



## **Request for Proposals for the DEFT Communities Initiative 'Developing Effective Facilities Training'**

### **Background**

Wicklow Rural Partnership (WRP) Ltd. and Wexford Organisation for Rural Development (W.O.R.D.) Ltd. are responsible for the delivery of the Leader+ and National Rural Development Programmes in Co. Wicklow and Co. Wexford for the period 2000-2006. LEADER+ is an EU programme aimed at promoting the long-term sustainable development of rural areas. Capacity building for the enhancement of the social, cultural and built environment of rural communities has been identified for priority attention under this programme.

WRP and WORD are now jointly seeking proposals from suitably qualified community facility management specialists, for the co-ordination of a training programme and an associated publication to promote good practice in the construction and management of community facilities and services. The 'Delivering Effective Facilities' training programme for Communities' (DEFT Communities) initiative is supported under the LEADER+ programme.

### **Objectives**

The DEFT Communities initiative has two key objectives:

1. To conduct practice based research on the construction / renovation of community facilities and service delivery projects of participants.
2. To develop a Good Practice Guide to building and managing a community facility, applying the experiences of training programme participants for the benefit of Wicklow and Wexford community groups.

The content of the training programme will be co-ordinated by the proposer, but will include a minimum of two modules incorporating training inputs from the Hollywood and Raheen communities. In addition, it is expected that a number of other expert contributors will also provide training inputs. The successful proposal will respond to the training needs of the participant communities, under two main headings:

- Good practice in the construction / renovation of community facilities (with specific training inputs from Hollywood Centre Directors).
- Good practice in the delivery of services in community facilities (with specific training inputs from Raheen centre Directors).

A practical emphasis is to be retained through the training, with a strong focus on the construction and service development projects planned by all participants.

### **Development of a Good Practice Guide**

In addition to a suite of learning outcomes to be identified for each module included in the programme, the proposer will develop a Good Practice guide, comprised of recommendations emerging from the training programme and on the basis of Case Studies developed with course participants. This guide to be published as soon as possible following the completion of the training programme and to be of benefit to rural communities across Wicklow and Wexford.



## Participants

Five Wicklow and Wexford based communities have been selected to be involved in the initiative, with a final Wicklow based community yet to be selected. Each of the communities will contribute to and benefit from the training provided, commensurate to their experience and expertise. A brief bio of these community groups is appended to this document:

- Hollywood, Co. Wicklow.
- Raheen, Co. Wexford.
- Gorey, Co. Wexford.
- Crossabeg, Co. Wexford.
- Dunlavin, Co. Wicklow.

## Timescale

The DEFT Communities initiative is expected to be completed between April and September, 2006. Gorey and Dunlavin communities will construct/renovate community centres within this timeframe.

The training programme is expected to consist of 6 modules, delivered over approximately 6 weeks, from April to June, 2006. At least two of these modules will be held one each in Raheen Centre and in Hollywood Centre. Other training venues will be selected to reflect the inter-territorial nature of the initiative and the geographic spread of participants.

Following completion of the training programme, the training programme co-ordinator will co-ordinate production of a Good Practice Guide. It is expected that the Guide will be published in September, 2006.

## Role of Coordinator

The role of the coordinator will be to:

- Prepare a high-quality training programme to promote good practice in developing and operating effective community facilities.
- Liaise closely with 6 Wicklow and Wexford based communities to develop appropriate programme content.
- Select and co-ordinate appropriate community facility management specialists to ensure adequate expertise for programme delivery.
- Organise venues, tutors and oversee development of course materials for delivery of a high quality training experience.
- In conjunction with course tutors, participants and WRP/WORD staff, produce a Good Practice Guide to developing effective community facilities, for publication in **September 2006**.
- Report on a regular basis to WRP and to WORD on the status and progress of the initiative overall.
- Undertake evaluation of the training programme, to be included in a final report prepared for WRP and to WORD on conclusion of the initiative.

## Budget

It is expected that costs for preparation and delivery of the training programme and production of a Good Practice Guide will not exceed **9,500 Euro**, inclusive of VAT. Eligible costs will include:

- Training Co-ordination costs
- Tutor costs
- Venue costs
- Course materials



- Production costs, including print costs for a 'Good Practice Guide to Developing & Managing Community Facilities'.

