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**Older Voices Kildare**

**Invitation to Tender**

**Resilience in Older People Programme**

**Funded by HSE Lottery Funds**

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**Background:**

Older Voices Kildare (OVK) is a Social Inclusion Initiative which specifically targets isolated categories of older persons, including Older LGBTQI persons, Travellers, People with Disability, and Individuals who are experiencing social exclusion through lack of or limited social capital. Our mission -- to build the confidence and capacity of older people in Kildare -- works towards creating a County where older people are included and empowered within a vibrant community.

Older Voices Kildare (OVK) has a proven record of success in working with older people in the county. We have been successfully offering programming to older persons in the Kildare area for 10 years, providing them with an opportunity to meet, express their issues and ideas, and find their voices, both individually and collectively. We do this through a variety of programs, including Voices Through Art, Aging with Confidence, yearly seminars on issues of interest to the community, and community and outreach programs. With older people reasonably expecting to live into their 80s, the challenge is to enhance the quality of their lives and their participation in social and civil life. Involving older people in projects in their communities increases their self-confidence skills and social networking ability, which in turn impacts positively on their mental health and on the social capital of the community.

**ORIGIN AND NEED FOR THE PROJECT**

Loneliness is a serious health issue, and one in 10 older people in Ireland identify as chronically lonely. Loneliness is particularly identified as a primary concern of an aging demographic, contributing to negative impacts on physical and emotional well- being.

The risk factors of loneliness are:

• Poor psychological and physical health

• Adverse Feelings (Separateness, alienation, distress, and isolation)

• Failure to satisfy the need for intimacy, conceptualized as the discrepancy between desired and achieved levels of social relations.

Higher levels of loneliness are associated with living alone, adverse physical health symptoms, lack of spousal confidante, marital or family conflict, and a generally poor quality of social relationships.

Older voices have supported a significant volume of lonely, vulnerable older persons during Covid. What has emerged to us, amongst other things, is the need for “aftercare” supports following the removal of restrictions when older people who have been cocooning will potentially wish to re-engage with activities they participated in prior to March 2020.

**The Proposal**

Older Voices is proposing, to develop two programmes, Rebuilding Personal Resilience and Rebuilding Community Resilience.

We aim to facilitate the safe and comfortable re engagement of older people into their communities. This is important as there are high levels of “emotional malnutrition” among this community, however there is also a high level of anxiety, and typically resilient individuals are reporting on an ongoing basis a loss of confidence, and a fear about being out with others, and so their loneliness is increasing.

Similarly, the fear of going outside has led to less walking activities which runs the risk longer term of loss of muscle mass, flexibility, and mobility, and may impact the physical health as well as the emotional health of the population we are dealing with.

In order to achieve this, we are inviting Tender proposals for the design and delivery of

1 **Building Community Resilience Programme** to encourage community groups of older people to feel safe resuming their pre lockdown activities with cognisance of current and remaining public health guidelines.

1 **Individual/Personal Resilience Programme** to work with individuals (in a group setting) to address their own feelings of uncertainty around resuming their individual activities – shopping etc now that restrictions and the vaccination programme are beginning to permit same.

Each programme will be run in the north, Middle and South of the County, so 6 courses in all.

Depending on restrictions programmes may be conducted online.

**Programme Management - Reporting Procedures**

The contractor must consult and report to Older Voices Kildare Co-Ordinator and Steering Group regarding the development of the Programme. Schedule of meetings and phased updates including written interim reports will be documented in the Contract for Service.

**Contract Type**

The awarding body proposes to award a single, fixed price contract for the project to the successful proposing individual, firm, or entity for the services and deliverables described under Requirements.

**Terms of the Contract**

A single contract will be awarded to an appropriately qualified and experienced individuals or organisation to serve as the Consultant for the project throughout to compilation of finished documents.

**Your tender should include:**

* Name and CV of the person/s applying to undertake the work, along with relevant experience and qualifications.
* Detailed proposal of programme including number of weeks, content to be covered, and method of programme delivery.
* Demonstrate an understanding of the brief.
* Project Management Methodology: The Proposal must include a detailed description of how the proposer intends to deliver the work with a focus on how outcomes detailed under Requirements will be delivered.
* Provide evidence of prior experience and track record in the delivery of similar projects.
* Details of two referees from previous relevant projects and sight of previously completed projects of a similar nature.
* A timeline for project completion, identifying key milestones.

