



**Request for quote for development of County Outdoor  
Recreation Plan (2024 - 2029)**

## Background

Embracing Ireland's Outdoors, The National Outdoor Recreation Strategy, sets out Ireland's ambition to create a more coordinated and sustainable approach to the development, management and utilisation of Ireland's outdoors. Central to the strategy's implementation are Outdoor Recreation Officers (OROs), dedicated professionals tasked with coordinating and facilitating outdoor recreational leadership at a county level.

Clare Local Sports Partnership have successfully been selected to host one of the 6 pilot Outdoor Recreation Officers.

The aim of Clare Local Sports Partnership (Clare LSP) is to get Clare active by:

- Increasing participation in sport.
- Ensuring that local resources are used to best effect.
- Co-ordinating the efforts of key influencers to further develop sporting opportunities for local communities.
- Providing a vital link between the needs of local people, the work of other sports organisations/officers and national and state agencies.

### **The function of Clare Sports Partnership is:**

**Partnerships and Policy:** Being true to our name, the organisation takes a partnership approach when working across all business areas.

**The Participants:** Clare LSP organises and facilitates a variety of sports development programs which focus on breaking down barriers to participation for those experiencing sports disadvantage.

**Visibility:** Central to our function is that of being the local 'agent' for the delivery of the relevant goals as set out by the Sport Ireland Act, 2015.

One of the key roles of the Outdoor Recreation Officers is to facilitate the development of a County Outdoor Recreation plan. These plans serve as tailored roadmaps, reflecting the unique characteristics and needs of each county. Through extensive consultation and planning, the County Outdoor Recreation plans will outline strategies for the development and management of outdoor recreation resources, ranging from hiking trails and cycling routes to water-based activities and nature reserves.

Clare LSP have been successful in securing funding, in collaboration with Clare County Council, to engage a consultant to develop Clare's Outdoor Recreation Plan 2024 – 2029. The development of the plan must be completed by November 2024.

## **County Outdoor Recreation Plan**

Clare LSP wishes to engage a consultant to facilitate development of the 2024 – 2029 County Outdoor Recreation Plan (CORP) for county Clare.

### **Requirements**

The consultant will be engaged under the following terms, and all costs (including VAT) must reflect the same.

- (a) The facilitation of all aspects of the preparation of, and development of, the new County Outdoor Recreation Plan for 2024-2029, including consultations, policy reviews etc.
  
- (b) An ongoing bi-annual review of the plan until its conclusion in 2029.

### **Steps for the development of the County Outdoor Recreation Plan (CORP) 2024-2028 to be completed by consultant:**

The overall work of the consultant will be overseen by Clare LSP, through the Outdoor Recreation Officer, to ensure that all elements of the development of the plan are communicated and agreed on an ongoing basis. No payments will be made unless all agreed 'stage gate' milestones are reached, and a written report submitted to the Outdoor Recreation Officer and the County Outdoor Recreation Committee. Payments are solely the responsibility of Clare LSP

The County Outdoor Recreation Committee will have the role of acting as a sub-committee of the Clare LSP, for the purposes of the development and implementation of this plan. Their initial delegated authority will be to support the consultant in the development of the plan, and to recommend the various elements etc.

In the development of the plan, the following must be considered:

- Consultation, in person and/or by survey where appropriate, with key stakeholders such as the public, landowners, providers and local agencies.
- Consultation with national stakeholders such as Sport Ireland Outdoors, Department of Rural and Community Development, The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, state agencies and National Governing Bodies of Sport, to ensure that the national context is considered.
- Interpreting and incorporation of previous survey data from the Clare Local Sports Partnership Outdoor Recreation Survey - October 2023 and the Clare Local Sports Plan May 2024.

The final plan should be presented to a high standard of quality which meets the guidelines of the Department of Rural and Community Development and Sport Ireland and must be comprehensive in its assessment of:

- The background of Outdoor Recreation and environmental considerations
- The Strategic and External Context including other national and local plans
- The Stakeholder landscapes
- Assessment and SWOT Analysis of recreation in Clare
- Needs Analysis of Clare's current outdoor recreation offerings e.g. trails, beaches, activity providers, clubs etc.
- The Strategic Priorities and Objectives
- The Action plan aligning to the six themes of *Embracing Ireland's Outdoors*
- Each action will need to have stakeholders responsible and timelines

**Approach:**

- Build on existing data and consider current and future strategy in the context of relevant plans/strategies e.g. Embracing Ireland Outdoors, National Sports Policy, National Physical Activity Plan, Climate Action Plan, and relevant stakeholder policies.
- Quantitative and Qualitative data from feedback from stakeholders and consultations, interviews and focus groups.

**Responses must include:**

- Stage Gate Reviews - Process/ timetable listing key milestones (for reporting progress on various stages of development) and dates for meeting the deadline.
- Methodology that will 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 clearly outline all fees. A detailed breakdown of costs associated, (including VAT) with all elements of the project should be submitted. A current tax clearance certificate / tax access number will be required.

This contract will be awarded based on 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 that represent value for money.

### **Insurance:**

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

- Employers Liability (if there are employees) - Limit of at least €13,000,000.
- Public Liability - Limit of at least €6,500,000
- Professional Indemnity Insurance – Limit of at least €1,000,000

### **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:**

- Clare LSP is not bound to accept the lowest, or any tender and will award the contract to its best advantage and that represents value for money.
- 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 Clare LSP unless or until a written contract is signed by both parties.

### **Clare 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 Clare LSP. Copyright for any illustrations or other material used should be cleared up by the consultant.

### **Submission/Contact**

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

**Closing Date: 5pm 20<sup>th</sup> June 2024**

Email: [jess@claresports.ie](mailto:jess@claresports.ie)

Phone: 0656865434