



Kilkenny County Council is seeking a qualified consultant to undertake a detailed Audit of Community, Arts, Sports, Youth Facilities to include an audit and analysis of provision of Programmes/Services in County Kilkenny

Introduction

Kilkenny County Council Community Development Division wish to undertake a detailed Audit of Community, Arts, Sports, Youth Facilities to include an audit and analysis of provision of Programmes/Services being run across the county.

Quotes are being sought from suitably qualified and experienced individuals or organisations to undertake the audit.

Aim of the Research

The aim of the research is to build on the existing facilities audit and develop a comprehensive profile of the Community, Arts Sports, and Youth Facilities (under 25 years of age) to include an audit of Programme/Services provided by all statutory, community and voluntary sector organisations in County Kilkenny.

Primary Objectives

A. Completion of a Survey and Audit of all existing Community, Arts, Sports and Youth Facilities and programmes/ services being delivered in the County, both geographically (breakdown of facilities in each of the 4 Municipal Districts (see map attached) and thematically according to the headings in the brief (Community, Arts, Sport, Youth and Programme/Service) with a Social Map, geographically illustrating the distances between services.

B. Preparation of Services and Programme analysis report
Appropriate analysis of information collated under a. above to identify any needs and gaps in service provision, by theme, location and population.

C. Final Report

Compilation of a full report on parts A. and B. Including a social map of same.

In undertaking this research, the consultant will need to engage with a range of stakeholders. The approach adopted by the consultants should therefore utilise a combination of quantitative and qualitative research methods. The output will be a report containing a database of facilities in each of the 4 municipal districts broken into the thematic headings, maps of same and dissemination of the key findings with regards the services and programme analysis.

The consultant will be accountable to a steering group made up of agencies and groups with a vested interest in the audit outcomes.

- The consultant will have access to KKCC GIS section for the production of maps and access to previous 2009 audit report
- The consultant will have access to existing database, questionnaires and questionnaire guidelines undertaken in 2009
- The consultant will also have access to contacts across the county that the steering group members are aware of

Submission of Quotes

The contract for this work will be awarded by competition. Quote submissions should include:

- A demonstrable track record in research
- A thorough understanding of the aims and objectives of the research
- A detailed description of the proposed methodological approach
- A proposed work plan and programme, including a timetable of events
- Name of person who will be assigned responsibility within the firm for the fulfillment of the contract
- A brief history of experience relevant to the assignment including previous relevant projects undertaken
- Most recent Curriculum Vitae for key staff,
- Fixed price for all aspects of the proposal including time, materials and expenses.

Timescale

The successful applicant must be in a position to begin the work in mid September 2016 and the report including database, maps and analysis must be completed within 6 months- Mid February 2017.

Evaluation of Quotes

In selecting a provider the following criteria will apply:

Criterion	Marks
Proposed Methodology for mapping and auditing	25
Proposed methodology for needs analysis	25
Relevant experience and expertise of key staff	20
Price	30
Total	100

As outlined above, a quality – cost ratio of 70:30 will apply

Monitoring of Project

A form of regular progress reporting, to be agreed, will be required. The consultant will meet with the Steering Group 4 times over the course of the audit: an initial meeting, upon the completion of Mapping and Audit, a further meeting upon the completion of programme/services analysis and a final meeting upon the completion of final report.

Terms of payment

Payments will be made within 28 days of receipt of invoice. If at any stage during the project, the agreed level of service is not adhered to, payment may be withheld.

Stage payments may be made on completion of the following stages, to the satisfaction of the contracting authority:

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| 1. | Completion of Mapping and Audit: | 30% |
| 2. | Completion of programme/services Analysis: | 30% |
| 3. | Completion of final report: | 40% |

Total budget available: €20,000

Closing date for receipt of quotes:

The deadline for receipt of proposals is **Monday 29th. August 2016 @ 5PM.**

To be sent to:

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