



The Irish Environmental Conservation Organisation for Youth - UNESCO
Clubs CLG trading as

ECO-UNESCO

Request for Tender Proposals for:

Evaluation of ECO-UNESCO's Youth for
Sustainable Development programme

Reference: ecoesdtender 201802

Re-advertisement/ Extension of Closing date
Extended closing date for receipt of tenders:
Friday 25 January 2019 5pm

Email: elaine.nevin@ecounesco.ie

Post to:

ECO-UNESCO
9 Burgh Quay
Dublin 2
www.ecounesco.ie
t: 00 353 1 6625491



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1. Introduction and Background Information

ECO-UNESCO is Ireland's environmental education and youth organisation working to protect the environment and empower young people. We are a non-profit charitable organisation working with over 10,000 young people annually.

ECO-UNESCO's mission is to protect the natural environment and empower young people by developing their knowledge, skills and confidence that channels their passion into positive and creative actions that helps create a sustainable planet.

ECO-UNESCO is a Key Partner of UNESCO's Global Action Programme in Education for Sustainable Development and is a QQI accredited training centre.

ECO-UNESCO runs direct youth programmes including the Youth for Sustainable Development programme; ECO-Choices; Young Environmentalist Awards; ESD in Schools programme and trainings.

ECO-UNESCO is seeking tenders from qualified individuals/organisations to prepare and complete an evaluation of the 'Youth for Sustainable Development Programme'; that is aligned to the Irish Aid Performance Measurement Framework (PMF).

The PMF has been developed to track changes envisioned in the Irish Aid Development Education Strategy 2017-2023 and can be found

<https://www.irishaid.ie/media/irishaid/allwebsitemedia/20newsandpublications/publicationpdfsenglish/Development-Education-Strategy-2017-2023.pdf>

'Youth for Sustainable Development - Global Youth Leaders for Change' (YSD) is a programme which aims to engage young people in sustainable development at a local and global level. The YSD programme provides opportunities for young people to engage in quality DE/ESD, to strengthen their capacity to take action on global justice issues by developing them as youth leaders and peer educators. Young people are empowered with the knowledge, skills, values and motivation to take action for a more just and sustainable world. Skills and confidence are built in youth workers and youth leaders to use quality DE/ESD in their work to empower and mobilise young people. Good practice in ESD is shared through youth leader training and DE/ESD is embedded in youth and community organisations.



Programme Activities:

The programme has a range of activities for young people and those who work with young people and include the following:

Train and support young people to engage in ESD and SDG's Through the 'hands on' YSD Youth Peer Education Programme through workshops and activities by

- *Running the YSD Youth Peer Education Programme (YSD) – running of weekly direct programme for young people ages 15-18 years to empower and mobilise them to act on issues related to DE/ESD, undertake a local to global action project - run in Dublin and 4 locations regionally*
- *Increasing numbers of action projects including a Local to Global element*
- *Increasing awareness of the SDG's*

Ensure young people sustain their DE/ESD engagement and take action to engage more young people in environmental and global justice issues by

- *delivering the UNESCO Global Action Programme and organise events linked to SDG's*
- *delivering ESD/DE non-accredited training to young people attending Youthreach centres*
- *delivering accredited training in QQI Level 5 Peer Education for Sustainable Development (SD) course.*

Upskill and build confidence in Youth/community workers & leaders up-skilled to use quality ESD/DE in their work with young people, achieved through non-formal and formal accredited training programmes by

- *developing and delivering training to those working with young people including Train the Trainer and accredited trainings - Peer ESD training for youth workers/leaders from regional YSD / ECO-UNESCO Clubs established*

ESD/DE is embedded in you and Adult & Community Education (ACE) organisations through a whole organisation approach by.

- *developing and delivering training to youth and ACE groups in whole organisational approach to SD. Support groups to take part in the ECO-Sustainability Awards.*

Engage with and provide inputs in the strategic development of DE in Youth and Adult and Community sectors.



1.2 Scope of Invitation to Tender:

The evaluator will be expected to carry out an evaluation of the programme against the Project Results Framework within which the programme is measured. This will include documentation of the project to date and preparation of an evaluation of the project aligned where appropriate with to the Project Results Framework and Irish Aid’s Performance Measurement Framework.