**Budget**

Your tender should outline how your proposed budget will be broken down:

* 1. Cost of development hours
  2. Cost of facilitation hours
  3. Cost of evaluation hours
  4. Any other costs associated with the delivery of the tender

**PLEASE NOTE THE TOTAL BUDGET AVAILABLE FOR THIS TENDER IS €10,000 ONLY.**

**Assessment of Tenders**

The following criteria will be used to determine the successful tenderer.

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| **Criteria** | **Maximum Marks** |
| Price | **20** |
| Value for money | **20** |
| Technical capacity, staff experience and qualifications | **20** |
| Track record in delivering similar project demonstrated | **20** |
| Customer service | **10** |
| Quality of response to tender | **10** |
| **Total Marks** | **100** |

**Queries and Information Concerning this Tender.**

The sole point of contact in relation to this tender call is Denise Croke Project Co-Ordinator, Older Voices Kildare. All queries or requests for information to this tender must be via email to oldervoiceskildare@countykildarelp.ie

Queries and requests by phone or post will not be responded to. All tenderers will be advised by email of any significant issues raised by any Tenderer.

**General Conditions**

The lowest proposal received is not a guarantee of award of contract. Suitability and previous experience as well as availability will be a consideration.

* It will be a condition of appointment that the proposer appointed shall be able to produce for inspection a valid Tax Clearance Certificate.
* Payment for services covered by the proposed contract will be on foot of appropriate invoices, which will be based on agreed deliverables. Invoicing arrangements will be agreed with the successful proposer, following the award of contract.
* The proposer will be required to provide regular updates to awarding body during the contract.
* All costs must be quoted in Euro, specify if VAT inclusive or exclusive applies. The total estimated costs should be clearly stated and **must be a single fixed figure quotation**.
* Any conflict of interest involving a tenderer must be fully disclosed to Older Voices Kildare particularly where there is a conflict of interest in relation to any recommendation or proposal put forward by the tenderer.
* In the event of a group of respondents jointly submitting an acceptable offer, the contract will be awarded to one contractor who acts as the agreed prime contractor. The prime contractor is responsible for the delivery of all services provided under the terms of the contract and shall assume all the duties, responsibilities and costs associated with the position of prime contractor.
* The successful tenderer shall be responsible for the delivery of all services provided for within the contract on the basis of a fixed fee. Prices quoted cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
* **Maintenance of records**

This includes signed attendance sheets for each module delivered and separate feedback forms, which will include provision for statistical data to be gathered.  The facilitator will be required to adhere to the provisions of the agreed data processing services schedule of the data processing agreement, which must be entered into prior to the delivery of the programme.

Where Older Voices Kildare engages a Third Party for services involving personal data of our staff or course participants, Older Voices Kildare are obliged to ensure that the Third Party must protect personal data through sufficient technical and organisational security measures.

Therefore, when engaging a Third Party in these circumstances, Older Voices Kildare must enter into a written data processing agreement.  This is a mandatory legal requirement of Section 80 of the Data Protection Act 2018 and Article 28 of the GDPR (General Data Protection Regulation).

* Older Voices Kildare retains the right to terminate the contract and to withhold payment where a contractor fails to meet his/her contractual obligations in relation to the delivery of the required services.

# All documents produced by the consultant in connection with this appointment and submitted Older Voices Kildare will be considered the property of Older Voices Kildare and may be used by Older Voices Kildare at any time, including for other projects, without the prior approval of the consultant. This does not impact on any artist’s copy and moral rights.

# **Confidentiality of Evaluation**

After the official receipt of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of contract will not be disclosed to tenderers or other persons not officially concerned with such process.

**Proposed Time Frame**

**23rd August 5pm** - Deadline for the receipt of Tender proposals and support documentation.

Late Tenders will not be accepted.

Programs to take place before end of **December 2021**