

To Evaluate the Community Research Grant Scheme

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Introduction

The NACD wishes to commission an evaluation of its Community Research Grant Scheme in order to assess the merit of such a grant scheme; the experience of the grant recipients in participating in the scheme; the implications for the NACD in establishing and supporting the scheme; and the outcomes achieved to date.

Tenders are being sought from a number of potential contractors. This specification sets out the tasks and expertise required of the contractor and the timetable for the project.

Background

The National Advisory Committee on Drugs (NACD) was established in July 2000 to advise the Government in relation to the prevalence, prevention, treatment/rehabilitation and consequences of problem drug use in Ireland, based on the analysis of research findings and information available to it. The Committee comprises of representatives nominated from relevant agencies and sectors, both statutory and non-statutory. The Committee reports to the Minister of State responsible for the National Drugs Strategy. Further information can be obtained from the NACD's website <http://www.nacd.ie/>.

In 2001 the NACD launched a Community Research Grant Scheme to generate innovative, community-based drugs research. Groups interested in conducting research in the areas of prevalence, prevention, treatment/rehabilitation and consequences of drug misuse were invited to apply for funding from an overall budget of €125,000.

Aim

The NACD wishes to evaluate the Community Research Grant Scheme with a view to ascertaining its benefit to our programme of work; identifying the strengths and weaknesses of the scheme, the merits of continually running the scheme; and, if appropriate developing a model of best practice for its continuation. The evaluation should take in the views of five community projects (staff, committee and research advisory groups) who received a grant; the researchers who conducted the work; and the members of the NACD and the Department of Community, Rural & Gaeltacht Affairs who were involved in assessing the applications and supporting the successful projects.

The evaluation should focus on four specific areas:

1. Aims of Grant Scheme

Assess whether the initial aims of the grant scheme have been achieved i.e. generating innovative community-based drugs research; building research capacity; increasing understanding of drug related issues in communities; increasing liaison between community group and services and local policy structures.

2. Structure of scheme

Assess the organisation of the scheme in relation to the:

- o application and assessment process of the scheme

- impact – on NACD and community groups' workload
 - funding arrangements and mechanisms of accountability
 - experience of the groups vis a vis the NACD's contractual requirements e.g. contracts; submission of progress reports, financial reports and final report.
3. **Process**
Assess the support structure provided by NACD and research advisory groups; issues arising during the research for groups e.g. ethical issues, confidentiality, time and resources required.
4. **Outcome**
Assess the outcome of the scheme to date; the added value for NACD, Department of Community, Rural & Gaeltacht Affairs and community groups; the development of research capacity within the community groups; links created between groups and local services and policy structures e.g. improved contact with Local Drug Task Forces as result of research; increased understanding of drug related issues for the community group, the NACD and others.

Method

Contractors are invited to submit proposals describing the planned approach to address the above issues (it is envisaged that both one to one interviews and some focus groups would be a suitable method for this study). Documentary material on the application process, the research training provided etc. will be made available to the contractor. Background and application forms used are on the NACD website.

Applicants should detail in their tender document how they propose to address each of the four elements of the evaluation outlined above. Potential contractors should also detail how they propose to analyse and present this information in the final report. An example of previous work relevant to this project should be submitted with the tender proposal.

Timetable

Tenders to be received by the Monday, 27th June 2005, applications to be assessed and contract awarded by mid July.

A draft final report will be required by 31st September 2005, and a final report by end of October 2005.

Application

Potential contractors should detail their proposed approach to the study as specified above. They should also provide the following information:

- Details of applicant and/or organisation with which the contract should be placed.
- Relevance of applicant(s) recent research experience to the current application, in particular their expertise with evaluation research, including an example of previous work relevant to this project.
- Number, role and inputs of all staff to be involved in the project.
- Costings for the project set out by fee and expense rates, excluding VAT.

Evaluation of the submissions will be based on the following criteria:

Research methodology

Understanding of the project
Understanding of the work involved;
Feasibility of the approach suggested.

Project management

Ability to deliver key outputs on time;
Clarity in description of milestones;
Credibility of personnel and consultants involved;
Track record.

Value for money

Description of cost;
Justification for proposed costs;
Best use of resources.

The standard contract terms and conditions are available on the NACD website. However, specifics with regard to the tender brief, schedule of liaison, reports and payments, will be prepared separately on awarding the contract. Note that all tenderers must be satisfied on submitting a proposal that the general terms of NACD contracts are acceptable to them as some clauses are non-negotiable.

 [Download contract for research \(Word Document 61KB\)](#)

The budget available for this project is in the region of €20,000 excluding VAT.

Tenders (enclose 5 copies), together with a signed Freedom of Information declaration and an up-to-date tax clearance certificate should be submitted to the NACD's offices no later than **4.00 pm on Monday 27th June 2005**.

 [Download Declaration under the Freedom of Information Act, 1997](#)

Please mark your envelope Ref: **Tender/Community Research Grant Evaluation**.

The Tender (enclose 5 copies) should be addressed to:

The Secretary
NACD
3rd Floor, Shelbourne House
Shelbourne Road
Ballsbridge
Dublin 4
Tel: (01) 667 0760 / 667 0765;
Fax (01) 667 0828;
Email: info@nacd.ie

Tenders will **not** be accepted by email.