1. **Introduction**

Limerick and Clare Education and Training Board (LCETB) ) is seeking an organisation to deliver an Integrated Youth Service to young people based in **Garryowen, Limerick City** in line with the new **Revised Youth Funding Scheme** from the Department of Children and Youth Affairs (DCYA).

The organisation we seek should:

* Exemplify good practice in relation to vision, methodologies, governance, compliance, programme design and delivery
* Be experienced in working with teenagers and young adults, using an non-formal educational methodology
* Operate in an out-of-school setting, including evenings and weekends
* Understand the nature and needs of urban youth populations and offer appropriate responses
* Able to devise and measure effective responses
* Be committed to on-going sharing of learning and collaboration

1. **Background**

**Education and Training Boards (ETBs) responsibilities relating to service provision for young people**

Education and Training Boards (ETBs) have a role in the development, implementation and strengthening of policy and service provision for children and young people, including youth work provision, which will achieve better outcomes for children and young people. This is in line with the statutory responsibility of the ETBs in matters of youth work policy implementation and additionally covers the ETB role in the broader policy objectives of DCYA as it relates to youth policy.

The Education and Training Boards Act, 2013 states that the functions of ETBs with regard to youth work are to:

* *Support the* ***provision****,* ***coordination****,* ***administration*** *and* ***assessment*** *of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support; and assess whether the manner in which it performs its functions is economical, efficient and effective.*

The Education and Training Boards Act goes on to state (Section 10(6)) that “youth work” has the same meaning as it has in the Youth Work Act 2001. The quality of youth work carried out in each ETB area is supported through national quality standards initiatives.

**Role of Department of Children and Youth Affairs**

The DCYA was established in June 2011 and it is the principal Department to whom ETBs report in relation to their youth work functions. It has a mandate in relation to policy and service provision for children and young people. It comprises a number of interrelated strands, including the direct provision of universal and targeted services, and working to achieve the harmonisation of relevant policy and provision across Government in order to improve outcomes for children, young people and families.

The DCYA strategic and operational objectives are informed by the following:

* **Better Outcomes, Brighter Futures** – The national policy framework for children and young people, 2014-2020
* **National Youth Strategy**, 2015 – 2020
* **Recommendations of the Value for Money and Policy Review of Youth Programmes**, 2014 (VFMPR) – see below
* **National Strategy on Children and Young People's Participation in Decision-making**, 2015-2020
* **National Quality Standards Initiatives** (National Quality Standards Framework for the Youth Work Sector / National Quality Standards for Volunteer-led Youth groups).
* **Directives and circulars** pertaining to public accounts procedures and by needs identified by ETBs locally.

**The Value for Money and Policy Review of Youth Programmes (VFMPR)**

The Value for Money and Policy Review of Youth Programmes (VFMPR) (DCYA, 2014b) involved an in-depth scrutiny of three major funding programmes that target disadvantaged young people and are administered by the DCYA. The three schemes that were the subject of the VFMPR are:

* *Special Projects for Youth (SPY)*
* *Young People’s Facilities and Services Fund 1 and 2 (YP 1 & 2)*
* *Local Drugs Task Force Projects (LDTF)*

The review made recommendations for the future operation of the schemes and in relation to their future development to ensure effective, value for money services that are designed to secure the best outcomes for young people. In particular, it recommends that one targeted scheme should replace the existing three schemes. A focused literature review was commissioned, which identified **seven Social and Personal Development Outcomes** that have relevance to DCYA policy objectives.

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| --- |
| Social and Personal Development Outcomes |
| 1. *Communication skills* 2. *Confidence and agency* 3. *Planning and problem-solving* 4. *Relationships* 5. *Creativity and imagination* 6. *Resilience and determination* 7. *Emotional intelligence* |

1. **The Revised Youth Funding Scheme**

LCETB is now seeking one organisation to deliver an Integrated Youth Service to young people based in **Garryowen, Limerick City** in line with the new **Revised Youth Funding Scheme** from the Department of Children and Youth Affairs (DCYA).

