



Request for Tenders

**LGBTQ+ awareness and training toolkit
development in clubs and sporting
facilities in Kilkenny and Carlow**

Introduction

Kilkenny Recreation & Sports Partnership (KRSP) was established in 2004 following a successful bid to Sport Ireland. Our Strategic Plan 2022 - 2025 guides our work. Our Vision is Getting Kilkenny Active.

Our Mission

To work collaboratively to empower people and communities to participate in lifelong active recreation, sport, and physical activity.

Our Values

Empowering

We will work to unlock potential by motivating, inspiring and building skills and confidence in communities, clubs, organisations, and volunteers.

Integrity and Accountability

We will be professional, open, honest, and transparent in how we operate. We will do the right things in the right ways to Get Kilkenny Active.

Enjoyment

Sport and physical activity should be fun. Enjoyment, enthusiasm, optimism, and positivity will be at the heart of our approach.

Evidence Informed

We will use evidence-informed programmes to improve the lives of those we work with to achieve most impact in the community.

Diversity and Inclusion

We will embed a culture of diversity and inclusion across the organisation by proactively targeting those most excluded and those who face the most barriers to participation.

Together

We will collaborate internally and externally to optimise the quality of our work and help people in Kilkenny become active and stay active.

Sport Ireland

The outcomes sought from the Local Sports Partnerships by **Sport Ireland** include:

- Enhanced planning of sport at local level
- Increased levels of local participation, especially amongst specific target groups such as older people, girls and women, people with disabilities, unemployed people and those who live in identified disadvantaged communities
- Club development & volunteer training
- Local directories of sports bodies and facilities
- Clear priorities for facility provision and improvement, with related quality management initiatives
- School/ club/ community and school/ NGB links
- Local Sports events

Our structure

KRSP is a not-for-profit company limited by guarantee. The KRSP Board of Directors is representative of a broad spectrum of interests including statutory bodies, local groups, organisations, and individuals co-opted for specific skill sets or representative of areas of interest.

KRSP employs a Sports Co-ordinator, who manages a staff team consisting of Governance & Finance Officer, an Office Administrator, a Community Sports Development Officer, a Communications Officer, and a Sport Inclusion Development Officer.

Tender Requirements

Equality In the Field Report 2022

Kilkenny Recreation & Sports Partnership commissioned a report (*Equality In The Field*) which documents the lived experiences of the LGBTQ+ youths in sports participation in the Kilkenny and Carlow area also details the enablers and barriers to sports and physical activity participation. It contains several recommendations (see attached copy of the report).

One of the recommendations is the provision of training for sports clubs and facilities which enables participation:

- *Staff and volunteers who are trained in LGBTQ+ inclusion and are responsive to the needs of LGBTQ+ individuals, including having the skills to intervene and support.*

KRSP and our partners propose that the specific training will address two key learning outcomes.

1. An improved understanding and awareness of the theory & the terminology associated with the LGBTQ+ population within sports clubs and sporting facilities in the study area (Kilkenny and Carlow).
2. To equip sports club and facilities with a training toolkit to support them in inclusion of members of the LGBTQ+ population in their club or facility.

Please read the attached copy of *Equality In The Field* for further reference.

Requirements

Based on the recommendations of the report *Equality In The Field*, KRSP now wishes to engage with a consultant who will conduct formative evaluation of potential training solutions to provide more positive experience of LGBTQ+ in sports clubs and sporting facilities.

Tasks

The project will be broken down into four parts.

Part 1 - Club / Facility Assessment

- Use established research methods to conduct a survey to all sports clubs and sporting facilities in the research area (Kilkenny and Carlow). KRSP can assist with database lists of sports clubs but ultimately it will be up to the researchers to engage comprehensively with all sports clubs and sporting facilities in the area.

- At all stages of the research your data needs to consider urban vs rural; gender breakdown; number of club members/facility staff; type of sports offered.
- Assess the levels of LGBTQ+ specific training currently available to sports clubs (volunteers, coaches, mentors, administration, and parents) and public and private sporting facilities (management and staff) in the research area.
- Explore awareness of such training; the readiness to undertake potential training; the preferred platform for delivery of training relating to the topic area.

Part 2 - Training & Toolkit Development

- Develop appropriate training resources or modify existing training resources for LGBTQ+ awareness and inclusion within sports clubs and facilities; with due consideration for the time demand on coaches, parents, mentors, volunteers and staff, management in addition to the findings in the club/facility assessment in Part 1;
- Develop a LGBTQ+ training toolkit for sports clubs and sporting facilities (private and public).
- Consideration must be given to the end user of the service i.e. young people from the LGBTQ+ community. Access to the groups engaged in the initial research (*Equality In The Field*) will be facilitated.

Part 3 - Pilot & Evaluation

- Pilot the training and toolkit to clubs and sporting facilities.
- Evaluate this training and toolkit on content, methodology and impact.
- Make changes and recommendations based on the evaluation.

Part 4 - Finalise training & toolkit and Report

- Produce the finalised training course and toolkit along with a comprehensive report on the study, plus recommendations.

Approach

Following the commencement of the project, an initial meeting with KRSP and the successful consultant will be arranged to discuss and agree the requirements, methodology, key milestones, timeline, and responsibilities of each party.

The successful consultant will have responsibility for driving the initiative which will draw on their knowledge and expertise.

The consultant will report to the Sport Inclusion Development Officer (SIDO) of Kilkenny Recreation and Sports Partnership on the project on a regular basis.

Timeline

Once the tender has been awarded and signed, it is envisaged that the consultant's involvement in this research will be initiated on February 5th, 2024, to be completed by 29th July 2024 at the latest.

Response to the Tender must include:

- Proposed approach, methodologies and potential partners if applicable
- A timetable listing key milestones and dates for meeting the deadline.
- Description of team, expertise, and experience.
- Detailed budget.
- Rates for time charges (See Appendix 1).
- Identification of any conflicts of interest.
- Referee: contact details must be supplied for 2 referees' that the management group can contact who has used the proposed consultant for similar/ related work.

Budget

The budget available for the total project is €15,000 (Including VAT and expenses).

Please clearly outline all fees. 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 and report regularly on budgetary issues.

Insurance

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

Timetable

- The closing date for receiving proposals is 12 noon, Thursday, 21st December 2023 (seamus@krsp.ie). It is important that key milestones for completion of this project are clearly outlined.
- Potential consultants may be required to attend for interview.

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 the consultant's response to the Request for Tenders will be the responsibility of the consultant.
- Three copies of tender are to be included in the application.

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: (See Appendix 2)

1. Interpretation of the brief and proposed methodology. (300)
2. Proven capability and experience in research, consultation, and relevant 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 report to Kilkenny Recreation and Sports Partnership. Copyright for any illustrations or other material used should be cleared by the consultant. Sections of the report may be made available for public use by Kilkenny Recreation and Sports Partnership, our partners and Sport Ireland.

Appendix 1

Rates for Time Charges

Grade	Hourly Rate
Consultant	€
	€
	€

Appendix 2

Marking Scheme

Marking Scheme

1. Interpretation of the Brief and Proposed Methodology	300
Outline your approach	100
Outline your methodology	100
Outline your understanding of the deliverables	100
2. Proven Capability and Experience in Consultation and relevant field of work	300
Provide CVs of the person(s) to be assigned to the project detailing Roles and Responsibilities	150
Qualifications	150
3. Capacity to complete work within stated timeframe	200
4. Cost	200
Total Marks	1000