

CDETB

An Bord Oideachais agus Oiliúna Chathair Bhaile Átha Cliath
City of Dublin Education and Training Board



New Youth Service Hard to Reach Youth Initiative



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1. Introduction

City of Dublin Education and Training Board (CDETb) is seeking an organisation with experience of providing services to young people, to deliver a youth service targeting hard to reach young people, particularly those whose lives are being impacted by the affects of, involvement in, gang related criminality, violence and substance misuse. This new service is being established in line with the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) UBU Your Place Your Space funding scheme. This is the first stage in the selection process. The selected organisation will be invited to complete the UBU application form. The mission statement 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 we seek 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 to 24 years, with a complexity of needs, using a non-formal educational methodology;
- Develop innovative approaches to work with young people who are hard to reach and who are currently not engaging with local youth service provision;
- Can respond to the needs in one or some of the identified areas;
- Operate in an out-of-school setting, including evenings, weekends and school holidays;
- Understand the nature and needs of young people living in disadvantaged communities and respond appropriately;
- Be able to devise and measure effective youth work responses to the needs of the target group;
- Identify how you will engage within the different communities with the target groups, in ways which will not duplicate the work of current local youth service provision/providers;
- Dedicate the resources being applied for to the target group as specified and reflected in the application;
- Be committed to on-going sharing of learning and collaboration.

The UBU-funded service will offer services to hard to reach young people, particularly those whose lives are being impacted by the affects of (involvement in) gangland violence/criminality.

2. Education and Training Boards

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 City of Dublin Education and Training Board (CDETb)

CDETb operates 23 schools and colleges, 10 Youthreach centres, two training centres, and an adult education service operating in five separate areas across the city. It also provides an education service in seven prisons and funds a range of community training centres and local training initiatives.

This provision is delivered by over 3,200 staff to up to 30,000 learners (12,000 full-time and 17,500 part-time) and is supported by services that include a school psychological service, a curriculum development unit, a buildings maintenance unit and an administrative staff in CDETb Head Office in Ballsbridge.

CDETb is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI). The City of Dublin Youth Service Board (CDYSB) is a sub-committee of the City of Dublin Education and Training Board (CDETb).

CDETb provides a range of services through CDYSB including:

- Assisting youth projects/services and voluntary youth clubs/groups to develop and deliver services and supports to young people;
- Administering grant aid to youth services and projects in Dublin City on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY);
- Administering grant aid to interim drugs task force projects on behalf of the Drugs Policy Unit of the Department of Health;
- Ensuring value for money in funded organisations;
- Ensuring the efficiency and effectiveness of management structures at local level, monitoring activities, expenditure and general governance of funded organisations;
- Implementation of the DCEDIY National Quality Initiatives.

CDETb administers various youth programmes and grant funding schemes including the UBU funding scheme on behalf of DCEDIY. CDYSB co-operates and works with a broad range of statutory and voluntary agencies, both at Dublin city and at national level. We are committed to maintaining strong working relationships within the CDETb, Dublin City Council, boards of funded organisations, local community development organisations, and national youth work service providers and regional youth services throughout the country.

3. Role of Department of Children, Equality, Disability, Integration and 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);
- 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.

4. The UBU Your Place Your Space New Youth Service Response

CDETБ is open to a number of options regarding the delivery of this targeted Youth Service under the UBU Policy and Operating Rules:

- One organisation delivering the service addressing all areas, target groups and issues identified;
- A partnership of two or more voluntary organisations collaboratively delivering the service to all of the above, with one organisation having lead responsibility;
- This service will be located in one of the areas outlined on page 8. We will also consider applications that cover more than one area from the list as outlined on page 8.

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

1. Informal and non-formal education methodology, provided outside of the formal education system.
2. An understanding of appropriate youth work interventions required in disadvantaged communities.
3. A well-articulated and clearly understood theoretical base upon which all work is based – clear on vision, values, concepts and methodologies. The organisation must demonstrate an understanding of:
 - youth work theories and frameworks;
 - youth participation in design and delivery;
 - adolescent psychology and the world of the teenagers and young adults;
 - young people's needs and the most effective means of assessment;
 - group work theory and dynamics;
 - social analysis and the wider context of young people's lives i.e. the arenas of politics; power, access to decision making, inequality etc.

