



UBU Your Place Your Space – Call For Service Template

Introduction:

Laois and Offaly Education and Training Board (LOETB) is seeking an organisation with experience of providing services to young people, to deliver a youth service to young people in Portlaoise and immediate catchment area, consisting of 5 Electoral Divisions: (Portlaoise Urban ED 8072, Portlaoise Rural ED 8071, Borris ED 8044, Clondarrig ED 8051 and Shaen ED 8076). This new project is being established in line with the UBU Your Place Your Space scheme funded by the Department of Children, Equality, Disability, Inclusion & Youth (DCEDIY).

The mission of the UBU Your Place Your Space Funding Scheme is:

“To provide out-of-school supports to young people in their local communities to enable them to overcome adverse circumstances and achieve their full potential by improving their personal and social development outcomes.”

The organisation **LOETB** is seeking should:

- ✓ *Exemplify good practice in relation to vision, methodologies, governance, compliance, programme design, delivery and evaluation*
- ✓ *Be experienced in working with targeted young people aged 10-24 years with complexity of needs, using non-formal educational methodology*
- ✓ *Operate in an out-of-school setting, including evenings, weekends and school holidays*
- ✓ *Understand the nature and needs of a of young people living in disadvantaged communities and offer appropriate responses*
- ✓ *Able to devise and measure effective responses to the needs of the target group*
- ✓ *Be committed to on-going sharing of learning and collaboration*

Background:

Education and Training Boards (ETB)

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 DCEDIY 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.

Department of Children, Equality, Disability, Integration & Youth (DCEDIY)

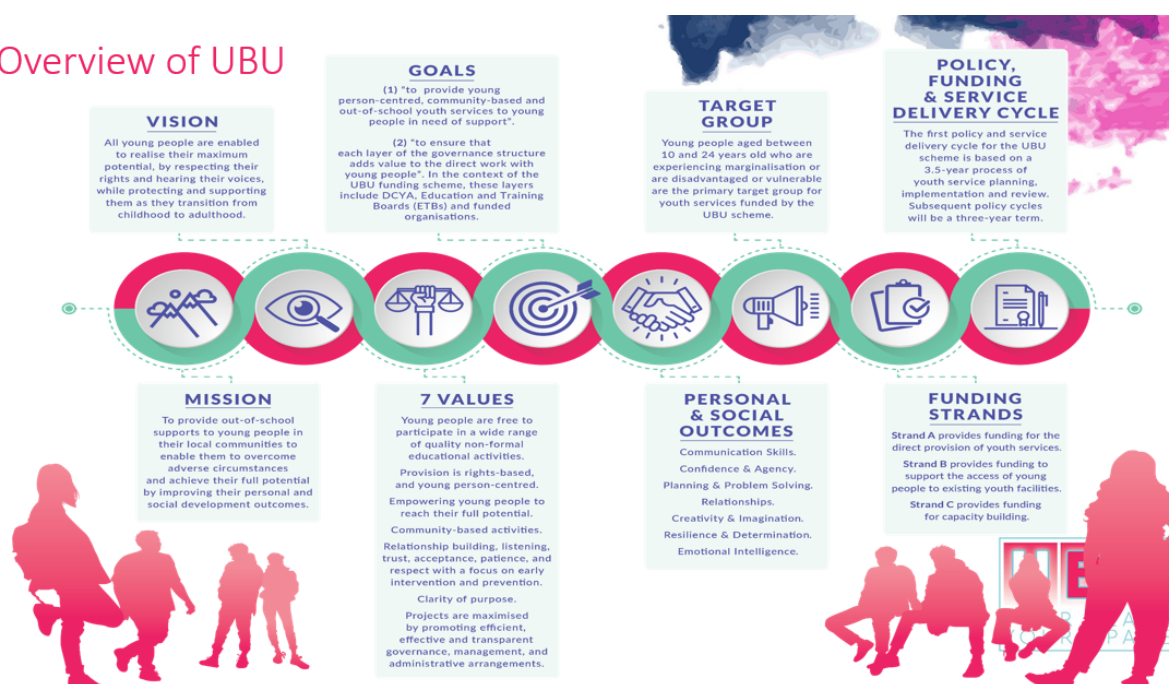
The DCEDIY is the principal Department to whom ETBs report in relation to their youth work functions. It has a mandate in relation to policy and service provision for children and young people. The Department comprises a number of interrelated strands, including the direct provision of universal and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

