

Invitation to tender: A review of PETE's New Pathways: Expanding Access to Education, Training and Employment for Hard-to-Reach Young People, Dublin.

Summary

Focus Ireland's Preparation for Education, Training and Employment (PETE) service provides training and education opportunities for people at risk of or have experienced homelessness in Dublin, Waterford and Limerick. In Dublin, a targeted pilot intervention of the PETE service is aimed young adults, providing them with tailored pathways into work or education. Focus Ireland is seeking to evaluate this pilot through a review of the literature, analysis of service level data, consultation with staff and pilot participants, and development of key learnings and recommendations.

Introduction and Background

Young people represent a disproportionate amount of the number of unemployed people in Ireland, with the unemployment rate of 15-24 year olds at 12.2%, compared to an overall unemployment rate of 4.9%¹. Many young people experience job and income instability in their work, with young people more likely than their older counterparts to engage in precarious employment².

Focus Ireland is a housing and homeless charity that works to prevent people becoming or remaining homeless, or returning to homelessness, through the provision of quality services, supported housing, research and advocacy. Focus Ireland delivers innovative long-term solutions across our different services. These include prison in-reach, childcare, education and training, aftercare for young people, and bespoke services for specific at-risk groups.

Focus Ireland's PETE program in Dublin is a flexible education course designed to meet the specific education and employment needs of those who are homeless or at risk of homelessness. It developed out of an identified need to address the gap in the training, education and employment pathway through homelessness into independent living. Focus Ireland's PETE program addresses the individual's barriers to accessing

¹ Figures as of July 2025. See data.cso.ie

² Patrick Gallagher and Ciarán Nugent, *Temporary Employment, Low Paid Work and Job Security amongst Young Irish Workers: Evidence from the UCD Working in Ireland Survey*. (College of Business, University College Dublin, 2021)

education, training and employment and supports the participant in achieving the first step on the training, education and employment pathway.

With the support of J.P Morgan, Focus Ireland has implemented a targeted intervention program for ‘hard to reach’ young adults who are at risk of, have fallen into, or have experienced homelessness, in Dublin. This three-year pilot program creates new outreach strategies to access this cohort, and provides them with tailored, individual pathways into work or education.

Research questions and key objectives

The purpose of the review is to evaluate the New Pathways: Expanding Access to Education, Training and Employment for Hard-to-Reach Young People program. This evaluation will seek to analyse the efficacy of this program and its approach. More specifically, the evaluation seeks to answer the following questions:

- How has this program **impacted its participants**?
- What have been the **key successes** of this pilot program?
- What are the **key learnings and areas for improvement** for this pilot program?

The key objectives for the review are as follows:

- **Analyse the key literature surrounding youth homelessness and employment**, as well as the background to PETE and other similar programs.
- **Collate, analyse and report service level data** provided by Focus Ireland including number of customers, methods and outcomes of PETE services for this group.
- **Consult with 3 members of PETE staff through interviews** to explore the program’s key successes and any potential areas for improvement, as well as the outreach process for this program.
- **Consult with 6 participants of this program through interviews** to explore their experiences of the program.
- **Provide key learnings and recommendations** to improve this program based on the findings of the evaluation.

Budget and timeframe

The proposed project would be carried out over approximately a 6-month timeframe. The budget for this study is set at €8000 (including VAT and all relevant expenses).

Ethical considerations

The following basic principles provide a framework from which ethical practice can develop:

- Informed consent;
- Privacy;
- Confidentiality (and limits of confidentiality);
- Fairness and equity;
- Avoidance, prevention or minimisation of harm to others;
- Professional competence;
- Integrity;
- Respect for human rights, diversity and equality;
- Trauma informed care; and
- Social responsibility.

