



Request for Tenders

**Bainisteoir Beag
Prototype Development**

Tender Proposal

KRSP wish to invite tenders from interested parties for the next stage of development of the Bainisteoir Beag programme. We invite interested parties to supply a quotation for the development and prototyping / sample of one Bainisteoir Beag activity.

Guidance for Tender

Areas for exploration (to be finalised with successful tender provider)

The successful tender provider will provide an animated prototype (proof / sample) of one Bainisteoir Activity.

Cost should include:

Animation of the activities using supplied Bainisteoir Characters

Voice overs both in English and in Irish with suggested music or sounds. Please supply details of **ALL** your costs: EG. Animation, edits, design, voice overs, music, sounds.

This is just an initial prototype, and we aim over the next year or two to develop either some or all the activities in the programme.

Please provide specific details and justification for the costs of the following:

- Where the finished product/resources will be hosted – which platform and costs for this at prototype and full scale up stage
- Detailed costs for adding more resources / activities to Bainisteoir Beag after the prototype has been developed – ie. Costs for full scale development of the programme after the prototyping is complete
- Costs for yearly maintenance / charges we will incur for the website / platform
- How will prospective users (schools / teachers) access Bainisteoir Beag?
- How will we access the ‘backend’ administration section of this system?
- What metrics will be available to us for both the prototype and for the full Bainisteoir Beag product? We need to be able to survey (quantitative - how many schools, teachers, pupils are using the product plus potential for qualitative comments from users to guide us on future development).
- This list is not exhaustive – please include any other suggestions you may

have for us to enable us to provide a sleek, easy to use resource for teachers and a fun, enjoyable experience for children (both mainstream and with disability).

Please bear in mind the current tender submission is for **prototype development for proof of concept only**.

Your tender should include proposed economy of scale projections for **full development of the programme**.

Response to the Tender must include:

- Proposed methodology and consultation process – what software you use and any implications this may have for us; how many ‘proofs’ or consultations we can have with you as we work together to develop the prototype
- Process / timetable, listing kick off date, key milestones, and dates for meeting the final delivery deadline
- Description of your team, their areas of expertise and experience on similar projects – links to animations you have produced that have a child friendly appeal / reach
- Detailed budget for the project (figures must be inclusive of VAT)
- Rates for time and charges
- Identification of any conflicts of interest
- Referee: contact details must be supplied for two referees’ that the management group can contact who have used your services for similar/ related work or for whom you have completed work.

Note: the above are intended only as basic guidelines. The tender should not be limited to these. The successful tender provider will show imagination and extensive understanding of the project beyond the above.

Budget:

Please outline clearly all fees inclusive of VAT. A detailed 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 based on a fixed price contract, and as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro. The successful consultant is expected to work within the agreed budget.

Insurance:

The successful consultant will be required to submit evidence of relevant professional indemnity and insurance details.

Timetable

- The closing date for receiving completed tenders is 12 noon on Thursday, December 22nd.

Submitted tenders will be assessed in early January. The outcome of your tender proposal will be informed to you by January 20th, 2023. Prospective tenders should contain **details outlining the length of time needed to complete the prototype / proof of concept product following awarding of the contract.** This will be a factor when considering the tenders.

Lodging a Tender

- Consultants responding to this brief are required to nominate a lead person from their organisation as a point of contact.
- Consultants are required to provide details of all key staff and experience in the provision of these services.
- Late proposals will not be considered.
- All supporting material and documentation should be included in the response.
- All costs associated with your response to the Request for Tenders will be your responsibility.

Tender Acceptance

- Kilkenny Recreation and Sports Partnership is not bound to accept the lowest, or any tender and will award the contract to its best advantage.
- All unsuccessful tenders will also be advised of the result.
- Unless otherwise expressly agreed, there shall be no binding contract between the tender and the KRSP unless or until, a written contract is signed by both parties.