The DCEDIY 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,
- UBU Your Place Your Space funding Scheme 2020,
- National Quality Standards Initiatives (National Quality Standards Framework for the Youth Work Sector/National Quality Standards for Volunteer-led Youth groups),
- LGBTI+ National Youth Strategy 2018-2020,
- Directives and circulars pertaining to the management of public funds, accountability and by needs identified by ETBs locally.

UBU Scheme:

Overview of UBU



Area Profile Needs Assessment and Service Requirements (APNASR)

This tool supports an ETB in identifying and prioritising the needs of young people who fall within the defined target group for UBU Your Place Your Space scheme. The APNASR requires an ETB to understand, integrate and analyse different sources of quantitative and qualitative information. The data sources have been selected because they are nationally available and free to access, helping to establish a consistency of focus across UBU Your Place Your Space. The successful organisation must work with the target groups identified through this process.

Service Brief:

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

1. Develop new and innovative programmes and interventions to meet the needs and interests of the young people identified in the catchment area.
2. Operate primarily on late evenings, on weekends and during school holidays.
3. Focus on developing culturally appropriate interventions in response to the needs of the young people targeted by the Project. This requires dynamic and creative approaches to working with such diverse groups of young people.
4. Engage the young people in the co-design of the Project and the programmes on offer.
5. Ensure a minimum of 80% of the young people (aged 10 to 24 years) accessing the service are within the target group requiring support or at significant risk. Additionally, there will be scope and an expectation on the Provider to develop and respond to any new and emerging needs as may be identified by ETB.

6. Ensure a minimum of 70% of the service effort will be on direct service delivery with young people.
7. Engage qualified, skilled staff utilising evidenced based interventions and adopting the Logic Model for programme planning.
8. Give priority to developing and enhancing interagency collaborations with other providers of services for young people operating in the identified area.
9. Regularly evaluate the impact of the youth work interventions and evidence the improved outcomes for young people.