The tendered consultant must ensure that participants do not feel under any obligation to participate in the evaluation; that they fully consent to the process; and that they understand the purpose of the evaluation and what will happen to the information they provide. The anonymity of participants must be protected, and only issues of relevance to the evaluation should be explored in the interviews. If individuals reveal that they are at risk of harm (or someone else is); appropriate actions should be taken as set out in Focus Ireland Research Ethical Guidelines. Participants should be informed that they can withdraw from the process at any time, and procedures for recording of interviews must be agreed with all participants before the interviews commence. Focus Ireland can assist in recruitment for evaluation, but this process will be guided by a strict ethics protocol which ensures that the needs of participants are prioritised first and foremost.

Guide for applicants

(i) Tender format

Tenders should be brief and must be completed in accordance with the format specified below. Incomplete tenders and tenders that are submitted late will not be considered.

- Title of project
- General research approach
- Detailed discussion of methodology (to include consideration of ethical procedures and protocols).
- Timing of activities for delivery
- A detailed budget breakdown (including number of days and cost per day), including VAT and all expenses
- Statement of tenderer's capability to undertake project
- Information on similar work previously undertaken
- Biographical details of personnel working on the project
- Details of Project Management
- Disclosure of any conflicts of interest

(ii) Financial Arrangements

An overall Fixed-Price Cost for the evaluation should be clearly detailed and specified, with a breakdown of the individual elements of the project. Details of personnel assigned to each element of the tender should be shown and the number of days' work for which they are assigned. VAT and details of any other costs, taxes or duties, which may be incurred, should be shown separately.

Payment for all goods and services supplied will be made on the submission of appropriate invoices, in accordance with the Prompt Payment of Accounts Act 1997, as amended by the European Communities (Late Payment in Commercial Transactions) Regulations 2002 (SI 388/2002). The Payment Schedule and Invoicing Arrangements will be agreed with the successful tenderer following their selection.

Focus Ireland retains the right to withhold payment, where a contractor has failed to meet his or her contractual obligations in relation to the delivery of goods and services to an acceptable level of quality.

(iii) Tax Clearance Certificate

Before a contract is awarded, the successful tenderer will be required to produce a current valid Tax Clearance Certificate, and if the certificate should expire within the course of the contract, a new certificate will be required. A successful non-resident

tenderer will be required to produce a Statement of Suitability from the Irish Revenue Commissioners. All payments under the contract will be conditional on the tenderers being in possession of a valid Certificate at all times.

(iv) Withholding Tax

No withholding tax will be placed on this contract.

(v) Freedom of Information

Information supplied in respect of this tender may be disclosed by Focus Ireland under the terms of the Freedom of Information Act, provided it is not exempt from Disclosure under that Act (e.g. personal information or commercially sensitive information where the public interest in non-disclosure outweighs the public interest in disclosure).

Tenderers are invited to indicate if they consider any information supplied to be sensitive. Under S. 29 of the Act, any tenderer must be consulted by Focus Ireland before any decision to disclose such information.

(vi) Conflict of Interest

Any registered interest involving the contractor and Focus Ireland, their staff or relatives must be fully disclosed in the response to this Invitation to Tender, or should be communicated to Focus Ireland upon such information becoming known to the contractor. In any case, such information must be made available prior to the award of the contract. The terms "Registered Interest" and

"Relative" shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light. Any other conflicts of interest, which arise, must also be fully disclosed to Focus Ireland.

(vii) Ownership

Focus Ireland will remain the sole owners of all end-products including, but not limited to reports, manuals, or other documentation, programmes, information, etc., irrespective of whether or not the project is terminated, prior to its completion. The contractor's work shall be acknowledged by Focus Ireland in materials produced and disseminated on the basis of work completed under this contract.

(viii) Indemnity

The consultant agrees to indemnify Focus Ireland against any material damage and/or personal liability whatsoever arising from the execution of this contract.

Application

Completed tender documents should be submitted (preferably electronically) by **COB 5th September 2025** to: Aisling McGovern, Research Officer, Focus Ireland, 9–12 High St., Dublin 8, D08 E1W; Email: aisling.mcgovern@focusireland.ie

Please contact Aisling if you have any queries relating to the application process.