



Request for Tender (RFT) for provision of an Environmental Education course to South Kerry Development Partnership CLG

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1. INTRODUCTION

South Kerry Development Partnership CLG (SKDP) is a community-led Local Development Company (LDC). It was founded in 1991, and was one of the first area-based partnership companies to be established by the Government under the auspices of the then programme for Economic & Social progress (PESP).

The 'bottom up' approach to Rural Development is a core ethos of South Kerry Development Partnership CLG and it provides the organisation with a methodology of working which informs the design, development and implementation of its rural development initiatives.

South Kerry Development Partnership CLG operates under four strategic pillars,

- Enterprise & Employment
- Community Development
- Education & Training
- Environment

SKDP has over the years been successful in obtaining funding for, and project managing many different programmes and initiatives such as Local Area Employment Service (LAES), Tús, Rural Social Scheme (RSS), Social Inclusion and Community Activation programme (SICAP), LEADER, Workability, Social Farming and many more.

SKDP has delivered many environmental projects/initiatives previously through LEADER but also through other programmes such as the MacGillycuddy Reeks EIP Project and has participated in EU Life Projects. SKDP completed a habitat mapping project for sections of the MacGillycuddy Reeks through the Reeks EIP project. SKDP also provides management services, under contract to the Dept. of Agriculture Food & The Marine for the Agri-climate rural environment scheme (ACRES) co-operation measure for Kerry & West Cork.

Currently, SKDP is seeking to deliver an environmental educational short course which is both informative and practical and which will be made available for participation to the public in the South Kerry area.

This initiative is being developed in line with the 2023 – 2027 LEADER programme objectives which incorporates a number of thematic areas, one of which is '*Sustainable Development and Climate Change Mitigation and Adaptation*'. A sub-theme under this core theme is '*Climate Change Capacity Building*'. Climate change presents an ever-growing and existential challenge to Kerry's rich and biodiverse ecological habitats and overall environmental health. This challenge is one which will affect not only our natural flora and fauna but also the wellness and health of our communities as well as their economic resilience as Kerry's economy is heavily reliant on tourism.

The Kerry Local Development Strategy which was developed through public participation to inform the core objectives of this current iteration of LEADER, found that an understanding of the science of climate change and in particular how Ireland and Southwest Ireland will be affected was a noticeable knowledge

gap when engaging with the local communities. Priorities identified under the current LEADER programme include the provision of environmental educational training resources.

To identify the specific areas of environmental education which groups would be most interested in, SKDP undertook a short public survey which was widely distributed to communities and community groups and remained open for 4.5 weeks. SKDP received 49 responses, with the outcome directing this RFT.

SKDP are now seeking to enlist the expertise of an experienced environmental education/ training provider to develop and deliver an environmental education course. It is envisaged that this course will support the needs and priorities of these groups and their communities and support them to take meaningful local action for the environment.

2. OBJECTIVES OF REQUEST FOR TENDER

The objective of this RFT is to seek tenders from environmental education / training providers for the delivery of an environmental education course which will support communities to take meaningful local action to support biodiversity and to increase the resilience of habitats in their local areas.

The course should be delivered as **three modules**. This is to enable participants, if they are unable to complete the full course, to complete one or two modules.

The modules are as follows:

- 1. Seed Saving, Pollinators and Meadow Management**
- 2. Tree Planting and Long-Term Management**
- 3. Invasive Species Identification and Management**

The below are suggested inclusions for each module. **SKDP invites tenderers to advise on the most appropriate and practicable approach to each module and are open to variations to the outline below.**

Module 1: Tree Planting and Long-Term Management

- Site Assessment: Soil quality, pH, compaction, drainage, and available space
- Environmental Factors and infrastructure considerations e.g. wind patterns, light exposure, utility lines, building foundations
- Goals and Function: Selecting trees for specific purposes (e.g., biodiversity, shade)
- Planting: e.g. correct depth (finding the root flare), hole preparation (width vs. depth), and backfilling
- Early Aftercare
- Long term maintenance and care

Module 2: Seed Saving, Pollinators and Meadow Management

- Why save seeds?
- Plant Classification: Understanding annuals, biennials, and perennials.
- Wildflower identification

- Harvesting Techniques: Best times and methods for collecting seeds from wildflowers
- Importance of wild areas
- Citizen science pollinator monitoring initiatives and how to take part e.g. All-Ireland Pollinator plan
- The importance of pollinators
- Habitat creation and soil management
- Native Species: Focusing on native Irish wildflowers like Red Clover, Knapweed, and Bird's-foot-trefoil
- Creating a meadow and meadow management

Module 3: Invasive species identification, management

- Introduction to invasive species and why they are a problem
- Identification of invasive species, most common invasive species (plant species, insects and vertebrates)
- How invasives species are spread and best biosecurity practices to prevent the spread of invasive plant species
The considerations when assessing how to manage an invasive species to i.e., importance of appropriately trained/ certified personnel where needed.