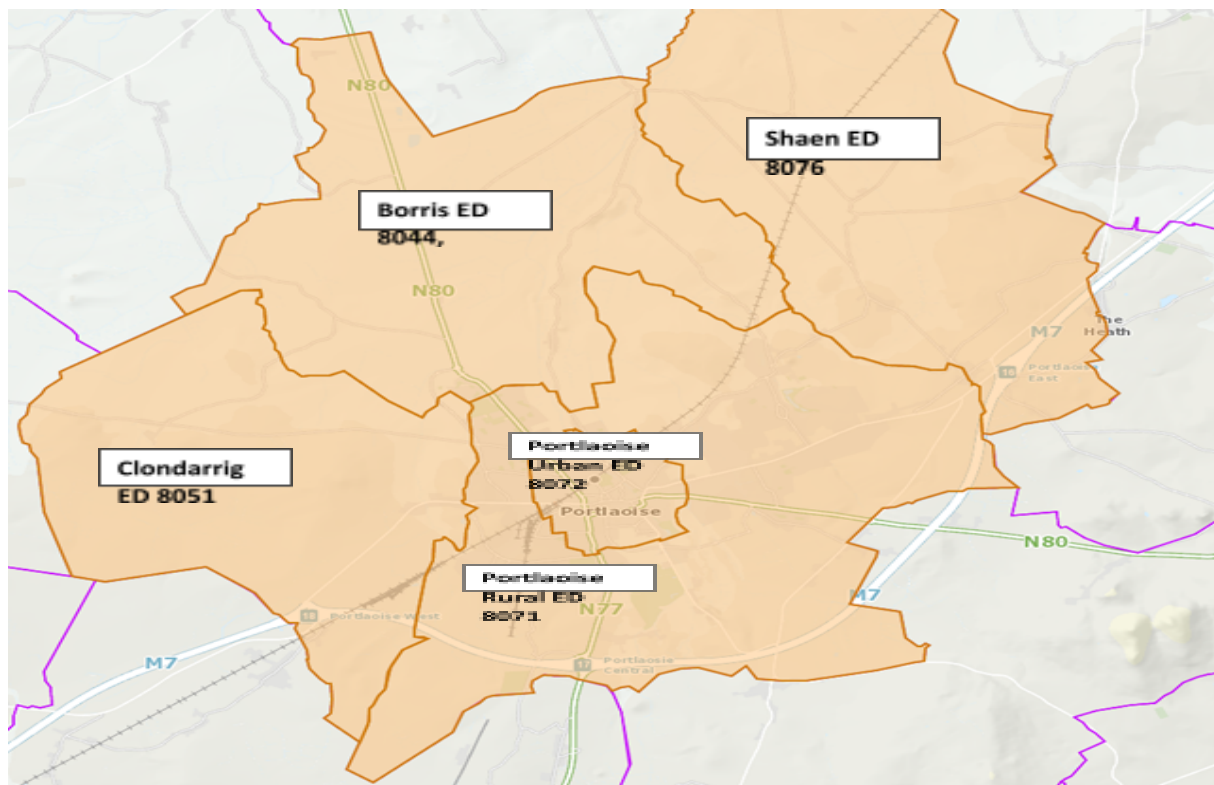
Funding:

A budget of €120,000 per annum has been made available under the UBU Your Place Your Space funding scheme for this new youth service. The budget will support direct and indirect costs associated with delivering the youth service in line with the UBU Your Place Your Space Policy & Operating Rules, Financial Requirements outlined in Chapter 7.

Location:

LOETB has identified **Portlaoise, 5 Electoral Divisions: (Portlaoise Urban ED 8072, Portlaoise Rural ED 8071, Borris ED 8044, Clondarrig ED 8051 and Shaen ED 8076)** as the location for the new youth service.

The map below illustrates the catchment area for the new youth service. This was based on evidence gathered through the APNASR process 2019 and on consultations/research undertaken in 2021.



Social Profile

Portlaoise is one of Ireland's fastest growing towns with a population nearing 25,000. Portlaoise is the eleventh largest town in Ireland with the highest percentage of people under 18 years of age.

Living in the 5 selected Electoral Divisions, there is a population of 24,463 with 18% in the age category 10-24; this breaks down further as follows: 7.2% young people 10-14; 10.8% young people 15-24.

Most of the population density is focused in the Portlaoise 5 Electoral Divisions (ED's) which primarily contains the main housing developments. Portlaoise is the eight most diverse town in Ireland. Non-Irish nationals accounted for 21.7% of the population compared with a national average figure of 12.0%.

In Portlaoise it is estimated that between 7% and 10% of young people aged 10-19 years are not in education or training. There is higher than average reported level of drug misuse, anti-social behaviour, reported incidents of juvenile crime and cautions. There are also high ratios of differing nationalities and significant challenges with integration and inclusion between the families of different nationalities/cultures and their children.

These factors are having a significant impact on young peoples' development, affecting their mental health, well-being and impeding progression to education and employment opportunities.

Response

Based on evidence gathered and priorities identified by LOETB through stakeholder engagement, there is pressing need to provide a youth service for the following target groups:

Young People aged 10-14 years who are not in education or training including early school leavers and poor attenders living in the Portlaoise 5 ED's identified

Young People aged 15-19 years who are not in employment, education or training, (early school leavers and poor attenders) living in the Portlaoise 5 ED's identified.