The approach offered by the successful organisation must have at its core the following elements:

1. *A non-formal educational methodologies*
2. *Operate in an out-of-school setting – primarily delivered during evenings and night times / weekends / bank holidays / school holidays*
3. *Use a mixture of on-site (e.g. centre-based when acquired ) and off-site locations*
4. *A well-articulated and clearly understood theoretical base upon which all work is based –clear on vision, values, concepts and methodologies. The organisation must demonstrate an understanding of*
   * *adolescent psychology and the world of teenagers and young adults*
   * *young people’s needs and the most effective means of assessment*
   * *group work dynamics, group work theory*
   * *social analysis and the wider context of young people’s lives i.e. the arenas of politics, power, access to decision making etc.*
   * *youth work theories and frameworks*
5. *Measure service effectiveness against the 7 Social and Personal Development Outcome of the VFM report and the 5 national outcomes of Better Outcomes, Brighter Futures policy*
6. *In conjunction with LCETB , identification of the areas / young people at* ***Level 2*** *on the Hardiker Model who will receive* ‘80% of the service effort’ *and the areas / young people at* ***Level 1*** *on the Hardiker Model who will receive* ‘20% of the service effort’
7. *Active involvement of young people in the design of the service and full participation in decision making structures*
8. **LCETB Social Analysis RE Young People’s Needs**

Garryowen has been identified by statutory, community and Voluntary agencies as having very high levels of need but lower levels of resources than areas with similar levels of need. There is not a significant community infrastructure in much of this area.

Limerick City has the highest rate of suicide in Ireland (National Suicide Research Foundation 2013 – 2015 Averages). http://www.nsrf.ie/statistics/suicide/

The Garryowen area among others was recently included in an extensive quantitative and qualitative study of the experiences and needs of children and families in Limerick City (Humphreys et al., 2011). This study found that children and families living in some of the most deprived areas of the city, including Garryowen, were experiencing a poorer quality of life, had poorer experiences of childhood, and had poorer outcomes across a range of indicators compared with children living in less socio-disadvantaged communities.

For example, a scale used to measure emotional, conduct, and behavioural difficulties in children found that the proportion of children in the Northside Regeneration area (including the Moyross and the John’s A area of King's Island) was over four times greater than the rate in less socio-disadvantaged communities in the city. The rate in Garryowen was also higher. These rates are higher than the average rate recorded for nine year olds in the Growing Up in Ireland study (2010).

The above profile of the target area clearly highlights the existence of many factors which increase the poverty and social exclusion risks for the children and young people in the area and their families, and indicates the need for Youth Work supports and intervention strategies for this particular geographical area.

A number of key issues have been identified by the Community, Voluntary and statutory partners over the past number of years including :

• Absence of a purpose built Community and Youth facility - plans are currently being discussed to develop a community hub in the heart of the Garryowen community and this Revised Youth Funding Scheme project would link closely with these future plans

• Limited Youth Supports in the area –

•Early school leaving & not attending school for periods of time – ad hoc schools attendance

• Underage drinking/drug experimentation

• Mental health of young people in the area

• Increased number of referrals to social work teams

• Involvement in criminality at a young age

Young people in the Garryowen have experienced high levels of disadvantage over the last number of years; there are very limited services in the area to support young people who present with complex and challenging behaviours

The expectation of the LCETB is the successful Youth project provider will specifically target Young people who have additional needs and are not accessing other services including:

* + - mental health concerns/emotional literacy
    - out of school/support to return to school/work
    - young travellers
    - substance mis-use
    - difficulties with peer relationships/bullying
    - home situations that present as challenging
    - Risky behaviour
    - Poor hygiene
    - Low confidence, self-esteem and anxiety

To ensure the best outcomes for young people and their families in Garryowen, an **Interagency Advisory Committee** will be established and the successful applicant will play a critical role on this committee. Membership of this committee will be made up of Community, Voluntary and Statutory agencies with a remit for young people and families. This will provide a co-ordinated approach to the work and ensure agencies are working together for the benefit of the Community

Currently Garryowen has very limited provision of services to young people

The LCETB envisions these gaps being addressed by the new service through this funding scheme:

* Working with local partners in the Community, Voluntary and Statutory sector to establish a Revised Youth Project Scheme Project for the Garryowen area
* Delivering a range of evidence based and evidence informed programmes and supports to address the needs of young people presenting at Hardiker Level 2 including
  + behaviour support programmes
  + parenting programmes for younger parents (link with and refer to incredible years/strengthening families programmes – both these programmes have been very successfully rolled out in Limerick)
  + increased engagement in educational services - link with Education and Welfare Officers (EWO) and other education providers
  + Communication skills, developing resilience
  + supports for young people who are deemed vulnerable through an assessment of their needs
* Designing Programmes in partnership with young people and a wide range of partners including education, health, social services, law enforcement and the voluntary sector.
* Ensuring the project will engage in the National Quality Standards Framework for Youth Work NQSF.
* Enhancing links with local and Citywide Addiction Services and Family Support Agencies to ensure that young people and families are educated about Drugs and Alcohol
* Strengthening links with local schools to ensure that young people are supported to stay in school in both primary and secondary schools.