Service Brief for the New Youth Service

Along with the above, CDETБ expects that the new service will:

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. Develop outreach and detached programmes of work to engage with the target group and hard-to-reach young people;
4. Focus on developing culturally appropriate interventions in response to the needs of the young people targeted by the service. This requires dynamic and creative approaches to working with such diverse groups of young people;
5. Engage the young people in the co-design of the service and the programmes on offer;
6. Agree with the ETБ the number of the young people aged 14 to 24 years to be engaged, based on the service requirement, ensuring that the young people targeted are identified as 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 with or by CDETБ;
7. Ensure a minimum of 70% of the service effort will be on direct service delivery with young people;
8. Engage qualified, skilled staff utilising evidenced based interventions and adopting the logic model for service level planning;
9. Give priority to developing and enhancing interagency collaborations with other providers of services for young people operating in the identified areas with particular engagement with CDETБ services;
10. Regularly evaluate the impact of the youth work interventions and evidence the improved outcomes for young people.

UBU Your Place Your Space (UBU)

The UBU scheme (formerly the Targeted Youth Funding Scheme under the auspices of the then Department of Children and Youth Affairs now Department of Children, Equality, Disability, Integration and Youth (DCEDIY)) came into effect on July 1st 2020 with a clear direction to ensure that “the policy and governance environment in which Youth Service funding is used is fit for purpose, enabling all stakeholders to do the best job possible for your young people”.

The mission statement of UBU Your Place Your Space 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 vision behind the scheme is that all young people are enabled to realise their maximum potential, by respecting their rights and hearing their voices, while protecting and supporting them as they transition from childhood to adulthood.”

The UBU is governed by the UBU Policy and Operating Rules, this includes a Performance and Oversight Engagement Framework further information can be found here: <https://ubu.gov.ie/resources>.

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.

Funding

A budget of circa €120K has been identified for this new youth service. We would envisage the youth service will require two full-time youth workers. The remainder of the budget will support the direct and indirect costs associated with delivering the youth service, see Chapter 7 Financial Requirements, UBU Policy and Operation Rules.

Personal and Social Development Outcomes

The New Youth Service will engage with young people for the purpose of enhancing their personal and social development outcomes as identified in the UBU Policy and Operating Rules.

5. Identified Area for New Youth Service

CDETБ has identified the geographical location outlined below as the location for the new youth service this was based on the evidence gathered through the area profiling and needs assessment process in 2019 and research conducted in 2021.



Service Location

This service will be located in one of the following areas. We will also consider applications that cover more than one area from the list below:

- Ballymun
- Cherry Orchard/ Ballyfermot
- Crumlin
- Finglas
- Inchicore
- Kilmore/Coolock
- North East Inner City

Demographics and Social Profile

There are 23 (14%) Electoral Divisions with a HP Score of -10 or below in City of Dublin ETB area. Areas to the north and west of Dublin City Centre have the highest levels of disadvantage. The Electoral Divisions (ED) of Priorswood B and Finglas South C are classified as very disadvantaged. The areas identified for this Greenfield site also have relatively high deprivation levels, including low educational attainment coupled with additional factors such as high incidences of addiction and one-parent families. This presents very clear challenges for many parts of Dublin City both Northside and Southside, in terms of breaking the cycle of deprivation through securing long-term employment and dealing with the expanding issue of gangland crime.

Socio-demographic Information	North East Inner City	Ballymun	Finglas	Crumlin	Inchicore	Cherry Orchard/Ballyfermot	Kilmore/Coolock
Population aged 10 to 14	702	1221	1468	876	233	1131	430
Population aged 15 to 19	1021	1407	1620	1085	208	1416	473
Population aged 20 to 24	2494	1521	1410	1263	284	1373	474
Total Population aged 10 to 24	4217	4149	4498	3274	725	3920	1375
Total Population (all ages)	22800	17714	21890	16087	4610	19557	7027
Members of Traveller Community (all ages)	48	309	349	49	42	306	23
Number who are unemployed having lost or given up previous job (aged 15 and over)	2620	2064	2118	1428	377	2100	576
Number who are looking for first regular job (aged 15 and over)	332	285	242	172	51	203	69
Disabilities/ long-lasting conditions or difficulties (all ages)	3503	3012	4159	3490	792	3786	1543
Carers (all ages)	727	710	946	790	202	792	399
Lone Parent Ratio	40.7	52.4	44.8	36.5	33.46	42.23	43.29

Priority Target Needs of Identified Young People



Young people aged 14-24 years who are at risk of becoming involved in gang related criminality and violence

5,464 young people across Dublin referred to the Garda Youth Diversion Programme (GYDP) in 2018.