The young people identified by LOETB for prioritisation have a record of poor school attendance or have left school, they are coming to the attention of a variety of agencies including DESP, TUSLA, School Completion, Education Welfare Officers, Community Gardaí, JLO, Garda Youth Diversion Project and Youth Services.

These young people are struggling with low literacy (both academic and computer), have poor social skills, exhibit anti-social behaviour, may have issues related to substance misuse or intimidation/bullying and may be affected by mild to moderate mental health conditions.

Within the prioritised target groups identified by LOETB the service provider will be required to focus on supporting young Traveller, Non-Irish / First Generation Irish / Non EU (Asylum Seekers, Refugees), young people with disabilities and young careers, with specific emphasis on mental health, behavioural, learning difficulties, substance misuse and addiction.

In relation to both target groups, LOETB require the new service provider to work in collaboration with all relevant voluntary, statutory and non-statutory bodies and, to develop and implement a

range of programmes, supports, initiatives and interventions, that will contribute towards achieving better outcomes for the young people prioritised within LOETB Call for Service

LOETB Expectations

- LOETB expect that the new service will utilise a youth centred, needs based, flexible approach, for engaging with young people ages 10-19 years.
- LOETB expect that greater emphasis will be placed on young people aged 10-14 years.
- LOETB expect that the new service will give due attention to the key transitions in young people's lives for example, Primary to Secondary School and from Secondary School to FET, HE, and employment.
- LOETB expect that the new service's primary centre of operations should be strategically based geographically in an area(s) that best supports the service from an infrastructure and resourcing perspective.
- LOETB expect given the impact of Covid-19 and unprecedented changing youth work landscape, a blended approach incorporating both online and in-person interventions will be utilised.
- LOETB expect that the new service will build on the existing strong inter-agency collaborative approaches to ensure buy-in from the young people, their families, and the communities.

General Considerations:

- Impact of Covid-19 pandemic on Young People's mental health and well-being and high youth unemployment rates.
- The need to place significant emphasis on building trust, given no tradition of youth engagement.
- The issue for young people of distance and poor transport links, after school and during evening hours.
- Diversity within the selected EDs
- Inclusion of young people with disabilities and 'hidden careers' and young people from the LGBTI+ community.
- Diversity within the local communities selected in LOETB Call for Service.

Selection Process for the New Project Preferred Provider

A preferred provider will be identified through the following selection process:

- Stage 1 – LOETB publicly advertise the Scheme on **Tuesday 27th of July 2021**, asking interested parties to apply according to the steps outlined in the Information Pack. The closing date for receipt of fully completed Submission Application Form is **Wednesday 25th of August 2021**.

NOTE: Only organisations who have fully completed the Submission Application Form and answered YES to all 12 UBU Eligibility Criteria will be considered.

- Stage 2 – Analysis of Submissions received and shortlisting for interview process by **LOETB**.
- Stage 3 – Interviews, consisting of a formal presentation by the applicant organisation are **indicatively scheduled** for **Tuesday 7th, Wednesday 8th and Thursday 9th September 2021**.

- Stage 4 – Decision is reached by LOETB interview panel, further discussions may be held with selected preferred provider regarding their service offer and LOETB's requirements. LOETB will inform DCEDIY that the process is complete and that the identified organisation is been recommended as the preferred provider.
- Stage 5 – Once confirmed by the DCEDIY the successful preferred provider will be asked to make a formal UBU application for funding to LOETB. If in order, LOETB will make a recommendation to DCEDIY as per UBU Policy and Operating Rules. Following DCEDIY approval, a letter of allocation can issue to the funded organisation.
- Stage 6 – A Service Level Agreement will be issued and signed by the successful funded organisation and LOETB. The Funded Organisation undertakes phase one of the New Youth Service, hiring staff, providing orientation training, securing premises etc.
- Stage 7 – New Youth Service launch & the UBU Your Place Your Space Performance Oversight & Engagement Framework will commence.

