



Kilkenny Public Participation Network Social Inclusion Pillar Strategic Action Plan 2026 - 2029

Tender brief

1. Introduction

The Kilkenny Public Participation Network (PPN) is seeking proposals for the creation of a strategic action plan for its Social Inclusion Pillar. The PPN is a network of community, voluntary, social inclusion, and environmental organizations in Kilkenny County.

Participation Networks (PPNs) were set up in 2014 as a result of local government reform. There is a PPN in every county council area. Kilkenny PPN has grown to have more than 475 members. Members are community-based groups, organisations, associations, clubs, societies, and charities.

Each PPN has a Social Inclusion Pillar, an Environmental Pillar and a Community & Voluntary Pillar. The membership of the Kilkenny PPN Social Inclusion Pillar currently stands at 91 groups.

2. What is the aim of Kilkenny PPN

The aim of Kilkenny PPN is to co-ordinate how the community in Kilkenny is represented and to enhance community engagement and ensure that all members of the community have a voice in local decision-making processes.

The PPN also aim to:

- build the capacity of member groups to carry out this role.
- Serve as a networking and information hub for member groups in their area

2.1 We help the community be represented

We work with the community so its representatives under each Pillar can take part in a fair and open way on a wide range of decision-making bodies. This includes the:

- Kilkenny County Council;
- local development companies; and
- other local bodies.

We empower community groups to influence policy makers, like those mentioned above.

2.2 We build the capacity of member groups to carry out this role.

We help our members to be better able to contribute positively to the community and engage with the county council and other local bodies. We provide a space for policy development on issues of community concern.

2.3 We serve as a networking and information hub for member groups

We provide information to our members and we receive information. We provide networking opportunities. The activities of the Kilkenny PPN enable our members to contribute to the wellbeing of Kilkenny.

3. Objective

The overall objective of the PPN Social Inclusion Pillar and its active Social Inclusion linkage group is to prepare and deliver a:

- Social Inclusion Pillar Strategic Action Plan 2026-2029 with key priorities.

3.1 Kilkenny PPN social Inclusion strategic action plan 2026 – 2029

The Kilkenny PPN social inclusion strategic action plan will guide the work of the PPN Social Inclusion Pillar and its Social Inclusion Linkage group.

This action plan aims to:

- Strengthen the Social Inclusion Pillar as a dynamic structure for communication and engagement.
- Enhance social inclusion and community engagement in local policy and decision making
- Identify and address barriers to participation.
- Develop strategies for sustainable community development.

The needs assessment and stakeholder analysis will centre around participation and relevant policy areas relating to the Kilkenny County Council Corporate plan 2024-2029.

These areas are open to change, based on the consultation and research carried out during this project. However, the final core areas must be in line with Government strategy relating to Public Participation Networks.

The final core areas should each have a set of actions/objectives for the PPN Social Inclusion Pillar and linkage group to work on and progress over the lifetime of the Strategy.

3.2 Kilkenny PPN Strategic Plan 2025-2030

The Kilkenny PPN Social Inclusion Strategic Action Plan should align with the overall [Kilkenny PPN Strategic Plan 2025 -2030](#).

3.3 Kilkenny PPN Wellbeing Vision

The [Wellbeing Vision](#) is the overarching mission of Kilkenny PPN. It guides how we organise ourselves, serve our members and participate in decision making – all to the benefit of the community and in response to community needs. It's a benchmark for PPN Representatives and the Secretariat.

The research and consultation carried out on the Social Inclusion Strategic Action Plan should incorporate and further develop this Vision.

4, Project Approach

4.1 Task

The successful supplier will work closely with the Kilkenny PPN Development Officer and the Kilkenny PPN Social Inclusion Strategic Plan Steering Committee to:

- Conduct a comprehensive needs assessment and stakeholder analysis around participation and influencing policy areas including a better understanding of what the motivations and expectations are of the groups/organisations that have joined the PPN Social Inclusion Pillar and the policy areas they are interested in.
- Develop a Social Inclusion community engagement plan.
- Develop the questions that will provide a consistent focus for the engagement effort.
- Facilitate a series of short consultative workshops across Kilkenny, at least one in each of the four MD, together with one of the Kilkenny PPN Social Inclusion Representatives
- With PPN Social Inclusion Members and PPN Representatives
- With any other relevant stakeholders identified in the engagement plan.
- Develop a survey to gather further responses and information.
- Utilise on-going PPN Activity (Linkage Group, Workshops, etc.) as opportunities to engage stakeholders.
- Collate feedback/information and distil into common themes

Using the information gathered, develop a Social Inclusion Strategic Action Plan and present to the Kilkenny PPN Plenary meeting (date to be confirmed).

