



Belong To LGBTQ+
Youth Ireland

National LGBTQ+ Youth Work Database

Request for Proposals for the Development of a
National LGBTQ+ Youth Work Database

Belong To LGBTQ+ Youth Ireland (Belong To) is seeking proposals for a consultant to lead us in the development of the National LGBTQ+ Youth Work Database. Proposals are welcome from individuals, partnerships, consortia, firms, agencies and companies. The deadline for submissions is **4pm on Monday 21 October 2024.**

The successful applicant(s) will:

1. Design and implement a new user-friendly system for collecting Youth Work data directly from providers of LGBTQ+ youth services nationwide.
2. Develop automations to gather the data from the Youth Service providers on an ongoing basis and to import directly to Salesforce org.
3. Identify a visual analytics platform to display and share the information with the Youth Groups
4. Create data templates and reports summarizing the Youth Work data.
5. Set up dashboards to provide real time pictures of the aggregated data submitted by the youth groups.
6. Provide training on the new systems and processes

ABOUT BELONG TO

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.

BACKGROUND AND INTRODUCTION

Currently there is no nationwide standardised data collection process in relation to LGBTQ+ youth work. The quality of data being collected by different groups is likely to vary, and there is no systematic way to identify gaps that exist in service delivery or to identify emerging trends or trends over time in terms of issues affecting LGBTQ+ young people regionally and nationwide.

Belong to already works closely with other LGBTQ+ youth groups operating across the country as part of the National Network, through which regular engagements are organised enabling youth workers to share experiences and best practices. A solid evidence base providing insights on emerging trends and into the impact of these groups' work around the country would further enhance the National Network and provide timely information on gaps in service delivery and other information that would foster more timely interventions. It would also enhance Belong To's ability, as coordinator of the National Network, to better assess the education and training needs of youth works nationwide and respond to these needs.

Development Requirements

- Review existing data and reporting requirements
- Configure online forms to capture the Youth Groups' data
- Create automations to send out the forms to the LGBTQ+ organisations
- Create flows to integrate the forms with Salesforce
- Configure the Data visualization system
- Set up summary reports and dashboards on the Visualization system
- Develop a manual to document the processes
- Provide training on the new forms, data visualization system and automations.

SUBMITTING A PROPOSAL

Timeframe:

The closing date for receiving proposals is **4pm on Monday 21 October**. It is expected that Belong To will have chosen a successful proposal within 1 week of this date, and have agreed a start and a completion date for this work.

Proposals must include:

- A process flow and timetable listing key milestones, which makes clear the process and timeline for meeting the final 30 September deadline.
- 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 strategic plans developed by the proposed consultant(s).
- Contact details for two referees who have engaged the proposed consultant(s) previously for similar/related work.

Budget

The budget available for the total project will be no more than €12,000 (inclusive of VAT and expenses). Please clearly outline all fees.

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 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(s) will be required to submit evidence of relevant professional indemnity and insurance details.

Submitting a Proposal

- Consultants 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 and care should be taken to ensure that information is accessible to the widest range of users.
- All costs associated with submitted proposals will be the responsibility of the consultant.
- 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 consultant(s) 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 proposal will in the first instance be checked for compliance with the Request for Proposals conditions.

Copyright and Confidentiality

The consultant 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 consultant. The report, in whole or in part, may be made available for public use by Belong To.

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 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 proposals by 4pm on Monday 21 October 2024 to Roma Buckley by emailing roma@belongto.org.

Any queries can be submitted to info@belongto.org, although please note that canvassing will disqualify.