to Tender

*The Clare Children and Young People's Services Committee (CYPSC) invites tender submissions from suitably qualified Expert Support to develop a 3-year Children and Young People's Plan (2024 – 2026) for the region.*

## Background:

[Children and Young People's Services Committees \(CYPSC\)](#) are a key structure identified by Government to plan and co-ordinate services for children and young people in every county in Ireland. Their age remit spans all children and young people aged from 0 to 24 years. The purpose of CYPSC is to ensure effective interagency co-ordination and collaboration to achieve the best outcomes for all children and young people in their area. The Committees are responsible for improving the lives of children, young people and families at local and community level by improving provision and delivery of key services. *Better Outcomes, Brighter Futures (BOBF) Framework (2014-2020)* is a key policy document for CYPSC which provides a structure for planning and actions. *CYPSC: Shared Vision, Next Steps* provides the road map for the further development of the CYPSC initiative over the period 2019 - 24. Further details about CYPSC can be found [here](#).

The Clare CYPSC was established in 2014, and actively implemented its previous [3-year plan \(2018-2020\)](#), extending through 2022.

The Clare CYPSC now wishes to engage Expert Support to develop its next 3-year plan, drawing on data sources, policy frameworks, research, consultations with children, young people and parents, and service providers, as relevant. All local CYPSC complete a template for this plan, which guide the local needs analysis and priority areas to focus the action plan.

## Aim and Objectives:

The aim is to develop a 3-year Children and Young People's Plan (CYPP) for the period 2024-2026 to target the needs of children, young people (0-24 years) and families in County Clare, aligned with National Policy and Lundy Model of Child and youth participation.

- To develop and apply a suitable methodology and framework aligned with National CYPSC Planning Template and Better Outcomes Brighter Futures Framework.
- To review and collate national/EU policy and strategies, local documents /plans (such as previous plan, research, reviews) and data as relevant to children, young people and families to inform the new plan. This may consider the impact on children's lives such as Covid, war in Ukraine, etc.
- To conduct **consultations** (focus groups, online surveys, etc) with relevant population groups including seldom heard voices (children, young people, service providers, parents) to inform the new plan. (Creative methodologies with children and young people are particularly welcomed)

- To update a **socio-demographic profile** of the area, where possible<sup>1</sup> (building on newly available Census data) as well as other publicly available data sources.
- To produce a **local needs analysis** based on findings from consultations, census data, and other data sources (e.g. services data on children)
- To produce a draft report with 3-year action plan key priority areas of focus, across the National Outcomes, objectives, and KPIs.
- To liaise regularly with the Chairperson of the CYPSC Subgroup structures as well as the main CYPSC Steering Committee structure on all aspects of the process, design and production of final report.

## Outputs

- A final report/plan that documents needs and gaps for children and young people, parents and families and includes:
  - Contextual overview to include relevant national/EU policy and strategies, research and local documentation and data.
  - Description of methodology (how the plan was developed)
  - Updated socio-demographic profile, and collated analysis of data related to children and young people.
  - Thematic local needs analysis of consultations with stakeholders, aligned with Better Outcomes, Brighter Futures outcome areas.
  - Priority areas of focus for the plan, based on needs/gap analysis with recommended objectives and KPI's

## Reporting

The Expert Support will liaise with the four CYPSC Subgroups ( who each meet every two months) on all aspects this process in order to design data collection for their specific themed area as well as to get support establishing focus group consultations.

The Expert Support will also report periodically on their progress to the CYPSC Steering Committee (3 meetings in 2023)

## Timeframe

This project will begin in April 2023 and complete full report by December 2023.

## Costing

A budget of €25,000 (including VAT and all associated costs for the duration of the project) is approved for this project. A combination of online and in-person meetings, as necessary, is envisaged for the purposes of this project.

## Submissions

All submissions should be emailed to [areamanagermw@tusla.ie](mailto:areamanagermw@tusla.ie) by **Friday 24<sup>th</sup> February 1 p m** and include:

- A brief overview of organisation/consultancy and suitable personnel for project lead (this should include reference to Garda Vetting of individual personnel for the project)
- Outline of relevant experience (e.g managing projects of similar scale and size, and in particular demonstrated understanding of consulting with children/young people).

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<sup>1</sup> We recognise that Census 2022 data will be limited, and hence an updated profile drawing on other sources such as Outcome 4 Children Data Hub, Health Atlas, will be utilised. The Census 2022 data will be released periodically throughout 2023 and can be included towards the end of the project if needs be .

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- Please include links to similar reports.
- Methodology and timeline for proposal ( based on a 1<sup>st</sup> April 2023 start date. Submission of final report to be delivered by the end of December 2023).
- Creative methodologies that can engage with young people in different age groups ( U12's, 13-18 years olds, 19-24 year olds) are very important. Creative arts methods are encouraged.
- 2 Referees, including contact details.
- Breakdown of costing, inclusive and exclusive of VAT.
- Tax clearance certificate/number.
- NB: Please reference : **CLARE CYPSC PLAN TENDER SUBMISSION** in the subject line of your submission.

Reference to our current webpage, resources, previous plan and activities can be found on <https://www.cypsc.ie/your-county-cypsc/clare.227.html>

### Criteria Assessment

- Relevant experience as related to this project. 25%
- Clear methodology for proposal / manage online consultation / final plan outline. 25%
- Demonstrated knowledge and understanding of consultation with wide variety of stakeholders, particularly children and young people, including seldom heard groups. 25%
- Proven ability to complete the work in agreed timeframe. 25%

*Shortlisted proposals may be called for interview late March 2023.*