



D.C.C.C.

Request for Tenders

Early Childhood Identity and Belonging Programme

August 2010



Funded by the Irish Government under the National Development Plan 2007-2013



Project supported by PEACE III Programme managed for the Special EU Programmes Body by Donegal County Council

TABLE OF CONTENTS

SECTION 1: INTRODUCTION

SECTION 2: TERMS OF REFERENCE FOR THE PROJECT

SECTION 3: AWARD CRITERIA

SECTION 4: TERMS AND CONDITIONS FOR TENDERS

SECTION 5: REFERENCE CUSTOMERS/CLIENTS

SECTION 1: INTRODUCTION

1.1. Call for Tender

Donegal County Childcare Committee (DCCC) is inviting tenders to research and develop an innovative new training initiative called *The Early Childhood Identity and Belonging Programme*. The aim of the initiative is to provide practical training, meaningful activities and suitable resources for early childhood educators working with children 0-5 years around the areas of diversity, respect for difference, identity and belonging through the creative mediums of art and drama.

Invitations are now sought from suitably qualified Project Specialist(s) to tender for the contract to undertake the development and delivery of the outlined programme in County Donegal and the Border Areas.

1.2 Background to the Project

DCCC works to sustain childcare services through the delivery of the National Childcare Investment Programme (NCIP) 2006-2010 and assist parents to access affordable quality childcare through a series of initiatives.

DCCC provides direct support to over 140 childcare services, 45 parent and toddler groups and 130 childminders across the county. All 140 childcare services are registered with the HSE and undergo regular inspections under the Childcare (Pre-School Services) Regulations 2006.

During the past ten years, many of these services have welcomed children from various family backgrounds and diverse communities, often without any additional resources or training. DCCC consultations with the early childhood sector in Donegal tell us that educators are anxious to gain information, training and resources around providing a fully inclusive curriculum programme suitable for the diverse needs of all children, regardless of their culture or background.

DCCC would like to take this opportunity to develop a tailor made programme, based on the actual needs of childcare services and families living in County Donegal, and deliver it through existing early childhood services in the county. The programme will promote the active participation of children and families and will enable early childhood educators to develop the skills to help young children understand and respect those who are different and encourage inclusion in an accessible, non-threatening and child-friendly way through the mediums of creative art and drama.

SECTION 2: TERMS OF REFERENCE FOR THE PROJECT

2.1 Statement of Requirements

The Early Childhood Identity and Belonging Programme will demonstrate clear connections and links to Ireland's practice frameworks *Siolta: the National Quality Framework for Early Childhood Education* and *Aistear: the Early Childhood Curriculum Framework* and the obligations of *Regulation 5 of the Child Care (Pre-School Services) Regulations 2006*. Recognising, valuing and supporting the child as an individual and nurturing an emerging sense of identity and belonging are central messages within each framework.

This initiative will contain the following components:

1. **Focus Group consultation** with parents, children and the early childhood sector regarding practical and meaningful training, activities and resources to address the diverse needs of all children and families. Engaging with parents, children and early childhood educators is an essential component in the development phase to ensure that the programme is meaningful and meets the needs of the all parties.
2. **A training programme** will be developed. The programme will contain three different workshops:
 - ❑ **Workshop 1** will aim to enable early childhood educators to explore the importance of self-identity and belonging. This full day workshop would explore the theoretical aspects of identity and belonging and also any issues or problems the groups may face, would be discussed throughout.
 - ❑ **Workshop 2** This would be a practical full day workshop to demonstrate a range of practical mediums and activities that would equip educators to deal with challenges and promote the identity and belonging of each child in their service in a positive and inclusive way. This may include storytelling techniques, drama, puppetry, creative art, etc.
 - ❑ **Workshop 3** will be delivered to parents and children and take place in the Playbus at various locations across the county. The workshop will utilise the mediums of art, creativity, storytelling, rhyme, and drama as a means of delivering practical and meaningful activities for children 0-5 and their parents.

Resources to support the training programme will include an educator's manual or handbook as a reference tool for early childhood services. The Educators Handbook will contain good practice guidelines, a frequently asked questions section as well as sample activities to promote the positive representation of each child in the childcare service. This programme will incorporate ideas from the focus groups and be cognisant of the National Equality and Diversity Guidelines, The Child Care (Pre-School) Regulations, *Siolta: the National Quality Framework for Early Childhood Education*, *Aistear: the Curriculum Framework for Early Childhood Education* and the National Well-being Indicators. A practical information leaflet for parents will also be developed.

The programme materials will complement the key messages promoted in DCCC's existing publications *Supporting Children's Right to Well-being (DCCC, 2009)* and *Building Pictures of Learning (DCCC, 2010)*.

Resources will also include posters and multi-cultural display materials, art and craft materials, books, puppets and role play materials to support the delivery of inclusive activities for 0-5's. Resources will enable educators to provide child-friendly activities that encourage the development of empathy, respect and understanding and demonstrate individuality and difference.