Young people involved in focus groups as part of the identification of needs for this service talked about:

- Concerns for personal safety
- Being exposed to increasing levels of violence
- Exposure to drug dealing and drug misuse

Recent reports show young people are involved in street dealing and are being groomed for the drug trade.

Problems with substance misuse and involvement in drug-related criminal activity is a barrier to engagement with local youth services, employment and the education system.

Little or no incentive for young people dealing drugs to move away from the associated lifestyle.



Young people aged 14-24 who are affected by issues linked to substance misuse

Participants who took part in CYPSC Service Mapping identified the normalisation of drug taking among young people in these areas and in particular the use of cannabis.

Employment opportunities and further education and training courses must appeal to young people and be seen to provide genuine pathways to employment.

The impact of drug use on the mental wellbeing of the young people living in these communities.

Develop pathways and referral processes to specialist services within these areas who can provide timely and effective holistic responses.



Engaging hard-to-reach young people aged 14-24 years

Developing effective working relationships with hard-to-reach young people including active listening, empathetic responding, advising, guiding, modelling pro-social behaviours and challenging ideas and behaviours.

Developing trust with young people using strengths-based approaches.

Developing street outreach approaches and policies using evidenced-based approaches to work with young people who are hard to reach and do not normally engage with centre-based programmes.

References and Evidence Base

1. An Garda Síochána (2018) *Annual Report of the Committee Appointed to Monitor the Effectiveness of the Diversion Programme: Garda Youth Diversion and Crime Prevention Bureau 2018*, Dublin, Garda Youth Diversion Office.
2. Ballymun Youth Action Project (2017) *Rethinking out response to young people's cannabis use in Ballymun*, Dublin, Ballymun Youth Action Project
3. Bowden, M., City Wide (2019) *The Drug economy and youth Interventions: An Exploratory Research Project on Working with Young People Involved in the Illegal Drugs Trade*, Dublin, Citywide.
4. Bowden, M. (2019) *The Drug Economy and Youth Interventions: An Exploratory Research Project on Working with Young People Involved in the Illegal Drugs Trade*, Dublin, Technical University Dublin and Citywide.
5. CDETB (2017) *from Patchwork to Network – Process of Research and Review of specific CDETB funded Services and Projects in the North Inner City of Dublin*, Dublin, CDETB.
6. Children and Young People's Service Committee, Dublin City North (2016) *Dublin City North – Services Mapping & Community Consultation*, Dublin, CYPSC Dublin City North.
7. Children and Young People's Service Committee, Dublin City North (2018) *Dublin City North – Children and Young People's Plan 2018-2020*, Dublin, CYPSC Dublin City North.
8. Children and Young People's Service Committee, Dublin City South (2017)(Revised September 2018) *Children and Young People's Services Committee – Evidence Baseline Report 2017*, Dublin, CYPSC Dublin City South.
9. Connolly, J. (2012) *A Better City for all: A partnership approach to address Public substance misuse and perceived anti-social behaviour in Dublin City Centre: Report prepared by Johnny Connolly, Research Officer*, Dublin, Health Research Board.
10. Connolly, J. (2019) *Building Community Resilience: Responding to criminal and anti-social behaviour networks across Dublin South Central: A research study 2019*, Dublin, Four Forum Network and Dublin City Council.
11. Connolly, J., Buckley, L. (2016) *Demanding money with menace: drug related intimidation and community violence in Ireland*, Dublin, City Wide.
12. Department of Justice (2021) *Youth Justice Strategy 2021-2027*, Dublin, Government Publications.
13. Dublin City Community Co-Op (2018), *Strategic Plan 2018-2021*, Dublin, Dublin City Community Co-Op.
14. Finglas Cabra Local Drug and Alcohol Task Force (2020) *Scoping Research on people aged 8-24 and Drugs in Finglas*, Dublin, Finglas Cabra Local Drug and Alcohol Task Force.
15. Fullerton, D., Bamber, J. and Redmond, S. (2021) *Developing effective relationships between youth justice workers and young people: a synthesis of the evidence*, REPPP Review, University of Limerick
16. Mulvey, K. (2017) *“Creating a brighter future”. An outline plan for the social and economic regeneration of Dublin's North East Inner City*, Dublin, Government Publications.
17. YPAR, NEIC, University of Limerick, (2016) *Reach Out: Identifying and enabling positive and sustainable pathways for young people in Dublin's North Inner City*, Dublin, YPAR.
18. Focus group interviews with stakeholders in the target areas including young people, youth workers, community groups, local community development workers, school principals, Garda Sergeants and area drug teams.

