

Request for Proposals: Consultant services to support the preparation of the Enniskerry Village Development Plan (2012 – 2016)

Purpose of the study

The purpose of this study is to provide evidence-based recommendations for actions to be included in a 5 year Enniskerry Village Development Plan. These actions should meet the current objectives of the Enniskerry Forum, as defined in consultation with the Enniskerry community - for the enhancement of the village environment and for social and economic projects in the areas of tourism and heritage.

Having regard to the core principles defined below, proposals are invited from suitably qualified consultants to undertake the study in accordance with the requirements of the Enniskerry Forum, as further outlined in this Request for Proposals document.

Forum Aims

The Enniskerry Forum is an inclusive, non-party political and non-sectarian representative organisation that promotes the interests of the Enniskerry community. Established in 2008, the Forum's diverse membership includes residents associations, sporting and social groups, church communities and businesses. The Forum is constituted to improve the social and economic conditions of the community of Enniskerry by co-ordinating community projects with a wide appeal and by engaging in relevant partnerships with Wicklow County Council, local development agencies such as County Wicklow Partnership and other potential partner organisations. In 2012, the Forum will establish strategic partnerships to achieve specific objectives for the enhancement of the village environment and to develop tourism and heritage projects for local social and economic gains.

More information on the Enniskerry area and the work of the Forum is available at:
www.enniskerry.ie

Information relevant to the future development of Enniskerry is available in the Enniskerry Local Area Plan (2009) available at www.wicklow.ie

Background to the study

Following public consultations held in 2011, the Enniskerry Forum has agreed to develop a 5 year Enniskerry Village Development Plan to guide its activities in line with the key objectives of the community for the period; the enhancement of the village environment and the development of tourism and heritage projects that deliver social and economic benefits for the community as a whole.

The Forum has agreed the following principles to underpin the plan. Actions included under the objectives defined for the Enniskerry Village Development Plan 2012 – 2016 will be:

- Robust – based on evidence and a broad community consultation.
- Inclusive – gains for all members of the community are anticipated from the implementation of the Enniskerry Village Development Plan.
- Integrated – adding value to the development objectives of Wicklow County Council, local development organisations such as County Wicklow Partnership and other relevant partner organisations.

- SMART – specific, measurable, realistic and time defined.

In 2012, the Forum successfully applied to County Wicklow Partnership Ltd. for support under the National Rural Development Plan (2007 – 2013) to undertake a feasibility study in preparation for the development of a 5-year Enniskerry Village Development Plan. The Enniskerry Forum is therefore commissioning the study in accordance with the regulatory requirements of the National Rural Development Programme (see www.wicklowpartnership.ie).

Project budget

The total budget for the study project will not exceed **10,000 Euro**, inclusive of VAT and all costs associated with the completion of tasks described by the proposer in the project schedule template (attached).

Proposal requirements

The outcome of the study project will be a concise study report prepared by the selected consultant and submitted to the Executive Committee of the Enniskerry Forum (approximately 30 pages) that can readily be incorporated into a 5-year Enniskerry Development Plan. The proposer will have specific regard to the following when preparing their proposal:

1. Technical, on-site assessment encompassing the main sectoral areas of the development plan; the environmental landscape of the village, tourism and heritage development activity.
2. Analysis of the key trends in the sectors that are relevant to Enniskerry's development.
3. The principles that underpin the development plan will characterise study recommendations.
4. The need for an appropriate prioritisation and ranking of recommendations for actions and the need to evidence their social and economic feasibility.
5. A broad consultation required with the community as part of the study to support community consensus, including a presentation of the study outcomes.
6. The desire to establish external partnerships and leverage public investment for recommended actions, including, but not restricted to County Wicklow Partnership and Wicklow County Council.
7. Consultation with key stakeholders to ensure in particular, the feasibility of recommendations for actions identified and the potential for private local investment.
8. A 'proof of concept' approach to transferring learning from equivalent village development projects elsewhere.
9. Format of the study report document to reflect its application – as the core of an Enniskerry Development Plan (2012 – 2016).
10. Submission of the study report document in electronic MS Word version and Adobe Acrobat (.pdf) version to the Executive Committee of the Enniskerry Forum by end September, 2012.

Assessment of proposals

The total budget allocated for the completion of the study will not exceed **10,000 Euro**. After the deadline, the Executive Committee of the Enniskerry Forum will meet to select the most economically advantageous proposal submitted, on the basis of the following assessment criteria:

- Competency of the proposer – including; expertise of the study team in the nominated sectoral areas (environmental analysis, tourism and heritage development), experience of successfully completing community based social and economic projects in time and within budget, task allocation of study team membership and evidence of team availability.
- Quality of the proposal – including; demonstrated understanding of the needs of the Enniskerry Forum, the breadth of the public consultation process proposed, the application of core development plan principles as part of the study, the feasibility of the proposed study methodology (per project schedule).
- Value for money – including; economic advantages represented by the proposal, itemised costs and personnel allocations within the total budget amount specified.
- Conformance with regulatory and tax requirements – including; completion of study project schedule template (attached), submission of current Tax Clearance Certificate, acknowledgement of copyright ownership by Enniskerry Forum.

Ownership of the study report

The specific purpose of this study is to arrive at recommendations for actions, which will be incorporated into an Enniskerry Development Plan (2012 – 2016) to be prepared by the Enniskerry Forum. On this basis, consultants will be required to assign copyright and intellectual ownership of the data collated as part of the study and the study report to the Enniskerry Forum.

Project management

The Enniskerry Forum is the project client. The Executive Committee will co-ordinate the project on behalf of the Forum.

Timeline

The deadline for receipt of proposals by email or in paper copy is e.g. **5pm on Friday, 15th June**. Proposals should be submitted by email to: enniskerryforum@gmail.com.

It is the responsibility of the proposer to ensure that the proposal is both submitted and received by the deadline. An acknowledgement of receipt of proposals will issue to proposers from Monday 18th June.

It is anticipated that the study report will be submitted by end September 2012.

Relevant study documents

The successful consultant(s) will be expected to make specific reference to the following documents as part of the study:

- The Enniskerry Local Area Plan at www.wicklow.ie
- The County Wicklow Partnership Rural Development Programme at www.wicklowpartnership.ie
- Wicklow County Tourism Plan at www.visitwicklow.ie
- County Wicklow Heritage Plan (2009 – 2014) www.wicklow.ie

Proposed Project Schedule

| Description of study activity / task | Inputs / responsibilities or resources allocated (also identify any Forum committee responsibility) | Output / product of task or activity | Duration of activity & date of completion |
|--------------------------------------|---|--------------------------------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Please maintain the integrity of the form template. Add extra rows as required.