Please note: The order in which the modules are delivered can be advised by the provider.

Learning Outcomes

To support communities to take action for the environment. It is envisaged that all participants will develop, through both online and field trips to appropriate learning sites, a strong understanding of their local biodiversity and the individual and collective actions they can take to protect, maintain and enhance this.

Target audience

Tidy Towns Groups, Environmental Groups, Young People, Older People, General population, Community groups.

SKDP envisage approx. 15 - 20 participants from across the South Kerry Development Partnership geographical area completing the course.

Delivery

- The course should include online based education and local field trips.
- The duration of the course (suggested 20 hours e-learning) and number of field trips (suggested 3) to be suggested by the education/ training provider. **Please note, SKDP encourages a strong focus on skills development through this course and therefore strong emphasis is placed on the delivery of field trips that complement and expand on the learnings garnered through the e-learning hours.**
- The successful education/ training provider will be required to plan, organise and deliver the course.
- The field trips as part of the training must be provided within the South Kerry Development Partnership geographical area.

Please note: SKDP are open to suggestions as regards the number of e-learning hours and field trip days. However, it must be evident that any deviation from the proposed delivery schedule still adheres to delivering the key learning outcomes.

Timeline for delivery

- It is envisaged that the timeline for delivery of this course should be between August to December 2027.

3. INSTRUCTIONS TO TENDERERS

Tenderers are required to submit the following information as part of their tender proposal to the South Kerry Development Partnership CLG.

- Tenderer's Contact details - Name, address, telephone number and email address.
- Tenderer's profile including personnel and resources necessary to satisfy suitability criteria.
- Details of relevant experience - with examples of previous similar programmes delivered.
- Evidence of strong knowledge of Irish habitats, and the pressures that affect them.
- If the project will be delivered by a team, or more than one person please provide:
 - Details of proposed project team and team leader– Brief profile of team members with accompanying CV's.
- Proposed methodology and proposed timeframe for undertaking the delivery of the course
 - To include an outline structure for the course and the key learning outcomes.
- Fee proposal (to include consultant fee, materials if required, transportation costs for field trips, classroom hire). Ensure fee proposal shows VAT where relevant.
- Provision of up-to-date Tax Clearance details and for any sub-consultant.

4. MANAGEMENT OF THE TENDER

The successful tenderer will at all times be accountable to SKDP CLG for the deliverables outlined in the RFT.

Responsibility for the delivery of the tender requirements remains the responsibility of the tenderer and it is a condition of the tender that the successful tenderer will be required to engage directly with each facility or location contact where field trip education/training is to be provided, and in relation to any transportation provider for field trips or where permissions might be required for field trip location access. SKDP CLG will assist the tenderer in this process as required.

An initial meeting will take place between SKDP CLG and the successful tenderer to finalise all elements. Where more than one organisation is coming together to tender for the project, the lead contractor will be at all times deemed responsible for the delivery of the course and it will be their responsibility to deliver the course as defined and within the duration agreed.

5. AWARD CRITERIA

The contract will be awarded on the basis of the most economically advantageous tender, using the following awarding criteria:

Criterion	Maximum Score Available	
Suggested methodology and timeframe	30	30%
Evidence of skills and experience required to deliver the training, including previous experience of similar education/ training courses	40	40%
Value for Money*	30	30%
Total Maximum Score Available	100	100%

Costs should be broken down on a rate/cost per day basis and the total price should be shown Net and VAT inclusive.

*** Value for Money will be scored using the following formula:**

$$\frac{\text{Marks for value for Money} \times \text{lowest tendered rate per day cost (excl Vat)}}{\text{Tendered rate Per Day cost (excl. VAT)}}$$

SKDP may shortlist tenderers for interview on the basis of the written tender before making a final decision of tender selection. SKDP is not obliged to accept the lowest priced tender, any tender or all of any tender.

