



INVITATION TO TENDER FOR THE DEVELOPMENT AND DELIVERY OF A COMMUNITY- BASED OCCUPATIONAL THERAPY-LED INITIATIVE, with a focus on neurodivergent children & young people

Kildare Children & Young People's Services Committee (CYPSC) and Kildare Local Community Development Committee (LCDC) invite tenders from suitably qualified candidates for the development and delivery of an occupational therapy-led initiative, with a focus on neurodivergent children & young people

Closing Date for Receipt of Tenders:
5pm on Friday 25th April 2025

Background

Ireland's National Action Plan under the *European Child Guarantee* commits to establishing four pilot Local Area Child Poverty Action Plans in Children and Young People's Services Committees (CYPSC) areas.

In 2024, the Department of Children, Equality, Disability, Integration & Youth (DCEDIY) invited joint applications from CYPSCs and LCDCs throughout Ireland and following a selection process, Kildare was named as one of the four pilot sites.

The stated objective of the pilots is to improve outcomes for children, young people and their families experiencing disadvantage by first gaining an understanding of the child poverty context in the area and then using this information to promote experiences of enhanced service integration. The focus of the service integration element of the Kildare profile is on supports for neurodivergent children, young people and their families.

Funding has been awarded to Kildare for the following:

- (1) A child poverty and service profile.
- (2) A community-based Occupational Therapy-led intervention with parents, children & professionals, in partnership with local Family Resource Centres. (The subject of this tender)
- (3) Training, networking & Continuous Professional Development Opportunities for service providers.
- (4) 'Plural practice'-based support for children/young people.



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

Funding is being made available through the *What Works* prevention and early intervention initiative, an initiative designed by the Department of Children, Equality, Disability, Integration and Youth which receives its funding from the Dormant Accounts Fund (DAF). The DAF is managed by the Department of Rural and Community Development.

In Co. Kildare, additional funding support is being provided from Sláintecare Healthy Communities - Athy.

Purpose of the Community-Based Occupational Therapy-led Initiative

The purpose of the community-based occupational therapy-led initiative is:

- To provide relevant, quality, accessible and timely support to neurodivergent children/young people and their parents, so that they are afforded the best opportunity to reach their potential and thrive.
- To provide an innovative community-based response to the needs of neurodivergent children and young people in a non-clinical, community-based setting, in partnership with local Family Resource Centres.
- To enhance the understanding, knowledge and confidence of professionals in supporting neurodivergent children/young people and their families.
- To enhance understanding, skills and confidence of neurodivergent children and young people in navigating their day-to-day lives, through 1-2-1 and group supports.
- To enhance understanding, knowledge and confidence among parents in supporting their neurodivergent children/young people, through 1-2-1 and group programmes.
- To improve ease of access to supports and services for neurodivergent children/young people living in areas of disadvantage, and their parents.

The Community-based Occupational Therapy-led initiative will contain a number of key elements:

- Development & delivery of a group education & support programme for parents.
- Development & delivery of a group education and training programme for professionals.
- Direct Occupational Therapy intervention (1-2-1 sessions) with children/young people.
- Other tasks arising from the above such as provision of clinical supervision, individual support for parents, report writing, advocacy, liaison with Steering Group, planning & evaluation meetings, liaison with Family Resource Centres.

Development Process

The role for the successful candidate will include, but is not limited to, the following tasks:

1. To agree the project work plan with the Child Poverty Initiative Steering Group.
2. To develop and deliver a group programme for parents in the 4 Family Resource Centre locations: Athy, the Curragh, Kildare Town and Newbridge (minimum 36 hours delivery in total)
3. To develop and deliver 2 group education & training programmes for professionals in Co. Kildare. (minimum 30 hours delivery in total).
4. To provide 1-2-1 occupational therapy sessions for children/young people. (240 sessions, 50 minutes per session)
5. To complete clinical tasks as required such as provision of clinical supervision, individual support for parents, report writing, advocacy (circa 40 hours)
6. To complete project administrative tasks such as liaison with Steering Group, planning & evaluation meetings, documentation, liaison with Family Resource Centres. (circa 20 hours).
7. To complete all required documentation such as assessments, reports, attendance sheets, individual plans, evaluation forms.
8. To comply with all legislative and professional requirements, including Children First, GDPR and clinical governance.
9. To participate in the national evaluation for the Local Area Child Poverty Action Plan Pilot Scheme.

Essential criteria

- CORU Registration
- Experience of working as a Senior Paediatric Occupational Therapist

Submission of Tenders

This is a fixed price contract that will be awarded following a competitive process.

Tender submissions should include:

- A proposed work plan and programme, with start & finish dates, including a timeline for specific tasks.
- A detailed breakdown of costs.
- Evidence of a track record in development & delivery of Occupational Therapy-led training [with a focus on neurodivergence] for professionals, parent support and direct intervention with neurodivergent children/young people.
- Evidence of working in a community-based, non-clinical setting.
- Evidence of working with families living in areas of disadvantage.
- Evidence of an understanding of the elements of the project.
- Tax clearance access number details
- Evidence of insurance.
- Name of person responsible for fulfilment of contract.
- Examples of previous similar work completed (summary).
- Contact details for two references for previous similar work completed. *One of these must relate to your professional practice in Occupational Therapy.*



- CV for key personnel involved in the project.
- Evidence of CORU registration
- Evidence of clinical governance in place
- Evidence of Garda Vetting
- Evidence of relevant professional qualifications and experience as an Occupational Therapist.

Evaluation of Tenders

In order to proceed to the tender review & assessment process, candidates must fulfil the essential criteria above.

In selecting a provider, the following criteria will apply:

| | |
|---|----|
| Understanding of the project and task | 20 |
| Professional Occupational Therapy Experience & Qualifications | 20 |
| Proposed Methodology | 15 |
| Proposed project structure and timeframe | 15 |
| Evidence of experience of similar work | 20 |
| Costings | 10 |

If deemed necessary, the evaluation process may include a second phase encompassing a presentation from candidates which will take place on Monday 12th May 2025 between 10am and 12noon.

Timescale

The Review of Tenders will be completed by Wednesday 7th May 2025.

The successful applicant must be in a position to commence the work as soon as possible after the awarding of the contract and no later than Mon 26th May 2025, with initiative to be completed by 28th February 2026.

Please note: while the initiative spans the period from May 2025 to February 2026, it is envisaged that the main phase of activity will take place from **September to December 2025.*

Budget

The total budget available for this work is **€49500** (excluding VAT).

Monitoring of Project:

The Kildare CYPSC Co-ordinator will be the primary link for the project with the successful tenderer. The inter-agency Steering Group will support the process.

Terms of Payment:

The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€).

All prices and rates quoted should be exclusive of VAT.

Payments shall be submitted to the successful tender in two phases: 50% on commencement of the work and the final 50% paid on successful completion of the initiative.

Closing Date for Receipt of Tenders: 5pm on Friday 25th April 2025

Tenders to be sent by email to: emma.berney@tusla.ie

