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# INVITATION TO TENDER: TERMS OF REFERENCE

## Review of Healthy Ireland – Men, 2017-2021

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### Background

Ireland was the first country in the world to adopt a National Men's Health Policy (<https://www.mhfi.org/menshealthpolicy.pdf>), and other countries are now building upon the pioneering spirit and practical learning from the Irish experience.

This Policy was succeeded by the publication of a National Men's Health Action Plan called 'Healthy Ireland - Men, 2017-2021' (<https://www.mhfi.org/Hi-M.pdf>) which was a significant and important step in continuing the momentum and progress that had been achieved in the area of men's health policy in Ireland in recent years.

However, this Action Plan has now come to the end of its tenure, and an independent consultant(s) is being sought to review the progress which was made during the lifespan of this plan, as well as map out the future direction of a new plan.

### Project Purpose

The main purpose of this tender is to review the implementation of the Healthy Ireland – Men National Men's Health Action Plan (HI-M 2017-2021). This review will inform the strategic direction and content of a new five-year Action Plan.

The objectives of this contract are to:

1. Review progress in relation to specific Thematic Areas and Actions identified in HI-M 2017-2021. This should be conducted with due regard to budgetary constraints and to value for money in terms of progress achieved against allocated budgets to men's health.
2. Review the effectiveness of governance and implementation strategies adopted in relation to HI-M 2017-2021. There should be a particular focus on reviewing the Advisory Group's progress in meeting its terms of reference and on making recommendations for the future work of the Group. The progress of HI-M 2017-2021, from the perspective of the Advisory Group, should be evaluated.
3. Review progress on the HI-M 2017-2021 Thematic Areas and Actions with key stakeholders. There should be a focus on identifying progress, enablers and barriers to implementation, and making recommendations for future target areas. This should include consultation with CHO Managers and Heads of Services.
4. Write a report on the findings from this review stage, which:
  - identifies the key priorities for the next HI-M Action Plan;
  - proposes clear recommendations to steer the development of the future plan;
  - considers which implementation strategies would be most effective;
  - highlights any current gaps in provision and the potential for targeting new groups / settings / areas of work;
  - suggests programmes where there would be potential to cost effectively expand and scale-up existing evidence-based provision;

- outlines challenges which may, potentially, arise;
- assesses the resource implications of any recommendations made, and where the necessary support might be sourced - giving due consideration to alignment with current funding mechanisms (e.g. Pobal, Sláintecare) and local delivery models at CHO and Healthy Communities level.

## Scope of Services Required under the Contract

The contracted service provider will be required to undertake all aspects of the review of the HI-M 2017-2021 Action Plan including, but not limited to, project management and administration, fieldwork, collation of data, analysis and reporting.

The review will focus upon the following objectives, project deliverables and timeline:

Objective	Outline of Work to be Undertaken	Deliverable	Key Dates
1	Review progress in relation to the specific Thematic Areas and Actions of HI-M 2017-2021 with due regard to budgetary considerations.	A comprehensive report which: outlines the research methodology; identifies key future priorities; proposes clear recommendations; considers the effectiveness of implementation strategies; highlights gaps in provision and potential new strands of work; suggests areas for expansion and scaling-up of existing provision; explores potential challenges; and assesses the resource implications of these recommendations.  This report will be used to inform the strategic direction and content of a new five-year Men's Health Action Plan.	Submission of Draft Report: Friday 29 <sup>th</sup> July 2022
2	Review the effectiveness of governance and implementation strategies adopted in relation to HI-M 2017-2021, including the Advisory Group's progress in meeting its terms of reference and on making recommendations for the future work of the Group.		Submission of Final Report: Wednesday 31 <sup>st</sup> August 2022
3	Review progress on the HI-M 2017-2021 Thematic Areas and Actions with key stakeholders.		
4	Collate and analyse the findings, and present a report.		

## Anticipated Benefits

The outputs from the review of the Healthy Ireland - Men Action Plan will inform the development and prioritisation of interventions for the next Action Plan.

## Timeframe

This contract must be fully completed by no later than Wednesday 31<sup>st</sup> August 2022. All content must be agreed by the HI-M Advisory Group, be fully proofed and be submitted in Word format by this date.

## Status of Contractor

The person(s) awarded this contract will act in a consultancy capacity. They will be responsible for their own tax affairs, office supplies, transport, equipment, communication systems, gaining access to data and academic literature etc.

## Tender Format

Tender submissions must include the following:

- Name of the primary contact person.
- Organisation / company name.
- Full contact details (e.g. postal address, telephone, email and website).
- Organisation / company / partnership overview (e.g. history, aims, ethos, size, structure, quality standards attained etc.).
- Examples of recent work undertaken which is similar to our requirements.
- Project Development Plan (i.e. how you would propose to meet our requirements - including a timeline).
- Details of who will take the lead (and, if applicable, supporting responsibility) for this project - including a brief CV of each person.
- A detailed breakdown of the total cost for this project and the suggested payment schedule - all figures must be in Euro and include VAT where applicable.
- Commitment to complete the project within the timeframe required.
- Names and full contact details of two referees whom we can contact to ask about your previous work.

### **PLEASE NOTE:**

**As the deadline for receiving bids is quite short, the selection panel do not expect very lengthy tender submissions. However, it is crucial that all of the above criteria are met.**

## Closing Date for Submissions

The deadline for return of tender submissions will be 5.00pm on Friday 25<sup>th</sup> February 2022. Late tenders will not be accepted.

Only electronic applications will be considered. Please send tenders by email, along with a CV, to: tenders@mhfi.org

## **Assessment of Applications**

Tenders will be assessed by a Selection Panel against evidence of:

- Understanding of our needs.
- Appropriateness of the methodology proposed.
- Presentation of a clear, detailed and structured work plan.
- Relevance of experience.
- Commitment and ability to complete the task within our timescale.
- Value for money.
- Overall quality of the tender bid in terms of clarity and presentation.

Applicants will be informed of the outcome of their application by Wednesday 2<sup>nd</sup> March 2022.

## **Any Other Questions**

Please email: [tenders@mhfi.org](mailto:tenders@mhfi.org) if you have any other questions.