SKDP may decide, following evaluation of tenders, not to proceed or to proceed with a limited number of elements of the proposal. SKDP also reserves the right to restart this process and go to market again.

Information supplied by tenderers will be treated as contractually binding. However, SKDP reserves the right to seek clarification or verification of any such information.

6. MAXIMUM BUDGET AVAILABLE

The maximum budget available for this assignment is €25,000 inclusive of VAT, if applicable.

7. QUERIES AND INFORMATION

Every effort has been made to ensure that this notice contains all the necessary information for completion of tenders. However, in the interest of equity for all tenderers, all requests for additional information, clarification on the contents of this notice and all other queries of substance (other than those relating to purely factual or procedural matters) shall be made using e-tenders website. Responses to all queries received regarding this tender will be made available to all interested parties via e-tenders.

Final date for submission of queries is **Monday 26th October, 5 pm.**

8. CLOSING DATE FOR RECEIPT OF COMPLETED TENDERS

The closing date for receipt of complete tenders for this project is: **Monday 2nd November 5pm.**

All completed tenders must be submitted via the e-tenders postbox facility

All tenderers will be notified in writing of the outcome of the tender process by Friday 13th November.

9. FEE PROPOSAL

The fee proposal submitted shall be in the form of a lump sum in Euro (€), inclusive of VAT (if Applicable – with the VAT rate & amount shown separately) and all expenses. A breakdown of total costs should be shown including cost per day, and number of days required to complete the tender requirements and a breakdown between consultant's time and expenses.

10. ADDITIONAL INFORMATION

Tenderers are advised to note and ensure compliance with the points outlined below to ensure their tender is deemed valid.

- a. It is a requirement that the successful tenderer is in a position to provide an up-to-date tax clearance certificate to the promoters before the contract to undertake the project is signed
- b. Any and all efforts at canvassing by prospective tenderers' for this project will result in their immediate removal from the process
- c. The tender assessment panel reserve the right to seek additional information or clarifications as required.
- d. A tenderer may choose to bring in outside individuals or companies to undertake elements of this project work. It must be noted however that the successful tenderer alone is responsible for the on-time delivery of this project and the promoters will not be liable for, and will not become involved in, any matters that may arise between the parties in the course of them completing this project.
- e. It is a requirement that the successful tenderer, and any associated parties, have adequate and suitable insurance in place to undertake this work and that the promoters are fully indemnified against any claims that may arise as a result of this work being undertaken, no matter how these come about. The types of insurances identified and required to be in place for the duration of the Service Contract are: Employer's Liability, Public Liability & Professional Indemnity.

- f. Tenderers', to whom any of the circumstances listed in paragraph 1 of Article 20 of EU Council Directive 93/36/EEC (coordinating procedures for the award of public supply contracts) apply, will be excluded from this competition (Broadly, these circumstances are bankruptcy, professional misconduct and failure to pay taxes or social security contributions).
- g. All costs associated with the submission of a tender for this project or attendance at a post tender interview process shall be borne in full by the tenderer. SKDP will accept no responsibility for any of the costs incurred by the tenderer in relation to this tender campaign, regardless of the nature of these costs or how they were incurred.
- h. A payment schedule will be worked out with the successful tenderer at the initial project meeting.

11. CONFLICTS OF INTEREST

Any conflicts of interest involving a tenderer must be fully disclosed to SKDP CLG. Failure to disclose a conflict of interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict of interest comes to light.

12. FREEDOM OF INFORMATION

South Kerry Development Partnership CLG will endeavor to hold as confidential any information provided in this tender, subject to its obligations under law, including the Freedom of Information Act. Should the tenderer wish that any of the information supplied in this tender not be disclosed because of its sensitivity, the tenderer should, when providing the information, identify the sensitive information and specify the reason for its sensitivity. South Kerry Development Partnership CLG will consult with the tenderer about this sensitive information before making a decision on any Freedom of Information request received. If third parties request information pursuant to the Freedom of Information Act, unless this information has been identified as being sensitive, with supporting reasons, then it is likely to be released in response to a Freedom of Information request.

Please note:

The awarding of a contract pursuant of this tender is dependent on a successful application for grant funding. SKDP may withdraw this tender process at any time prior to a written contract being entered into.

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