In compliance with the Data Protection Act 2018, the General Data Protection Regulation, and guidance from the Data Protection Commission, any personal data you give us in connection with this application will be kept securely and only used for the purposes of assessment (including shortlisting and interviewing), general administration, reporting and to fulfil our other legal obligations. When we no longer have any lawful basis for retaining it, it will be destroyed/deleted. Under the Freedom of Information (FOI) Act 2014, any information we receive in our dealings with you can potentially be released to the general public on request. Under s8 of the FOI Act, a list of all grants over €10,000 will be published on our website on an annual basis.

Details Stage 1: Return of Submission Application Form

Fully completed Submission Application Form is to be returned electronically by **Wednesday 25th of August 2021** to **jthompson@loetb.ie**. It is the responsibility of each respondent to ensure that the Submission Application Form reaches LOETB before the deadline. Submission Application Forms sent to any other address (other than the one indicated above) or received after the deadline will be deemed invalid.

Details Stage 2: Analysis of Submissions received and shortlisting for interview process by LOETB

UBU Your Place Your Space Eligibility Criteria

The following 12 questions will be used to assess the organizations eligibility to proceed with an application under the UBU Your Place Your Space scheme. All applicants must be in a position to answer **Yes** to all of the Eligibility Criteria questions to be shortlisted. The ETB reserves the right to ask for evidence relating to each Eligibility Criteria.

No	Eligibility Criteria	Yes	No
1	Do you have a Memorandum and Articles of Association or a Constitution , which outlines the projects governance structure, and a list of		

	the Board of Directors?		
2	Are you willing to provide the financial records and related materials in respect of the Grant provided for auditing and inspection purposes by DCEDIY, ETB and/or its designated bodies, or the Comptroller and Auditor General?		
3	Are you willing to fulfil the UBU Your Place Your Space scheme rules ?		
4	Are you willing to comply with the DPER circular 13/2014 and have you the appropriate systems in place to ensure compliance?		
5	Are you compliant with the Children First Act 2015?		
6	Do you have appropriate levels of insurance in place on all the project's assets, public liability and employer's liability? (The levels of insurance required cover: €12.7 million for employer's liability insurance; and €6.5 million for public liability insurance.) AND Will your organisation specifically indemnify DCEDIY and ETB.		
7	Have you a recruitment and selection process in place that is compliant with the relevant legislation inclusive of Garda Vetting of adults working with young people in a paid and voluntary capacity in line with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016.		
8	Have you an Organisational Health and Safety Statement and Policy in place and have you a listed person as Health & Safety Officer ?		
9	Have you accounts that are audited on a calendar year by external auditors and have available the 2020 signed audited accounts?		
10	Is your organisation fully compliant with all its relevant governance code/s ? (e.g. companies ltd by guarantee with no share capital, public bodies, charitable bodies, cooperatives).		
11	Is your organisation willing to participate in the trailing of sample services and tools as directed by ETBs and DCEDIY to support development of best practice and evaluation initiatives?		
12	Is your organisation willing to report directly to the ETB on work with young people, targets achieved and financial matters?		

Shortlisting:

Once the ETB has assessed that the respondent is in a position to answer YES to all 12 eligibility criteria the following categories are scored. **Please Note:** respondents must meet a minimum score under each category in order to be shortlisted.