Kilkenny Recreation and Sports Partnership Expressly Reserves the Right to:

- Extend the time of lodgement of responses to the Request for Tender and/ or to vary the timings and process for their Request for Tender.
- Vary any requirements of the services required for the Request for Tender.
- Following evaluation, accept or reject any or all responses to the Request for Tender.
- Seek and obtain clarification of any responses to the Request for Tender, including additional information.
- Request providers to amend their responses.
- Accept any proposal in part or in total.

Tender Evaluation Process:

Initially the tender proposals will be checked for compliance with the Request for Tender conditions. Potential consultants will be assessed both on their tender proposal and if required, a follow up interview. They will be assessed against the following major attributes:

1. Interpretation of the brief and understanding of the programme. (300)
2. Proven capability and experience in development of projects in a similar field of work. (300)
3. Capacity to complete the work within the stated timeframe. (200)
4. Cost. (200)

Copyright and Confidentiality

The consultant will be required to assign copyright of the work to Kilkenny Recreation and Sports Partnership and also to sign a non-disclosure agreement (NDA). Copyright for any illustrations or other material used should be cleared by the consultant. The resultant animation development shall be used solely at the discretion of Kilkenny Recreation & Sports Partnership.

Contact:

Please return tender to the e-mail below, with all queries directed to same:

Closing Date: 12 noon on Monday, December 22nd, 2022.

Kilkenny Recreation and Sports Partnership: seamus@krsp.ie

Phone: 056 7794957 or 087 3567884

Further information

Background to KRSP & the Bainsteoir Beag Programme

Kilkenny Recreation & Sports Partnership (KRSP) was established in 2004 following a successful bid to Sport Ireland. The key aims of the Local Sports Partnership is to increase participation in sport through coordination ensuring that local resources are used to best effect.

Kilkenny Recreation and Sports Partnership vision for Kilkenny is an active vibrant community, vitalised by sports and recreation opportunities that are accessible to all. KRSP aims to work collaboratively with others to empower people and communities across Kilkenny to create an environment that supports lifelong participation in sports and active recreation for all. Full details can be found on our website

<https://www.krsp.ie/publications/>

KRSP is supported in its work by a Board of Directors with a broad spectrum of representative groups including statutory bodies and local groups, organisations and individuals representing specific areas of interest.

KRSP employs a Sports Co-ordinator, Governance & Finance Officer, an Office Administrator, a Sports Development Officer, a Community Sports Development Officer, and a Sports Inclusion Development Officer whose posts are funded by Sport Ireland and a number of other agencies.

Bainisteoir Beag (Young Leader) Background

The Bainisteoir Beag playground leader's programme was designed and developed by Kilkenny Recreation and Sports Partnership (KRSP) staff and tutors with expertise in the area of physical literacy and sport, to develop a primary school leaders' programme and accompanying resources.

Bainisteoir Beag is a support programme that encourages pupil led inclusive activities in the school playground. The aim of the programme is to enable pupils in fifth and sixth class (10 to 13 years old) to deliver teacher supervised inclusive activities to the pupils in younger classes.

Bainisteoir Beag consists of a wide variety of 40 activities/games and 29 indoor exercises (possibly for rainy days, warm-ups, or energisers for pupils). The programme has been designed so that it can be used by the children to plan, organise and implement their mini sessions with a range of colourful and child friendly characters. Each activity card contains one game. There is an illustration of how the game might look, the equipment needed, key points, safety points and also tips on how to make each activity easier and harder. The leaders were encouraged to try and include as wide a variety of activities as possible so that the younger children get to try a range of games and learn many new skills.

All the activity cards were printed and presented for the pilot version in an attractive ring binder format and the participating schools were given a bag of equipment to further enable them to implement the programme. The programme was successfully piloted to schools in the Kilkenny area. An evaluation process was conducted in the schools with teachers and pupils who experienced the programme.

What were the outcomes of the Programme Pilot?