3. The programme will be **evaluated** and a full evaluation report will be compiled and widely disseminated following the roll-out of the training.
4. The programme will be **launched** to the childcare sector and relevant partners and stakeholders locally, regionally and nationally will be invited.
5. The life of the *Early Childhood Identity and Belonging Programme* **will continue** after the completion of the project as it will become a core part of the range of professional development opportunities offered by DCCC on an ongoing basis.

Project Outcomes

The project will provide positive outcomes for **children and parents** by:

- giving parents and children a voice
- promoting the diversity and involvement of children, parents, educators and the wider community
- enabling children, parents and families to feel a sense of belonging to the community and to life in County Donegal
- supporting children's emerging identity and sense of belonging
- reducing the feeling of isolation and marginalisation and becoming more active in the community.

The project will provide positive outcomes for **early childhood educators** by:

- developing the professional competency of early childhood educators by enabling them to understand, value and promote equality of opportunity for all children and their families
- enabling educators to be better able to cope with the challenges of increasing ethnic diversity in the early childhood setting
- being more tolerant of people from other traditions and cultures
- having learned strategies to resolve conflict in a non-confrontational manner
- providing early childhood educators with a set of practical tools and resources to support their practice in this area.

2.2 Scope of the work to be undertaken -

Details of Activity
Programme Development The Project Specialist will research and develop the programme, the educators handbook, a parents booklet and identify contents for the resource pack.
Delivery of workshops 1 and 2 to Early Childhood Educators The training workshops will be delivered in three different areas of the county – Inis Eoghain, Letterkenny and Donegal Town.
Delivery of Workshop 3 to parents and children in 6 different locations using the Playbus
Evaluation A full evaluation report on the development, implementation and impacts of the initiative will be provided.

2.3 Donegal County Childcare Committee Project Support

DCCC will provide project support as follows:

- The DCCC Management Committee will act as the Project Steering Committee.
- The DCCC Manager will report on the progress of the initiative to the Management Committee.
- The DCCC Childcare Development Team will have a monitoring role in terms of programme content and suitability for the childcare sector.
- The Project Coordinator (new post, 2 days per week) will be responsible for keeping the project on track and within the timeframe as well as fulfilling the administrative requirements of the project including reporting, budgeting, evaluation, advertising and publicity, purchase of resources and pricing of design and print. The Project Coordinator will also be the liaison/contact person for the Project Specialist.
- The Project Specialist (contracted by DCCC) will develop the training programme, compile a good practice publication and identify, source and compile all supporting resources.

2.4 Timeframe

The project will commence on 1st September 2010 and should be completed by 31st March 2011.

2.5 Budget

A budget of no more than €20,000, including per diem costs, travel and subsistence, VAT and all incidental costs is available.

Payment will be made in installments, subject to invoices, based on a schedule to be agreed with the successful bidder.

Any extension of the contract will be done by mutual agreement.

2.6 Format of Tenders

The tender should:

- Set out a clear plan of how the project will be undertaken, specifying content, methodology and timeframes for each stage.
- Outline the experience and expertise of the **Project Specialist** to be involved in the project with particular reference to the following:
 - Practical experience of working with children 0-5 years
 - Working with parents and families
 - 3rd Level and above qualifications in Early Childhood Care and Education
 - Specific specialisms in relation to the theme of the project
 - Qualifications and Experience in relation to training delivery
 - Knowledge of national legislative, practice and curriculum frameworks
 - Knowledge of the Early Childhood Sector in Donegal and bordering counties

Essential criteria:

- An understanding and appreciation of the issues and needs confronting childcare providers, children and parents
 - Knowledge of government policy, as it relates to early childhood care and education
 - Good interpersonal & organisational skills
 - Computer literate, with a high level of IT skills
 - Ability to work on own initiative
 - Availability to carry out evening work, as required
 - A good working knowledge of the Irish language is a distinct advantage
 - Use of a car and a full clean driver's licence
-
- Set out a clear total costing inclusive of all incidental expenses (including travel and subsistence costs) and VAT **if applicable**.
 - Indicate the cost per day, the total number of days, including preparation, and the number of days for each stage.
 - Indicate the time frame for completion of the project as a whole.
 - Include CVs of all Project personnel, indicating responsibilities clearly, including name of Lead Contact – person who has overall responsibility for the Project.

SECTION 3: AWARD CRITERIA

In deciding the award of the contract the criterion shall be that of the most economically advantageous tender having regard to the consideration of:

1. Quality and comprehensiveness of proposal approach having regard to the requirements of the brief.	20%
2. Demonstrated knowledge and track record in delivery of conflict resolution and problem solving training to young people .	30%
3. Consultation/ Facilitation experience	15%
4. Community and public sector experience and expertise of Supplier	15%
5. Project management experience	10%
6. Value for money	10%

SECTION 4: Terms & Conditions for Tenders

In this document "The Supplier" refers to contractors offering to tender to Donegal County Childcare Committee. The "Contracting Authority" refers to the Donegal County Childcare Committee.

