



The National Youth Council of Ireland

Request for Tender Proposals for Specialist Services

to work with

NYCI's International Programme

Closing date for receipt of tenders: 15th September 2023

NYCI

3 Montague Street

Dublin 2

D02 V327

www.youth.ie

00 353 1 4784122

international@nyci.ie

Introduction

National Youth Council of Ireland

The National Youth Council of Ireland is a national organisation which represents and supports community, voluntary and not for profit youth organisations in Ireland. Founded in 1967, we currently have 55 members across Ireland who represents the scope, scale, and diversity of the youth work sector (www.youth.ie/members). At a conservative estimate, youth organisations influence the lives of almost 400,000 young people in every urban/rural community in Ireland.

NYCI uses our collective experience to act on issues that impact young people. We provide a comprehensive range of advice, information and training programmes including:

- National Youth Health Programme
- National Youth Arts Programme
- Interculturalism and Equality Programme
- **International Programme**
- Youth 2030 Global Youth Work Programme
- UN Youth Delegate Programme
- Child Protection Programme
- STEAM in Youth Work Programme
- Youth Policy, Research, Media, and Communications

Additionally, we undertake advocacy with policymakers, legislators and funders on behalf of our members to secure an appropriate political, legal and operational environment for youth work in Ireland.

We believe that a fair and just society is one where young people are valued; where there is a commitment to justice; a belief in the interdependence of lives and a sense of solidarity that comes from people acting together; a strong commitment to freedom; and a strong engagement with the ecological values of harmony and balance with nature.

The NYCI International work area aims to facilitate and promote the involvement of youth organisations and young people in international activities and to encourage youth organisations to include an international dimension to their

youth work. We advocate and lobby on International and in particular European youth policy to ensure young people have an opportunity to add their voice to decisions that affect young people, their youth organisations and their future.

NYCI is seeking tenders from qualified individuals to support work on the NYCI International Programme.

1. The Brief

NYCI is seeking tenders from qualified people to support our International programme, including the EU Youth Dialogue and the Shared Island Youth Forum

Service required:	International Programme Support (including youth participation structures such as Young Voices – EU Youth Dialogue and Shared Island Youth Forum)
Reporting to:	International Affairs Manager, National Youth Council of Ireland.
Location:	NYCI, 3 Montague Street, Dublin 2.
Budget:	€10,800 max inclusive of VAT and this should include all costs such as fees, administration costs and expenses incurred. Applicants should provide a detailed breakdown of costs in their tender proposals.
Starting Date:	September 21st 2023 – December 21st 2023 (approx. 54 days in total)
Vetting:	Contract awarded subject to Garda Vetting.
Profile of Consultant:	Applications should include: <ul style="list-style-type: none"> • An outline of the methods/approach the applicant would take with this piece of work with a general timeline. • A statement outlining relevant knowledge and skills demonstrated with examples of roles played in comparable projects. • CV. • Costs for entire piece of work (including daily rates and anticipated expenses).

	<ul style="list-style-type: none"> ● Two referees (including telephone numbers and email addresses). ● Details of any other relevant information that the applicant considers appropriate. ● Tax Clearance Access Code and Tax Reference Number. ● Disclosures of any conflict of interest. ● Contact information.
<p>Role and Purpose:</p>	<p>The Contractor will be required to work with the NYCI International affairs manager, the lead Young Voices – EU Youth Dialogue trainer and facilitator and the Shared Island Youth Forum coordinator to support the International programme and roll out of related initiatives . The role will include administrative tasks, such as organising meetings and events, recording engagement, registration lists, reimbursement forms etc and facilitation and training.</p> <p>The Contractor will work with the International Affairs manager – providing support to the two NYCI delegates to the European Youth Forum and facilitation at and coordination of an international Seminar. The theme of the seminar is sharing best practice on inclusion of the most marginalised in the youth participant’s youth councils and the youth participatory structures that they are involved in.</p> <p>The Contractor will be required to support the administrative tasks for the Shared Island Youth Forum. The Shared Island Youth Forum is convened by the Shared Island Unit in the Department of the Taoiseach in partnership with the National Youth Council of Ireland (NYCI), to provide a space for young people to discuss their common concerns and values for a shared future.</p> <p>The Contractor will provide expertise in other areas of the Programme including facilitation, training and support of the Young Voices – EU Youth Dialogue core group, along with the Young Voices EUYD lead facilitator and trainer and NYCI staff.</p> <p>Young Voices - National Youth Council of Ireland</p> <p>The contractor will organise facilitation/training and will deepen engagement of young people in the international</p>

