



June 2024

Request for Tender

Title: The National Physical Activity and Sedentary Behaviour Guidelines for Ireland: Extension for Special Populations.

Aim of Tender: To extend the National Physical Activity and Sedentary Behaviour Guidelines for Ireland to include guidance for people living with chronic disease and pregnant women.

Background:

The National Physical Activity and Sedentary Behaviour Guidelines for Ireland, 'Every Move Counts' were recently published in February 2024 (see [here](#)). There is a requirement to extend these guidelines in the context of providing guidelines for special populations; specifically those living with chronic disease and pregnant women. The current World Health Organisation (WHO) guidelines already include guidance for these population and can be viewed [here](#).

Objective(s):

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

Outputs should include:

- A summary report detailing the process undertaken;
- A report setting out the final National Physical Activity and Sedentary Behaviour Guidelines for the specified special populations;
- Key messages to support communication and dissemination in line with the existing 'key message' content within the 'Every Move Counts' guidelines (see [here](#)).

Timeline

Indicative timelines for commencement and completion include:

- HSE requires the successful tenderer to commence work on this project at latest **August 12th, 2024** ; and
- complete work on this project at latest, **December 16th, 2024**.



Requirements for Tender response document

The Tender response should include:

- The suggested approach to deliver the objective(s) working with the HSE. At a minimum the methodological approach should include;
 1. A desk-top review
 2. A stakeholder consultation via survey/other to garner insight from a wide range of stakeholders
 3. A consensus meeting with a smaller number of key stakeholders.
- Timeline
- Costings (costing for design and production of the report 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
- Evidence of expertise in 1) physical activity and pregnancy and 2) physical activity and chronic disease within the tender team.
- 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 18K euro (excluding VAT).

Tender submission:

- Please submit no later than **July 10th at 12 midday to HealthyEating.ActiveLiving@hse.ie.**
- Please place 'National Physical Activity Guidelines_Tender_Submission' in the subject line upon submission.

Key Timings

- Tender Submission: **July 10th, 12 midday, 2024.**
- Award of project: **July 17th 2024.**
- Project start date: **August 12th, 2024.**
- Project end date and submission of outputs no later than **December 16th, 2024.**

For further information: Please contact Programme Manager, Dr Bláthín Casey (Blathin.casey@hse.ie).