1. Successful Suppliers must submit a current Tax Clearance Certificate from the appropriate authorities of the country in which the company carries out its business **before commencing work**. Where a Tax Clearance Certificate expires within the course of the contract, the Contracting Authority reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the Supplier being in possession of a valid Tax Clearance Certificate at all times.
2. The price or pricing structures (in Euro) will be fixed for the duration of the contract inclusive of delivery, insurance and all other charges (exclusive of VAT). The VAT rate applicable should be indicated separately
3. Independent evidence of the Suppliers public liability insurance and of indemnification of Donegal County Childcare Committee against any insurance claim must be provided.
4. The Contracting Authority is not bound to accept the lowest or any Tender.
5. The preparation, submission and presentation of proposals shall be at the expense of the Supplier.
6. Regular meetings will be required during the term of the contract.

7. Freedom of Information Act 1997

As a result of the Freedom of Information Act, 1997 Public Bodies are no longer able to give guarantees of confidentiality, which had previously featured in Public Procurement. The Contracting Authority has been advised that:-

"Information in relation this tender may be made available on demand in accordance with the Freedom of Information Act, 1997".

You are asked to consider if any of the information supplied by you should not be disclosed because of its sensitivity. If this is the case, when providing the information you should identify same and specify the reasons for its sensitivity.

8. The final date for receipt of quotations is **Friday 27th August 2010 at 5.00 p.m.** Quotations received after this date and time, for whatever reason, will not be considered. Tenders by FAX will not be accepted.

9. The proposals will be evaluated by not less than 2 people, based on the award criteria as specified in this document, subject to modifications/clarification.

Shortlisting may take place. In this case, short-listed candidates will be invited to attend an interview and to deliver a short presentation outlining the Project delivery.

10. It shall be a condition of contract that the Supplier provides the names and CVs of all personnel it proposes to assign to this Project. The project plan as referred to in the Award Criteria must detail the consultancy days/hours proposed to be allocated to each of the personnel assigned to the project. Re-assignment of personnel will not be permitted for this Project without the advance express agreement of Donegal County Childcare Committee. The Lead contact for the Supplier must remain the same throughout the project.

The Supplier must only employ staff or volunteers who have been subjected to Garda Vetting procedures. This process will disclose details regarding 'all prosecutions, successful or not, pending or completed, and/or convictions'. The Supplier contractor must make their own decisions in relation to suitability or otherwise of prospective employees, students or volunteers being recommended to Donegal County Childcare Committee for delivery of the project and working with young people. Donegal County Childcare Committee reserves the right to accept or reject any staff being proposed by the Supplier.

11. The successful Supplier shall be responsible for the delivery of all services provided within the contract on the basis of the agreed fees set at the beginning of the contract.

If at any stage during the contract, the work being undertaken by the Supplier is found to be unsatisfactory, the Contracting Authority may terminate the contract. In the event of such a termination the Supplier will only be entitled to an apportionment of the remuneration, in relation to the level of approved acceptable work done, provided for in the contract. The computation of such remuneration shall be based on the extent of approved acceptable work carried out up to date of termination valued by the use of costs in the tender breakdown, expenses and per diem rates identified in the tender submission. This may be subject to a penalty in relation to the costs incurred by the Contracting Authority in having to provide an alternative Supplier to finish the contract now in default.

12. All work shall be deemed strictly confidential. Under no circumstances may information be disclosed to other parties without the express permission of the Contracting Authority . The successful Supplier may be required to sign a formal confidentiality/non-disclosure agreement.

13. Any conflicts of interest involving a Supplier must be fully disclosed to Donegal County Childcare Committee particularly where there is a conflict of interest in relation to any recommendation or proposals put forward by the Supplier.

14. All Tender information should be provided in English.

15. Completed quotations should be returned in a sealed envelope to:

Avril Sweeney
Manager
Donegal County Childcare Committee
Glenview Business Park
Donegal Rd
Ballybofey
Co Donegal

Email: avrilsweeney@donegalchildcare.com

Envelopes should be marked ***“Early Childhood Identity and Belonging Programme – Private and Confidential”***

DECLARATION:

- I have read and accept the Terms & Conditions for Tenders.
- Please note that failure to produce the documentation referred to at 1. and 3. above within two weeks of the award of Tender will render your Tender invalid.

Signed:

(Lead Contact) _____

Print Name: _____

Position in Organisation: _____

Name of Tenderer/Company: _____

Address: _____

Contact No: _____

Email address: _____

Date: _____

8. SECTION 5 REFERENCE CUSTOMERS/CLIENTS

Please provide contact names and telephone numbers of three principal and relevant customers/ clients

1. _____

Tel. _____

2. _____

Tel. _____

3. _____

Tel. _____