This will include but not limited to:

- A review of the evaluation of the project to date; its achievements and challenges with particular reference to the 2017 – 2018 programme year
- Outlining how ECO-UNESCO's Youth for Sustainable Development programme aligns with the Irish Aid Development Education Strategy
- Using a range of evaluation and measurement approaches including quantitative and qualitative evaluations, case studies, impact assessments and story telling
- Producing an evaluation report which uses a range of approaches including film; photography; written word to best demonstrate the dynamism of the programme

Project deliverables

- An evaluation report with clear recommendations for future development of the programme
- Documentation of the work the programme has completed to date and a report on the breadth and depth of its achievements and impacts

1.3 Indicative Timeline for Tendering Process

Date	Event
25-01-2019	Extended deadline for receipt of Tenders – 5pm Friday 25 January 2019 Email to: elaine.nevin@ecounesco.ie
January to end April 2019	Envisaged date for commencement of contract (tbc)

- The contract will commence in January 2019 and finish by April 2019.
- The candidate will be expected to provide regular update on progress and attend a minimum of four meetings during the course of the tender contract.



ECO-UNESCO will

- Assign a point of contact for all aspects of the project for the duration of the work.
- Provide existing evaluation materials to date
- Assist with evaluations with YSD participants
- Provide feedback on the project deliverables before final submission

1.4. Selection Criteria

Applications will be assessed according to the following (non-exhaustive) list of selection criteria.

- Applicant background and experience in working in the not for profit sector.
- Experience in conducting evaluations to a high standard;
- Experience working within Irish Aid's Project Results Framework
- Demonstrated experience of evaluation in the non-profit sector, preferably in youth work and/or community work and with education for sustainable development
- Demonstrated experience of evaluation involving qualitative data and soft outcomes
- Excellent written and verbal communication skills

Please note that ECO-UNESCO reserve the right to apply additional selection criteria should they become necessary to meet the needs of the tender, or to fully assess applicant suitability.

2. Instructions to Tender

Tender Response Document Layout should include the following:

2.1 General Information

The tender should provide a brief overview of the Contractor, including experience, and the range of skills relevant to these tender requirements. Name and contact details of the organisation submitting the proposal should be included along with the organisation profile

2.2 Project Personnel

The tender should identify and demonstrate the skillsets relevant ability to carry out the work, including details of qualifications and relevant experience of project team including a brief CVs for people who will work directly on the project. Indicate the role of each team member in delivering the project and amount of time each will give to the project.



2.3 Methodology

The tender must contain the proposed approach to the provision of the required services as outlined in point 1 (incl. 1.1-1.3) and outline how all elements of the contract will be addressed and provide a detailed proposal.

2.4 Project Plan

Set out a clear plan of how the project will be undertaken, specifying content, methodologies and timeframes for each stage.

Present a high-level project plan that indicates the timeframe for completion of the project as a whole

2.5 Costs

A detailed breakdown of proposed costs must be provided. All costs must be quoted in Euro, inclusive of VAT.

The budget for this piece of work is in the region of €5000 inclusive of V.A.T. and will cover all associated costs in undertaking the contracted work (including travel and subsistence costs) Indicate the costs per day, the total number of days including preparation and the number of days for each stage.

The price for the contract will be fixed inclusive of delivery, insurance and all other charges.

2.6 Previous projects and referees

Examples of at least two relevant previous projects with details of two referees must be provided

2.7 Tax Clearance Certificate

Applicants must be able to provide an up to date Tax Clearance Certificate upon request by ECO-UNESCO prior to any contract being awarded before commencing work.

2.8 Copy of relevant insurance policies

2.9 Length of Proposal

The Tender proposal should be no more than 15 pages (excluding additional information)

3. Disclaimers

3.1 General Disclaimer

ECO-UNESCO may not be held liable for any loss or cost incurred by any tenderer relating to this ITT



3.2 Costs & Expenses

Tenderers shall bear all costs associated with the preparation and submission of their tender and ECO-UNESCO shall not be responsible or liable for any costs or expenses incurred by tenderers in the preparation of tenders or any associated work effort – bidder’s conference, interviews, presentations or demonstrations – regardless of the conduct or outcome of the procurement process

3.3 Right to Cancel

ECO-UNESCO reserves the right without advance notice, (and without giving reasons) to terminate the RFT process. This RFT does not represent a commitment to enter into any contract.

3.4 Right not to Award Contract

ECO-UNESCO reserves the right to reject all tenders if none, in its opinion, adequately satisfies the requirements, or if ECO-UNESCO’s circumstances change for whatever reason. ECO-UNESCO may subsequently re-issue another RFT

3.5 Right to Extend Closing Date

ECO-UNESCO reserves the right, and at its sole discretion, to extend the closing date for receipt of tenders by posting the update on our website www.ecounesco.ie

3.6 Lowest Cost Tender

ECO-UNESCO does not bind itself to accept the lowest cost or any tender.

3.7 More than one Supplier

ECO-UNESCO reserves the right to reject in whole or in part any or all tenders received and to source the requirement with more than one supplier.

3.8 Adequacy of Requirements

Whilst every effort has been made to adequately describe the requirements arising from this procurement, it is the tenderers responsibility to gauge the extent of the work effort and resources required to meet the requirements.