It is envisaged the service will operate in the main an out of school service including evening and weekend service and will also cater for the school holiday period.

1. **Desired Outcomes of Revised Youth Funding Scheme Project for Participants**
2. *Improved Resilience and Determination*
3. *Greater Relationship Building and Socialisation opportunities*
4. *Connecting with locality and community (sense of belonging)*
5. *Increased communication skills*
6. *Increased sense of confidence and agency*
7. *Ensuring poverty is no longer a barrier to accessing Youth Provision on offer*
8. **Selection of New Service Provider Process**

An organisation will be identified through the following selection process, and a Service Level Agreement will be signed for the Revised Youth Funding Scheme project to be based in Garryowen, Limerick City.

The following are the stages involved in the process:

* **Stage 1** –LCETB publicly **advertise the Revised Youth Funding Scheme by** mid-January asking interested parties to apply according to the steps outlined in the Information Pack and Application Form.
* The closing date for receipt of applications is **Friday 9th February 2018**

***Note:* only organisations that have fully completed the Application Form and answered yes to all 12 questions in Pre-Qualification Questionnaire, accompanying the Application Form, will be considered for interview.**

* **Stage 2** - Analysis of Application Forms and shortlisting for interview process takes place mid-February
* Successful candidates will be called for interview from 19th February onwards
* **Stage 3** – **Interviews** take place **from 19th February 2018** onwards. Interviews will consist of presentations followed by Q & A. Interview panel will include senior LCETB personnel, and LCETB Youth Officer. *See Application Form for details on the Marking Scheme.*
* **Stage 4** – Decision is reached by LCETB interview panel and further discussions may be held with selected provider(s) regarding their service offer and LCETB needs. LCETB will make a recommendation to the DCYA RE: Garryowen Revised Youth Funding Scheme project and Financial Allocation needed.
* **Stage 5** – DCYA approve the funding, a Service Level Agreement will be signed between Service Provider and LCETB.
* **Stage 6** – New service provider(s) undertakes Phase One of the scheme - hiring staff, providing orientation training, securing premises
* **Stage 7** – New service launch and Renewal Application submitted to LCETB for Assessment before making recommendation to DCYA for funding

**\* The service provider must comply with the following:**

* *Fire Services Act 1981 & 2003 and any amendments*
* *Building Control Act 1990 & 2007 and any amendments*
* *Safety, Health and Welfare at works  Act 2005*
* *Safety Health and Welfare at Work (General Application) regulations 2007-2016 and any amendments.*
* *All statutory regulations and Acts relevant to the service being provided and the premises being provided for this service.*

1. **Selection Process - (Application Form & Interviews)**

Successful awarding of contract will be based upon assessment of both the application form and Interviews. Both the application form and the interview will be marked under the four criteria below. The Interview Process will consist of the following:

1. **A presentation** by the applicant organisation(s) **(20 mins max)** that addresses the following four areas:

* *Response to identification of need / Impact*
* *Experience*
* *Capacity of organisation to engage in this process*
* *Additionality*

1. **Interview questions**

(The maximum score is 130 marks and a minimum of 70% must be scored in each area to qualify for awarding of the contract):

