

**Call for tender for the adaptation,  
development and editing of e-learning  
modules**

Deadline for receipt of tenders: 29.10.2024

Belong To LGBTQ+ Youth Ireland (Belong To) is seeking proposals for a provider to support us in adapting and editing e-learning modules to support education, youth work and social services in becoming safe, supportive and fully inclusive spaces for Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) young people. These modules are intended to provide an engaging, interactive, and effective learning experience for participants.

## The successful applicant(s) will:

- Adapt existing Belong To e-learning modules, and create new content for two new e-learning modules of a similar standard and style.
- Review Belong To's e-learning modules and update them with new research statistics and logos which will be provided by Belong To.

## Overview

Belong To has previously developed three eLearning modules for educators, youth workers and volunteers which can be found here: <https://training.belongto.org/learn>

They are:

- Educators and Youth Workers supporting LGBTQ+ young people
- Volunteer supporting LGBTQ+ young people
- LGBTQ+ Safe and Supportive Sports Clubs

Belong To is seeking to work with a provider to adapt these e-learning modules to a similar standard and style to support professionals working in the following sectors:

- Primary Education (completion by end of Jan 2025)
- Homeless Support Services (completion by end of February 2025)

It is anticipated that the format, structure, and some general content will be used in the adapted modules, however new suitable content, videos and images will be required for the adapted versions. Belong To will source videographers to film additional content required.

Belong To is also seeking to update the three existing eLearning modules with recent statistics and logos to ensure they are current and up-to-date (completion by end of January 2025)

Proposals are welcome from partnerships, consortia, firms, agencies and companies. The deadline for submissions is 29th October 2024.

## **BACKGROUND AND INTRODUCTION**

Belong To: the national LGBTQ+ Youth Organisation

Since 2003, Belong To has grown from a youth project into a unique national services and advocacy organisation with and for LGBTQ+ children and young people. Youth services, which inform our research, education work, and a development approach, enable us to provide solution-based advocacy at an institutional and public level.

We are rooted in and driven by our direct work with LGBTQ+ young people aged 10-24 and we exist to:

- Create and generate safe spaces and places for LGBTQ+ young people.
- Empower others through education to support LGBTQ+ young people.
- Lead policy and practice by providing expertise, developing best practice models, and reflecting lived experiences.
- Ensure LGBTQ+ young people have the opportunity to have their voices heard.
- Be an advocate for LGBTQ+ young people and champion change.

### **Belong To's Charitable Purpose**

The charitable purpose for which the organisation was established was to:

a. advance the wellbeing of the community at large by the provision of support and services for lesbian, gay, bisexual, and transgender (LGBT+) young people and families in need;

and

b. advance the wellbeing of the community at large by the promotion and advancement of the wellbeing of lesbian, gay, bisexual, and transgender (LGBT+) young people and their families whose lives have been affected by homophobia, transphobia, biphobia, social exclusion, discrimination, or other disadvantages, by fostering a culture of inclusiveness, equality, and human rights.

## Our Vision, Mission and Values

Belong To's vision is a society where LGBTQ+ young people are equal, safe, and thriving.

Our mission is to empower LGBTQ+ young people through youth work, changing attitudes, and research.

Our values:

- Welcoming – we are mindful of people's wellbeing and strive for our spaces and interactions to be joyful and fun while ensuring they are safe and respectful.
- Trustworthy – we are transparent in our work, how we operate and in our governance.
- Rooted in experience – we work as equals with LGBTQ+ young people.
- What we say and do is informed by their lives, experience, and the challenges they face
- Courageous – we challenge and speak out about the causes and effects of prejudice, discrimination, homophobia, biphobia, and transphobia on LGBTQ+ young people and what must change.
- Inclusive and diverse – we seek to create a sense of belonging and to reflect and include the diversity of LGBTQ+ young people, and are mindful of intersectionality. We work in community and solidarity for human rights and social justice.
- Strategic – we make deliberate choices about where we focus our work and energy to make maximum impact on where we lead and where we partner with others.

## Tasks and deliverables

The successful applicant will work with the Director of Education, Training and Community Practice to:

1. Adapt existing Belong To e-learning modules and create new content for two new e-learning modules of a similar standard and style:
  - Creating LGBT+ Inclusive Primary Schools (~60 min total duration) – Completed by end of January 2025
  - Creating LGBT+ Inclusive Homeless Support Services (~60 min total duration) Completed by January/February 2025

Includes:

- Content analysis – existing course and videos
- Development of learning approach and style
- Use existing template design and build
- Storyboarding and scripting – some videos and content
- Video transcription
- Digital build

- QA & edits

2. Update 3 x SCORM eLearning courses with new statistics and logos – Completed ASAP

## SUBMITTING A PROPOSAL

Timeframe:

The closing date for receiving proposals is 29th October 2024. It is expected that Belong To will have chosen a successful proposal within 2 weeks of this date and have agreed a start and a completion date for this work. A shortlist of candidates may be invited to present and/or meet with the selection panel prior to a final decision being made on awarding of the contract.