### **Terms and Conditions**

The project will be subject to the standard Terms and Conditions of WRP and WORD in the context of the LEADER+ programme. As an inter-territorial, participative project, the DEFT Communities initiative will be funded, managed and evaluated jointly by WRP and WORD in partnership with the course participants.

### **Proposals submitted should include the following information:**

- A detailed training proposal, including details of programme content, tutors experience, delivery schedule and learning outcomes expected.
- A Curriculum Vitae demonstrating experience of community facility development and service delivery, details of relevant qualifications, training experience and references.
- A detailed breakdown of the project budget proposed, including printing and design costs for the Good Practice Guide.

Proposals should be submitted by **5:00 PM on Friday, 24<sup>th</sup> March 2006** to:

Ruth Pritchard  
Rural Development Officer  
Wicklow Rural Partnership Ltd.  
Saville House  
Rathdrum  
Co. Wicklow

Proposals will also be accepted by email to: [rpritchard@wicklowleader.ie](mailto:rpritchard@wicklowleader.ie)

Any clarification required on this document can be directed to Ruth Pritchard, tel: 0404-46977.

Please confirm receipt of this document. Any recipient foreseeing a particular issue with the submission date, should report this immediately. Late applications will not usually be permitted.

Potential co-ordinators submitting a proposal may be invited to attend an interview to discuss their proposal in detail with WRP and WORD. Decisions to appoint a DEFT Communities initiative training co-ordinator will be based on:

- Quality of the response to the 'Request for Proposals' document.
- Quality of the 'Developing Effective Facilities Training' programme content & skills and experience of tutors proposed, including defined learning outcomes.
- Proposer's relevant skills and experience demonstrating capacity to deliver project, including number of years experience of community facilities management, training skills, project management skills and experience of working with community leaders.
- Quality of financial management proposed, including realistic costings for the eligible programme costs.



## ***APPENDIX 1: BRIEF BIOGRAPHY OF PARTICIPATING COMMUNITIES***

### **Hollywood Centre, Hollywood, Wicklow (Hollywood Community Development Association Ltd.)**

Hollywood is a small community of approx. 250 households, located off the N81 in North Wicklow. The Hollywood Community Development Association was established in 2003 as a company limited by guarantee, to rebuild a new community hall incorporating the useable features of a pre-existing Parish Hall. Since 2003, the HCDA has achieved considerable fund-raising success via the National Lottery and via Wicklow Rural Partnership under the LEADER+ programme, for the construction of a dedicated new community facility, the Hollywood Centre. The Hollywood Centre was launched in October 2005 and is widely recognised for the project management skills of the group and the high quality build achieved.

### **Imaal Hall, Dunlavin, Wicklow (Imaal Hall Committee)**

The Imaal Hall Committee was formally established in 1981 to operate and manage the Imaal Hall (constructed in 1985) on behalf of the Dunlavin community, in northwest Wicklow. Since that time, the Committee has regularly fundraised to maintain the Hall and in 2000 received funding to install heating and to undertake some upgrading works. In January 2006 the group successfully achieved a LEADER+ grant, to permit the group to undertake further works, necessary to improve the facilities available in the Hall to a more modern standard. In addition to improving services for existing use, the Committee are anxious to explore potential uses by young people of smaller areas such as the snooker room, where useage is not currently maximised.

### **St. Michael's Community Centre, Gorey, Wexford (St. Michael's Community Centre Committee)**

Gorey town is located in North Wexford and currently has no community hall. The Gorey Parish Community Group was formed in 1996 to raise funds and develop plans to build a community hall for Gorey. The committee members have considerable experience in managing and delivering community facilities and once established, the hall will be used for a wide range of community services.

### **Raheen Community Centre, Raheen, Wexford (Raheen Community Development Ltd.)**

Raheen Community Development Group Limited was formed in 1996 to provide a resource centre for the community, which would deliver local services. The village of Raheen is located in South Wexford approximately 15 miles from Wexford town. The community development group currently delivers childcare facilities, IT multi-media training and a rural transport scheme. It also delivers training programmes identified on a need by need basis. The Centre is recognised for its expertise in service delivery and for the high quality of the projects operated from Raheen Community Centre.

### **Crossabeg, Wexford (Crossbeg Community Group)**

This is an expanding parish located approximately 3 miles north of Wexford town. It currently has very limited community facilities and a committee has been recently formed to access the needs of the community and to examine the feasibility of establishing a community centre for Crossabeg.

**n.b.** A sixth Wicklow based community has yet to be selected.