6. Selection Process for the New Service Preferred Provider

An organisation will be identified through the following selection process:

- **Stage 1** – CDETБ publicly advertise the Scheme on Wednesday 25th August 2021, asking interested parties to apply according to the steps outlined in the information pack. Enquiries can be made to Mark Harding, Area Manager up to Friday 3rd September 2021 only. No enquiries will be responded to after this date. The closing date for receipt of fully completed application forms is 5pm, 15th September 2021.

Note: Only organisations who have fully completed the application form and answered **Yes** to all 12 questions in the Pre-Qualification Questionnaire will be considered.

- **Stage 2** – Analysis of application form and shortlisting for interview process by CDETБ.
- **Stage 3 – Interviews, consisting of a formal presentation by the candidate organisation are scheduled from** the week beginning 27th September 2021. The interview panel will include senior CDETБ personnel, and a Liaison Officer(s).
- **Stage 4** – Decision is reached by CDETБ interview panel, further discussions may be held with selected preferred provider regarding their service offer and CDETБ's requirements. CDETБ will inform DCEDIY that the process is complete and that the identified organisation has been chosen as the preferred provider.
- **Stage 5** – The successful organisation will be asked at this point to make a formal UBU application for funding to the CDETБ. If in order, the CDETБ will make a recommendation to DCEDIY as per UBU Policy and Operating Rules. Following DCEDIY approval, funding can issue to the organisation.
- **Stage 6** – A service level agreement will be issued and signed by the successful organisation and the ETБ. Successful organisation undertakes phase one of the new service.
- **Stage 7** – Initial reporting requirements to be confirmed. The Performance Oversight and Engagement Framework (POEF) will apply.

In compliance with the Data Protection Act 2018, the General Data Protection Regulation (GDPR), 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. If you have any questions about this, please contact the CDETБ data protection officer at the email below. 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. If you have any questions about this, please contact foi@cdetb.ie.

Selection Process – Stage One (Short-Listing Criteria)

In order to be considered for interview, applicants must answer **Yes** to each of the 12 questions on the **Pre-Qualification Questionnaire** below, which accompanies the application form. CDETБ reserve the right to ask for evidence and/or further information relating to each question, prior to being called for interview.

ELIGIBILITY CRITERIA

The following 12 questions will be used to assess the organisations eligibility to access funding under the UBU Your Place Your Space scheme. All applicant organisations must be in a position to answer **Yes** to all of the Eligibility Criteria questions prior to submitting an application for funding. The ETB reserves the right to ask for evidence relating to each question.

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?	<input type="checkbox"/>	<input type="checkbox"/>
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, CDETБ and/or its designated bodies, or the Comptroller and Auditor General?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are you willing to fulfil the UBU Your Place Your Space scheme rules ?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are you willing to comply with the Department of Public Expenditure and Reform (DPER) Circular 13/2014 and have you the appropriate systems in place to ensure compliance?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are you compliant with the Children First Act 2015 ?	<input type="checkbox"/>	<input type="checkbox"/>
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 the CDETБ?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
8	Have you an Organisational Health and Safety Statement and Policy in place and have you a listed person as Health and Safety Officer ?	<input type="checkbox"/>	<input type="checkbox"/>
9	Have you accounts that are audited on a calendar year by external auditors and have available the 2019 signed audited accounts?	<input type="checkbox"/>	<input type="checkbox"/>
10	Is your organisation fully compliant with all its relevant governance code/s ? (e.g., companies limited by guarantee with no share capital, public bodies, charitable bodies and cooperatives).	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
12	Is your organisation willing to report directly to the CDETБ on work with young people, targets achieved and financial matters?	<input type="checkbox"/>	<input type="checkbox"/>

Selection Process – Stage Two and Three (Application Form and Interviews)

Selection of the preferred applicant organisation will be based on the following process:

Selection Process	Requirement																				
1	<p>Eligibility Criteria Yes must be answered to all 12 questions to progress further in the process.</p>																				
2	<p>Completed Application Form Once the ETB has assessed that the respondent is in a position to answer Yes to all 12 eligibility criteria, the applicant organisation must address the five assessment categories below, in the application form provided. Please Note: respondents must meet a minimum score under each category in order to be shortlisted for interview.</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Weighting</th> <th>Maximum Score</th> <th>Minimum Score Required</th> </tr> </thead> <tbody> <tr> <td>1) Response to identification of need/impact</td> <td>20%</td> <td>200</td> <td>120</td> </tr> <tr> <td colspan="4"> <p>The degree to which the application demonstrates:</p> <ul style="list-style-type: none"> • An approach 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 people's involvement in the co-design of the programmes/service. </td> </tr> <tr> <td>2) Demonstrated knowledge and track record: Practice and delivery</td> <td>30%</td> <td>300</td> <td>180</td> </tr> <tr> <td colspan="4"> <p>The degree to which the application demonstrates:</p> <ul style="list-style-type: none"> • Knowledge and a 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 and values of UBU Your Place Your Space. </td> </tr> </tbody> </table>	Category	Weighting	Maximum Score	Minimum Score Required	1) Response to identification of need/impact	20%	200	120	<p>The degree to which the application demonstrates:</p> <ul style="list-style-type: none"> • An approach 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 people's involvement in the co-design of the programmes/service. 				2) Demonstrated knowledge and track record: Practice and delivery	30%	300	180	<p>The degree to which the application demonstrates:</p> <ul style="list-style-type: none"> • Knowledge and a 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 and values of UBU Your Place Your Space. 			
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Selection Process	Requirement			
2	3) Demonstrated knowledge and track record: Governance and oversight	30%	300	180
	<p>The degree to which the application demonstrates a capacity and ability to deliver the proposal 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 organisation's 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
<p>The degree to which the application demonstrates:</p> <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	
<p>The degree to which the application demonstrates:</p> <ul style="list-style-type: none"> • A clear approach for each element of the service establishment and implementation; • A clear timeframe for each stage of service establishment and implementation; • A clear approach for managing the delivery, reporting and financial management requirements. 				

Selection Process	Requirement
3	<p data-bbox="392 499 517 526">Interview</p> <p data-bbox="392 537 1347 595">a) A presentation by the applicant organisation(s)(30 mins max) that must address the following three areas:</p> <ul data-bbox="440 607 1182 703" style="list-style-type: none"> <li data-bbox="440 607 948 633">• Response to identification of need/impact; <li data-bbox="440 640 1182 667">• Demonstrated knowledge and track record: Practice & Delivery; <li data-bbox="440 674 855 701">• Implementation of plan for service. <p data-bbox="392 712 1114 739">b) Interview questions based on the following five categories:</p> <ul data-bbox="440 750 1257 925" style="list-style-type: none"> <li data-bbox="440 750 948 777">• Response to identification of need/impact; <li data-bbox="440 784 1203 810">• Demonstrated knowledge and track record: practice and delivery; <li data-bbox="440 817 1257 844">• Demonstrated knowledge and track record: governance and oversight; <li data-bbox="440 851 799 878">• Value for money/additionality; <li data-bbox="440 884 647 911">• Implementation.

Note: each section is marked independently; an organisation must pass through the first two stages separately, in order to progress to the interview stage.

7. Return of Application Form and Pre-Qualification Questionnaire

Completed application forms including the Pre-Qualification Questionnaire are to be returned **electronically by email,**

To: celine.martin@cdysb.cdetb.ie

By: **by 5pm, 15th September 2021.**

It is the responsibility of each applicant to ensure the form and questionnaire reaches CDET B before this deadline. Application submissions sent to any other address (other than the one indicated above) or received after the specified date and time will be deemed invalid.

8. Appeals Process

A bidding organisation can only appeal the outcome based on a procedural issue relating to the application process. This must be done within one week of the decision been made.

Appeals should be submitted to:

- Celine Martin, Head of Operations, CDYSB, 70 Morehampton Road, Donnybrook, Dublin 4, by registered post and email to celine.martin@cdysb.cdetb.ie marked **Appeal**. It is the responsibility of the appellant organisation to ensure the appeal is received.
- An appeal is allowed by the lead applicant only.
- Appeals submitted to the CDETb 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 CDETb for decision.
- The CDETb will inform the appellant organisation of the outcome.

CDETb

An Bord Oideachais agus Oiliúna Chathair Bhaile Átha Cliath
City of Dublin Education and Training Board