4. Submission of Completed Tender

Completed Tender proposal should be submitted by email or post with the following Reference:

Reference: Response to Tender no.: ecoesdtender 201802

Email: elaine.nevin@ecounesco.ie or **Post** in a sealed envelope addressed to ECO-UNESCO, 9 Burgh Quay, Dublin 2



Extended Closing date for receipt of Tender Response is Friday 25 January 2019 at 5pm

The information in all Tenders, including price must remain valid for 6 months.

Ownership of documentation resulting from this Tender will reside with ECO-UNESCO and ECO-UNESCO undertakes to treat all documentation confidentially in so far as is possible.

5. Confidentiality

All communications issued by ECO-UNESCO to tenderers must be treated as confidential. Tenderers shall not release details of such communications other than on an “In confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing their tender. Under no circumstances may tenderers release any information concerning such communications for publication in the press or on radio, television, screen or any other medium.

ECO-UNESCO undertakes to use its best endeavours to hold confidential any information provided by the tenderer in their response to this tender submission, subject to ECO-UNESCO’s data protection policies.

Commitment to undergo full Garda Vetting and to comply with ECO-UNESCO’s policies and procedures relating to the target group

6. Conflict of Interest

Any conflicts of interest involving a contractor (or contractors in the event of a consortium bid) must be fully disclosed to ECO-UNESCO, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

Any registerable interest involving the contractor and employees of ECO-UNESCO or their relatives must be fully disclosed in the response to this Tender, or should be communicated to ECO-UNESCO immediately upon such information becoming known to the contractor, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract.



Appendix 1 - Additional Information on ECO-UNESCO

For further information visit ECO-UNESCO's website at www.ecounesco.ie

About ECO-UNESCO

ECO-UNESCO is an environmental education and youth organisation working to conserve the environment and empower young people. We provide young people the opportunity to gain knowledge and understanding of the environment, to promote the protection and conservation of the environment and sustainable development. We work to equip young people with skills, confidence and self-esteem, so that they can take a more active, positive and responsible role in society.

Founded in 1986, ECO-UNESCO is Ireland's only environmental organisation specialising in environmental education for young people, affiliated to the World Federation of UNESCO Clubs, Centres and Associations (WFUCA). ECO-UNESCO aims to:

- *raise environmental awareness, understanding and knowledge of the environment among young people.*
- *promote the protection and conservation of the environment.*
- *promote the personal development of young people through practical environmental projects and activities to promote the ideals of UNESCO.*

ECO-UNESCO's programmes

ECO-UNESCO works with over 10,000 young people annually through a wide range of environmental youth work, training programmes, employment courses, education resources and children's programmes. Our activities are primarily targeted at young people aged between 10 and 18 years old, however we also run accredited and non-accredited training courses open to anyone with an interest in Sustainable Development including: teachers, youth workers, community and business leaders, and the public and private sector. ECO-UNESCO is affiliated to UNESCO and is one of UNESCO's international Key strategic partners for their Global Action Programme under their Key Priority Action 4 – Empowering and Mobilising young people.

Our Environmental Youth programmes include:

1. **Youth for Sustainable Development:** this programme aims to engage young people in sustainable development at a local and global level. The programme inspires, challenges and motivates young people to act locally to promote sustainable development. Young people explore the knowledge and values of Education for Sustainable Development and Development Education, so they can become Global Youth Leaders for Sustainable Development. The action projects that are carried out by youth groups are entered into the Young Environmentalist Awards Programme



2. **The Young Environmentalist Awards (YEA)** is ECO-UNESCO's Flagship programme; it is an all-island programme for 10-18 year olds that recognises and rewards young people who take action to improve and protect the environment. As well as having positive impact on the environment, the YEA also supports the development and empowerment of young people as they gain critical skills such as communication, team work, digital skills, leadership and confidence. 4,000 young people take part in the programme each year, and over 40,000 have taken part since it's began in 1999. Each year the programme runs Regional ECO Dens and an annual Young Environmentalist Awards Showcase and Awards Ceremony with over 700 young people attending the Final each year.

3. **ECO-Choices Health and Wellbeing Programme:** Through the Eco-Choices programme, an alternative drugs prevention programme for at-risk young people in Dublin City, we work with approximately 150 young people each year. This health and wellbeing programme consists of experiential learning workshops, on themes such as communication skills, healthy lifestyles and active citizenship, as well as undertaking a community action project and outdoor education days in Dublin and the surrounding natural areas. Participants on this programme learn new skills and knowledge and grow in confidence, as well as gaining positive experiences in the outdoors, which research shows can help them to make healthier and more positive life choices.