



Request for quote for development of Strategic Plan (2023 - 2028)

Strategic Planning Process

Cork Sports Partnership wishes to engage a consultant to facilitate development of the 2023 – 2028 strategic plan (including a review of the previous plan) for participative sport and physical activity.

Requirements

The consultant will facilitate all aspects of the review of the previous plan, the preparation and development of a new comprehensive and concise strategic plan for 2023-2028 including the writing of same to final stage.

Background

Following the successful merger of Cork County Sports Partnership and Cork City Sports Partnership in December 2009, Cork Sports Partnership was officially established. Sport Ireland has recognised that the partnerships are an excellent mechanism for delivering recreational sport to local people. Key tasks that the partnerships are involved in include: -

- The creation and implementation of plans for long term local sports development
- The establishment of a sustainable structure to assist all those involved in local sports development to face the associated challenges -e.g. recruiting and managing volunteers, quality training, etc.
- Delivery of projects and programmes particularly for target groups - Establishing networks at local level and liaising with existing initiatives

Main Functions of Local Sport Partnerships are:

- **Information** - establish a consultative forum, initiate research, compile a sports directory and database, and identify needs and resources to form the basis of local planning.
- **Education** - provide quality opportunities for education and training at local level, provide training courses targeting volunteers, and provide access to sport specific courses through the national governing bodies (NGBs) of sport.
- **Implementation** - develop a strategic plan for local sport, appoint a professional administrator, secure related support services, select participation programmes for LSPs modified to suit local needs, increase the impact of national programmes delivered locally, market and promote sport.

Cork LSP is a limited company by guarantee with a board of 17 Directors and 12 staff. Each director represents an organisation or group that has a vested interest in achieving the aims and objectives of Cork Sports Partnership CLG.

The board consists of directors from Cork ETB, Cork City Council, Cork County Council, P.E.A.I, 3rd Level Institutions, Commercial & Community Sports Facilities, Cope Foundation, HSE, Garda Síochána and Sports Reps.

Tasks in the development of the Strategic Plan 2023-2028 to be completed by consultant:

A review of the previous plan to outline:

- The changing context in which the Local Sports Partnership has worked to date (and the context against which the next strategic plan will be developed)
- Achievements and shortcomings of the previous strategic plan to be both qualitative and quantitative.
- A summary of how delivery of the previous strategic plan has been viewed by staff, board members (and the agencies they represent) and key stakeholders such as sports clubs, representatives of target groups identified for interventions etc.
- A summary of learning from the review.
- A proposed set of priority themes with broad objectives and actions (set out in order of priority) for the new strategic plan of the Local Sports Partnership.
- Any additional recommendations that the external reviewer wishes to make
- Consultation with the Sports Partnership Team in the form of 3 face-to-face meetings and, as necessary, email and telephone communication.
- Board development and planning workshop with the CLSP Board of Directors involving debate on vision, mission, goals, objectives and key issues for sport and recreation.
- Four Public consultation meetings to be conducted at various locations in Cork City (2 areas) and Co. Cork. (2 areas)
- Consultations to be conducted with key agencies during working hours.
- Presentation of draft framework document to board of CLSP and key stakeholders for comment
- Write up of final strategy taking into account feedback and suggested changes from CLSP and key stakeholders
- All consultations are to be completed by March 2024.

The final plan should be presented to a high standard of quality which meets the requirements of Sport Ireland and its Strategic Planning guidelines and must be comprehensive in its assessment of:

- The current standing of Cork Sports Partnership CLG in the Community
- The Internal Environment
- The External Environment
- SWOT Analysis
- The Vision, Mission Statement, key thematic areas and objectives

Approach:

- Build on existing data and consider current and future strategy in the context of relevant plans/strategies eg. National Sports Policy, Sport Ireland Strategy, National Physical Activity Plan, Irish Sports Monitor, and relevant stakeholder policies.
- Quantitative and Qualitative data from feedback from stakeholders and consultations and interviews and focus groups.
- The successful consultant will have responsibility for driving the initiative which will draw on their necessary expertise and knowledge and will be expected to make recommendations and draw conclusions as appropriate.

Responses must include:

- Process/ timetable listing key milestones (for reporting progress on various stages of development) and dates for meeting the deadline
- Methodology to be used
- Description of expertise and experience (including team members, if relevant)
- Detailed budget
- Breakdown of time allocations
- Identification of any conflicts of interest
- Referee: contact details must be supplied for 2 referees' that the management group can contact who has used the proposed consultant for similar/ related work **and** two examples of similar work carried out (reference or provide two plans produced)

Budget:

The budget available for the total project is limited. Please outline clearly all fees. A detailed breakdown of costs associated with all elements of the project should be submitted. A current tax clearance certificate will be required.

This contract will be awarded on the basis of a fixed price contract, and as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro.

The successful consultant is expected to work within the agreed budget and report regularly on budgetary issues. Consideration will be given to competitive tenders.

Insurance:

The successful consultant will be required to submit evidence of relevant professional indemnity and insurance details.

Lodging a Tender:

- Consultants responding to this brief are required to nominate a lead person from their organisation as a point of contact.
- Consultants are required to provide details of all key staff and experience in the provision of these services.
- Late proposals will not be considered.
- All supporting material and documentation should be included in the response.
- All costs associated with the consultant's response to the Request for Tender will be the responsibility of the consultant.
- Tender proposals may be lodged by post or email as per contact details below.

Tender Acceptance:

- Cork Sports Partnership is not bound to accept the lowest, or any tender and will award the contract to its best advantage.
- The successful tender must commit to completing the assignment on time and on budget.
- All unsuccessful tenders will also be advised of the decision.
- Unless otherwise expressly agreed, there shall be no binding contract between the tender and the CSP unless or until, a written contract is signed by both parties.

Cork Sports Partnership expressly reserves the right to:

- Extend the time of lodgment of responses to the Request for Tender and/ or to vary the timings and process for their Request for Tender.
- Vary any requirements of the services required for the Request for Tender.
- Following evaluation, accept or reject any or all responses to the Request for Tender.
- Seek and obtain clarification of any responses to the Request for Tender, including additional information.
- Request providers to amend their responses.
- Accept any proposal in part or in total.

Tender Evaluation Process:

Initially the tender proposals will be checked for compliance with the Request for Tender conditions. Potential consultants will be assessed both on their tender proposal and if required, a follow up interview. They will be assessed against the following major attributes:

1. Proven capability and experience in research, consultation and relevant field of work (400)
2. Methodology (300)
3. Cost (300)

*A minimum threshold of 100 in any one category will be necessary

Copyright and Confidentiality

The consultant will be required to assign copyright of the report to Cork Sports Partnership CLG. Copyright for any illustrations or other material used should be cleared by the consultant. Sections of the report may be made available for public use by Cork Sports Partnership CLG.

Freedom of Information

Cork Sports Partnership CLG operates under the Freedom of Information Act 1997 and all information held by the Sports Partnership (including proposals submitted in response to this brief) may be subject to requests under the Act.

Contact:

Please return tender to the address below, with all queries directed to same:

Closing Date: Friday 8th September 2023 (5pm)

Kristine Meenaghan

C/O Motor Tax Office,

Model Business Park,

Model Farm Road,

Cork

Email: kmeenaghan@corksports.ie