



27/06/2023

## Request for Tender

**Title:** National Physical Activity Guidelines for Ireland - Update

**Aim of Tender:** To review and update the National Physical Activity Guidelines for Ireland.

### Background:

The National Physical Activity Guidelines for Ireland were published in 2009 (<https://activeschoolflag.ie/wp-content/uploads/2020/08/GuidelinesPhysicalActivity.pdf>). There is a requirement to review and update these guidelines in context of the current World Health Organisation (WHO) Physical Activity Guidelines (<https://apps.who.int/iris/bitstream/handle/10665/337001/9789240014886-eng.pdf>).

### Objective(s):

To carry out a desk-top review and stakeholder consultation to update the National Physical Activity Guidelines for Ireland.

Outputs should include:

- A report detailing rationale for changes and process;
- A report setting out the final National Physical Activity Guidelines for Ireland;
- Content to develop key messages for a range of audiences, including infographics to effectively communicate same;
- Final document and infographics at print-ready status (this will be supported by HSE identified designer)

### Timeline

Maximum duration of the tender is **15 weeks**.

Indicative timelines for commencement and completion include:

- HSE requires the successful tenderer to commence work on this project at latest week beginning 28<sup>st</sup> August 2023; and
- complete work on this project at latest week beginning 4<sup>th</sup> December 2023.



## **Requirements for Tender response document**

The Tender response should include:

- Suggested approach to deliver the objective(s) working with the HSE – at a minimum the stakeholder consultation should include a survey to garner insight from a wide range of stakeholders and a consensus building meeting with a smaller number of key stakeholders.
- Timeline
- Costings (costing for design and production of infographics not required)
- CV/profile of person(s) who will work on project, where more than one person is proposed please outline the role of each and their contribution to the project
- At least 3 examples of similar work (a brief description of previous similar projects)

Those considering submitting a tender should note:

- whether submitting as an individual or institution, evidence of current tax clearance from Revenue will be required;
- the final approach to delivering the project will be agreed by HSE at contract stage

### **Budget:**

The project proposal should work to a budget of 15K euro (excluding VAT).

### **Tender submission:**

- Please submit no later than **Tuesday July 18<sup>th</sup> 2023 at 12 midday to [HealthyEating.ActiveLiving@hse.ie](mailto:HealthyEating.ActiveLiving@hse.ie).**
- Please place 'Physical Activity Guidelines Update\_Tender\_Submission' in the subject line upon submission.

### **Key Timings**

- Tender Submission: Tuesday 18<sup>th</sup> July, 12 midday, 2023.
- Award of project: 28<sup>th</sup> July, 2023.
- Project start date: August 28<sup>th</sup>, 2023.
- Project end date and submission of final outputs no later than 8<sup>th</sup> Dec 2023.

### **For further information:**

For further information, please contact Programme Manager, Dr Bláthín Casey ([Blathin.casey@hse.ie](mailto:Blathin.casey@hse.ie)).