Deliver a PowerPoint Presentation on the Social Inclusion Strategic Action Plan.

4.2 Methodology

- A consultation approach that will be accessible and transcend barriers of age, race and class.
- Workshop/ Interviews with people living in County Kilkenny and target groups.

- This project should be cognisant of, and cognisant of, the UN Sustainable Development Goals, the Kilkenny Local Economic and Community Plan and any other relevant strategy/plan.

5. Budget

A maximum amount of €5.000 is available for this project inclusive of V.A.T and all expenses. Payment will be phased and linked to progress. Prices and rates quoted should be expressed in euro (€) and exclusive of VAT. The VAT rate(s) applicable should be indicated separately.

Kilkenny PPN reserves the right to withhold payment where a contracting company has failed to meet its contractual obligations in relation to the delivery of goods / services to an acceptable level of quality. Kilkenny PPN will remain the sole and exclusive owner of all end products and of all intellectual property rights in the products supplied to and from Kilkenny PPN in the course of the contract, irrespective of whether or not the contract is terminated prior to its completion.

The design and print of the Social Inclusion Strategic Action Plan 2026-2029 will be carried out separately by Kilkenny PPN.

6. Timeframe

The closing date for receipt of responses to this tender is **5pm, Friday 22 August 2025**

Attend an initial planning and briefing meeting on a date to be confirmed a comprehensive timeframe will be agreed between the successful supplier and the project steering committee. The successful supplier should be prepared to conduct consultation and engagement with stakeholders during the months of **October/November 2025**

Provide final deliverables to Kilkenny PPN by **March 1st 2026** at the latest.

7. Consultant experience and competencies required

The Consultant(s) appointed should possess the following: -

- Experience of working with the Community and Voluntary and particularly the Social Inclusion sector.
- Third level qualification in a relevant field.
- Excellent communication Skills both verbal and written.
- Experience of supporting Community and Voluntary organisations.
- Experience in strategic planning for Community and Voluntary Organisations (at least 2 examples in the past).

Tax

A contractor will be required to produce a current Tax Clearance Certificate/ TCRN. Where a Tax Clearance Certificate expires within the course of a contract, Kilkenny PPN reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor being in possession of a valid certificate as required.

Insurance

Tenderers should provide proof of Professional Indemnity Insurance or a commitment to have same in place for duration of the project.

8. Assessment and Contract Award

Enquiries should be directed to Bortha Woudsma at ppnkilkenny@kilkennycoco.ie or on 056 7794255/087 1731634. Tenders should be submitted by email to ppnkilkenny@kilkennycoco.ie

Only tenders which contain all the criteria set out below will be considered. Kilkenny PPN do not bind itself to accept the tender with the lowest stated price or indeed any tender. Each complete tender will be scored on the basis of the information supplied in accordance with following criteria and scoring.

Criteria	Note	Weighting	Maximum Score	Minimum Score Required
Project approach.	Proposed methodology.	20%	200	120
Ability / Capacity to Deliver Project / Relevant Experience	<p>Details of relevant experience, qualification and credentials of the suppliers proposed to undertake the work.</p> <p>Details of related commissioned work and name of clients.</p> <p>Names and contact information for two referees.</p>	20%	200	120
Value for Money / Cost	<p>Provide a breakdown of costs, including daily rates.</p> <p>(Note: Meeting venues, public notices and large volume printing will be provided by Kilkenny PPN)</p>	30%	300	180
Overall Suitability	Understanding of the PPN ethos, local government structures and other local relevant services.	30%	300	180
Total		100%	1000	600