|  |  |  |
| --- | --- | --- |
| **No** | **Selection criteria** | **Marks available** |
| **1** | **Response to identification of need / Impact**  The degree to which the submission has demonstrated:   1. *A plan which addresses the needs identified by the LCETB* 2. *The suitability of the methods the service will deploy to engage the young people identified by LCETB* 3. *The projected numbers of young people to be engaged with* (appropriate for the local environment, the needs identified and the methods deployed) 4. *Ability to facilitate young people’s involvement in the co-design of the project* | **50 marks available** |
| **2** | **Experience**    The degree to which the submission has demonstrated:   1. *Experience of working through a non-formal educational approach with this target group* 2. *Knowledge of the local area or working in similar areas with similar target groups* 3. *Demonstrable expertise in addressing the needs of the target group and issues faced* | **30 marks available** |
| **3** | **Capacity of organisation to engage in this process**  The degree to which the submission has demonstrated a commitment and ability to deliver the proposed project, and a willingness to engage in the VFMPR sample process through -   * 1. *Commitment to working with the LCETB, DCYA and others to advise and learn from the process*   2. *Evidence of ability and experience of adhering to national legislation and guidelines including, but not limited to, financial reporting, governance code, companies act, employment legislation, Children First*   3. *Quality of the risk assessment and appropriateness of the actions to address the risks identified*   4. *Experience of monitoring and evaluation systems in human services* | **20 marks available** |
| **4** | **Value for money / Additionality**   1. *Clear, realistic budget with supporting rationale* 2. *The degree to which the applicant can demonstrate that they can bring additional resources to this application (including, but not limited to):*  * Relationships with key agencies operating in the geographic / issue area * Additionality offered from existing services offered by the applicant organisation * Access to premises, equipment, volunteers and other resources * Access to administration and management support | **30 marks available** |
|  | **Total score** (out of a possible 130): |  |

After the interview process, the interview panel will make a decision on the best option regarding organisation selection, if deemed necessary; applicants may be called back for second interviews. Final decisions will be reached and the successful organisation will be asked to sign a Service level Agreement with LCETB for Revised Youth Funding Scheme commencement.

1. **Financial and Governance Oversight**

Funding drawdowns will take place in a structured, measured manner and be overseen by LCETB’s youth service/administration department. The LCETB’s youth/administration department will work closely with the successful applicant organisation(s) to oversee and manage the financial requirements of this youth funding scheme. All financial oversight will follow good practice and in conjunction with existing audit requirements. As per the SLA to be signed between LCETB and the successful organisations, LCETB will apply the following principles:

a) *Transparent and Fair*

*b) Graduated and Proportionate*

*c) Solution-Focussed*

*d) Emphasis on Service and programme maintenance*

*e) Minimisation of Risk*

LCETB will ensure that public funds disbursed to the successful organisation(s) are adequately accounted for and subject to the appropriate level of financial control and seek to ensure that value for money is achieved in relation to the service delivery. This will be achieved as follows:

**Financial oversight:**

* A **yearly** **financial plan** will be submitted at the start of each financial year, detailing financial forecasting
* A minimum of four quarterly **financial and activity reports** will be submitted by the service provider, detailing the monthly income and expenditure.
* End of year **audited accounts** will be submitted to the LCETB.

**Governance oversight:**

1. LCETB will determine, in conjunction with the service provider(s), **the hours of service** / location / target group i.e. the service will primarily operate out-of- school - at evenings / night-times / weekends, meeting the needs of young people between 10 -24 years (the young people’s needs will be assessed by the service provider prior to engagement of young people and be updated every three years), and in the geographical locations determined to be most disadvantaged.
2. A **three year plan**, plus **yearly annual plan**, will be submitted to LCETB by the service provider, detailing the short / medium / long term outcomes being addressed over the time period. The plans will be designed using a logic model and clearly show linkage to the seven outcomes from the VFMPR report and five outcomes from Better Outcomes, Brighter Futures
3. The **National Quality Standards Framework** will be undertaken with the service provider, overseen by the LCETB Youth Officer(s) – all existing monitoring and assessment aspects of the framework will be delivered
4. A minimum of twice yearly meetings will be held with **service provider management** (Executive, Board of Management / Directors etc.)
5. **Quarterly activity reports** will be submitted by the service provider, detailing the numbers of young people engaged, the activities / programme delivered, the outcomes being met etc.
6. **Site visits** (scheduled / unscheduled) will be carried out periodically, checking the times youth buildings are open, number of young people attending, activities / programmes being offered in relation to the plan, financial monitoring etc.
7. LCETB will retain the right to nominate a representative to all service provider interview panels for **staffing recruitment.**
8. **Return of Application Form & Pre-Qualification Questionnaire**

Completed **Application Form** and **Pre-Qualification** **Questionnaire** are to be returned, **in 4 hard copies**, by **12pm Friday 9th February 2018**

**George O Callaghan**

**Chief Executive**

**RE: VFM Garryowen Limerick City,**

**Marshall House**

**Dooradoyle Road**

**Limerick**

It is the responsibility of each applicant to ensure the form reaches LCETB before this deadline. Application Forms sent to any other address (other than the one indicated above) or received after the specified date and time will be deemed invalid.