	Category	Weighting	Maximum Score	Minimum Score Required
1	Response to identification of need/Impact	20%	200	120
<p>The degree to which the submission demonstrates:</p> <ul style="list-style-type: none"> • A plan which addresses the needs identified by the ETB • The suitability of the methods the respondent intends to deploy to engage the target groups of young people identified by the ETB • The projected numbers of young people to be engaged • Ability to facilitate young peoples involvement in the co-design of the programmes/project 				
2	Demonstrated knowledge and track record: Practice & Delivery	30%	300	180
<p>The degree to which the submission has demonstrated:</p> <ul style="list-style-type: none"> • Knowledge and track record of working through a non-formal educational approach with the target groups outlined in the Call For Service. • Knowledge of the local area or working in similar areas with similar target groups, • Demonstrable knowledge and track record in addressing the needs of the target groups • Demonstrable capacity and capability to implement youth work approaches • Demonstrated commitment to the vision, mission, goals & values of UBU Your Place Your Space 				
3	Demonstrated knowledge and track record: Governance & Oversight	30%	300	180
<p>The degree to which the submission has demonstrated a capacity and ability to deliver the proposed on the operational and governance requirements:</p> <ul style="list-style-type: none"> • Evidence of an ability to deliver on the governance requirements through appropriate structures, systems and policies including but not limited to, Health and Safety Policy, • A written child protection, welfare and safeguarding policy and related procedures, Garda Vetting Policy, Volunteer Policy and Procedures., Drug and Alcohol Policy and Procedures. • Financial Management Procedures, Human Resources (HR) policy and procedures, Data Protection policy, Risk Management policy and procedures. • Evidence should demonstrate the organisations ability to implement all relevant sections of the Companies Act 2014, FRS 102 (mandatory) and to prepare where possible for Statement of Recommended Practice (SORP) compliant accounts. • Quality of the risk assessment and appropriateness of the actions to address the risks identified, • Experience of monitoring and evaluation systems in human services. 				

4.	Value For Money/Additionality	10%	100	60
The degree to which the submission has demonstrated: <ul style="list-style-type: none"> • Clear, realistic budget with supporting rationale, • The degree to which the applicant can demonstrate that they can bring additional resources to this application (including, but not limited to): <ul style="list-style-type: none"> • 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. 				
5	Implementation	10%	100	60
The degree to which the submission has demonstrated: <ul style="list-style-type: none"> • A clear plan for each element of the project establishment and implementation • A clear timeframe for each stage of project establishment and implementation • A clear plan for managing the delivery, reporting and financial management requirements 				

Details Stage 3: Interview

Interviews consisting of a formal presentation by respondents are scheduled for early September. **indicatively scheduled for Tuesday 7th, Wednesday 8th and Thursday 9th September 2021.** LOETB recommendation of a preferred provider will be based upon assessment of both the Submission Application Form AND the interview process. Both the Submission Application Form and the interview will be marked under the 5 categories outlined below:

1. Response to identification of need/impact
2. Demonstrated knowledge and track record: Practice & Delivery
3. Demonstrated knowledge and track record: Governance & Oversight
4. Value For Money/Additionality
5. Implementation

Please Note: In order to be considered for recommendation by LOETB as the preferred provider respondents must attain the minimum score in each category.

The formal presentation which is part of the interview process must address the 5 categories indicated in the scoring system.

Appeals Process

Final decision with regard to the selected provider rests with DCEDIY. As such respondents to the Call for Service can only appeal the outcome with the ETB based on procedural issues relating to the application and appraisal process. All appeals must be submitted **within one week** of the date on the notification of the outcome correspondence.

Appeals should be submitted to:

- **jthompson@loetb.ie** placing “UBU Call For Service Appeal” in the subject line. It is the responsibility of the appellant organisation to ensure the appeal is received.
- As indicated above appeals can only be based on procedural issues related to the process as outlined in the LOETB Call for Service.
- Appeals will only be accepted from the lead applicant.
- Appeals submitted to LOETB after the appeal date will not be considered.
- The appeals panel will not include any member of the original assessment group.
- The appeal process will be conducted within a two-week period from the date of receipt of the appeal.
- The appeals panel will review the appeal and make a recommendation to the Chief Executive of LOETB. This recommendation will form the basis for any decisions made with regard to the recommendation of preferred provider to DCEDIY.
- The LOETB will inform the appellant organisation of the outcome.



An Roinn Leanai, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