Proposals must include:

- A process flow and timetable listing key milestones.
- Methodology to be used.
- Description of expertise and experience (including team members, if relevant).
- Detailed budget.
- Breakdown of time allocations.
- Identification of any (potential) conflicts of interest and/or loyalty.
- Samples of previous work developed by the proposed providers.
- Contact details for two referees who have engaged the proposed providers previously for similar/related work.

Budget

Please clearly outline all fees.

The budget available for the total project will be no more than:

- Primary Education Adaptation: €13,000 (inclusive of VAT and expenses).
- Homeless Agency Adaptation: €13,000 (inclusive of VAT and expenses).
- Update three existing eLearning modules with recent statistics and logos to ensure they are current and up-to-date: €3,000 (inclusive of VAT and expenses).

Please see additional details in deliverables below.

A current tax clearance certificate will be required. The contract to be awarded will be a fixed price contract and, as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro. The successful providers is expected to work within the agreed budget and report regularly on budgetary issues. Consideration will be given to competitive tenders.

#### Insurance

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

#### Submitting a Proposal

- Providers responding to this Request for Proposals are required to nominate a lead person from their organisation as a point of contact, where applicable.
- Consultants are required to provide details of all key staff and experience in the provision of these services, where applicable.
- Proposals submitted past the deadline will not be considered.
- All supporting material and documentation should be included in the proposal.
- All documents submitted should be in an accessible format.
- All costs associated with submitted proposals will be the responsibility of the providers.
- Proposals may only be submitted by email, as per the contact details below.

#### Proposal Acceptance

- Belong To is not bound to accept the lowest cost proposal. MEAT assessment principles will apply.
- The successful providers must commit to completing the assignment on time and on budget, and failure to meet the timeline agreed may affect payment.
- All those who submit a proposal that is ultimately unsuccessful will be informed.
- Unless otherwise expressly agreed, there shall be no binding contract between Belong To and any party unless and until a written contract is signed by both parties.

Belong To expressly reserves the following rights:

- To extend the deadline for submission of proposals and/or to vary the timings and process for their request for proposals.
- To vary any requirements of the services included in the request for proposals.
- Following evaluation, to accept or reject any of the submitted proposals.
- To seek and obtain clarification in relation to any submitted proposal, including additional information.

- To request that a submitted proposal be amended.
- To accept any proposal in part or in total.

### Evaluation of Proposals

Submitted proposals will in the first instance be checked for compliance with the Request for Proposals conditions. Submission will be assessed against the following criteria:

1. Proven capability and experience in development and production of similar outputs (20%)
2. Demonstrated understanding of the project requirements. (10%)
3. Demonstrated ability to deliver the outputs within the required timeline (10%)
4. Quality and appropriateness of the proposed approach. (30%)
5. Cost (30%)

Any proposal must receive a minimum of 40% of the available marks under each individual category 1-5 above to remain in contention.

### Copyright and Confidentiality

The providers will be required to sign a confidentiality agreement and any materials produced in the performance of the contract will be the copyright of Belong To. Copyright for any illustrations or other material used should be cleared by the providers.

All intellectual property rights including all rights in confidential information, research, frameworks, processes, resources, guides and other literary works, designs, inventions, discoveries and all other intellectual property conceived or made by providers in the course of the contract, are the property of Belong To LGBTQ+ Youth Ireland.

### Data Protection and Privacy

When you submit a proposal in response to this Request for Proposals, Belong To will create a digital record in your name. Information submitted in your proposal will be used in processing the proposal. Where the services of a third party are used in processing your proposal, it may be required to provide them with your information. Any such sharing of data will be in compliance with the General Data Protection Regulations and relevant legislation, and all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data, please submit a request by email to [privacy@belongto.org](mailto:privacy@belongto.org) ensuring that you describe the records you seek in the greatest

possible detail to enable us to identify the relevant record(s). For more information, please see our Privacy Policy.

Submit to

Please submit any queries and proposals by 28th April 2024 to Sharon Heron, Director of Education, Training and Community Practice, by emailing [sharon@belongto.org](mailto:sharon@belongto.org), although please note that canvassing will disqualify.

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