- Bainisteoir Beag, leadership and activity programme, developed by KRSP staff and tutors
- 340 children from 5th and 6th class received leadership training as part of the Bainisteoir Beag programme in Kilkenny in 2018
- Inclusive activity opportunities delivered to 400 younger children in their school yard at break by older students in the school

- 8 schools in Kilkenny piloted the programme in 2018, providing volunteering opportunities for 5th and 6th class students and inclusive physical activity opportunities for younger students.
- 8 schools in Kilkenny embracing a culture of creative, child-led play in the school yard.

Some testimonies from the participant, teacher, parent, evaluation

What did you like about it?

“Got to know other children in other classes better and got to know the 6th class students too.”

“Children who are not usually sporty or involved in sport got to play”

“The children liked being creative and adapting the cards”

Teacher Feedback

“Felt it brought some children out of themselves when being coaches. Was surprised at one or two and their creativity and getting involved in the programme.”

“The kids did not need encouragement to get going once they knew they were the leaders for the day.”

“Normal leaders shared the duties and preferred to be the demonstrators because they could play the games thus opening the door for weaker kids to be the leader.”

“The kids often changed the way the game was played for variety, and it helped them use their imagination. They are now not afraid to try new ideas. As a matter of fact we encourage it.”

“It got the non -active kids involved in that by being the leaders they did not have to do the games. But we noticed that unbeknown to themselves they were participating.”

“The games brought back lovely memories.”

“The rainy-day cards were excellent. Students organised their peers without help.”

“When doing exercises, they recognised who was good and used these as examples and never once criticised those who could not do it but encouraged them until they improved. The groups really bonded as the TEACHERS.”

“Some of the kids as they get more confident are working without the cards and their younger peers think they are brilliant which boosts the ego of the coaches.”

“Their imagination went wild doing the exercises in pairs. They are so pliable and flexible at that age. They have no fear in pushing the limits of their ability. This competitiveness pushes the weaker ones on to improving.”

Following the pilot and evaluation phase of Bainisteoir Beag, KRSP successfully applied for funding to further develop the programme through the Sport Ireland Innovation in Sport Programme. KRSP conducted further research in the area with KRSP board, staff, teacher and academics who work in the area of childhood play and physical activity. Furthermore, a series of mentoring meetings were held with Creatovation (Dr Karl Thomas) and Sport Ireland.

Suggested Progression

- Investigate the possibility to upscale the programme for easy dissemination to Primary Schools across Ireland
- We need to provide a programme that is user friendly and ready for teachers to use – without the need to provide trained tutors in each county
- Investigate the possibility of transferring the programme to digital format, to accommodate upscaling, ease of use and further development of the programme in line with current technology trends that children are experiencing in other areas.
- Conduct a **customer discovery research study** with the end users (children) on Bainisteoir Beag

Customer Discovery Research - briefly

Qualitative research: 6 mini-groups – 4 per group

Quantitative research: 175 children completed the survey with the sample profile indicating a good cross section of children participated.

Key findings:

- Children's definition of leadership correctly places a strong emphasis on explaining and encouraging. However, over 1 in 3 children are unsure if they could lead a group of friends when playing games.
- What children may be missing are opportunities to practice leadership. There isn't always an opportunity available in schools or the sports clubs they attend. For example, only one child on the team gets to be the captain.
- Reactions to the Bainisteoir Beag programme are very positive, driven by the quality and variety of activities on offer and the excitement over the equipment
- The idea of older children leading younger children is very appealing for our target group, clearly offering ways of driving connection between different year groups (important after Covid) and giving older children opportunities to practise their leadership skills
- However, older children sometimes need to be reassured that someone will tell them how to do it in the first place
- Technology is a key aspect of modern Irish children's lives, though usage of it is a point of conflict between parents and children.
- While active technology usage is seen as much more beneficial than passive, parents don't want it to become a default accompaniment to physical activity.
- 61% of children would like to play sports/games in school at breaktime that also use gadgets or devices; in addition to the perceived 'fun' involved, there are also references to the benefits of step counting.
- But there are practical considerations about how this would work in the yard in practice. Some further consultations with teachers here may be beneficial. Equally, the materials we already have for Bainisteoir Beag work extremely well to bring the activities to life and instruct the children how they should work.