	<p>team, including the EU Youth Dialogue consultation and preparation for the Youth Democracy festival event in 2024. Organising a small number of focus groups/meetings with the core group to engage young people directly; particularly managing the administration tasks related to preparation of events, recording and evaluating the engagement in the international programme initiatives. Administrative elements of the roles include keeping record of attendance, registration, reimbursement, writing up outcomes as it relates to youth participation and events and, organising events online and face to face meetings/training.</p>
<p>Key Outputs:</p>	<p>The work will deliver on the following:</p> <ul style="list-style-type: none"> <p>• Shared Island Youth Forum Administrative tasks to support the coordinator of the Shared Island Youth Forum and the international Affairs manager in the organisation and engagement of youth participants of 2 Youth Forum events Oct 20th in Dublin and Nov 17th in Belfast.</p> <p>• International Seminar on Inclusion Administration and support of the NYCI delegates to the European Youth Forum in preparation and facilitation at the International seminar in Dublin Nov 3rd – 4th hosting 25 international youth representatives from National Youth Councils throughout Europe. The theme of the meeting is sharing best practice on inclusion of the most marginalised in their youth councils and the youth participatory structures that they are involved in.</p> <p>• Young Voices EU Youth Dialogue process (EUYD) Administration and support to the Young Voices core group and the EUYD process consultations. Work with NYCI staff to support the engagement of the EUYD core group meeting in person on the 23rd Sep in Dublin and online in Oct in preparation for a large Youth Event on Nov 2nd “Youth SkillsFest – making our skills count, shaping inclusive societies. Support with administration in relation to the Youth Event and facilitation on the day. Organising a small number of</p>

	<p>focus groups/meetings with young people, particularly the most marginalised young people to ensure their engagement in the EUYD process consultation on “Inclusive societies”.</p> <ul style="list-style-type: none"> • Mobilise Europe, Engaging together (MEET) Project Preparation for a Democracy Festival event in 2024 as part of a European Youth Forum MEET project. The MEET project includes training sessions, debates and events for young people across the EU to engage in political discussions prior to the European elections 2024. • Assist in monitoring and reporting on work undertaken across all areas, as it relates to the International team’s workplan. • Ensure safeguarding children’s principles are applied to all work with young people. Any concerns must be reported to NYCI’s Designated Safeguarding Officer.
--	---

Proposal Required:

In submitting a short proposal (maximum 3 pages) for providing the services set out in the brief.

The deadline for receipt of completed proposals is **15th September 2023** before **12.00 pm**. Tender applications should include the subject line **‘NYCI International Specialist Support Tender’** and be submitted by email to international@nyci.ie

An assessment panel will examine all tenders received. The panel will have to be satisfied that the contracted consultant is suitably qualified and has the knowledge, experience and skills needed for the project, within the timeframe and budget outlined above. The Assessment Panel will determine eligibility for this service in accordance with the following criteria:

- A clear understanding of the brief and the context within which the International Programme operates.
- Skills and knowledge required to deliver the service successfully.
- Experience of successful delivery on comparable projects.

- Alignment between the outlined approach and the needs of the International Programme.
- Capacity and resources to deliver the services required within the available budget and timeline for the project.
- Overall costs (NYCI does not commit itself to accepting the lowest of any tender. Once the tender has been accepted, any price increases during the term of contract will not be accepted).

NYCI reserves the right not to award the tender to any of the applications received.

QUERIES

Please contact Jean-Marie Cullen at international@nyci.ie.