



## Tender Document

### Change Makers Project

in partnership with Concern Worldwide

Development and Delivery of 'Thinking People'

Workshops for Primary Schools in Inishowen

January 2018

## **TABLE OF CONTENTS**

**SECTION 1: INTRODUCTION**

**SECTION 2: TERMS OF REFERENCE FOR THE PROJECT**

**SECTION 3: AWARD CRITERIA**

**SECTION 4: TERMS AND CONDITIONS FOR TENDERS**

**SECTION 5: REFERENCE CUSTOMERS/CLIENTS**

## **SECTION 1: INTRODUCTION**

### **1.1. Background to the Project**

Inishowen Development Partnership invites tenders from qualified individuals to develop and deliver up to 37 workshops to Primary Schools in Inishowen. 'Thinking People', the fifth in our continuing series, following 'Thinking Trees', 'Thinking Seeds', 'Thinking Water' and 'Thinking Food'. The workshops will be offered to Primary Schools in Inishowen, with at least one workshop in each participating school, and up to three joint school workshops.

## **SECTION 2: TERMS OF REFERENCE FOR THE PROJECT**

### **2.1 Scope of the work to be undertaken**

- Design and develop a workshop for Primary School students; the content is required to be flexible so that can be used with children from 3<sup>rd</sup> to 6<sup>th</sup> Classes. The aim of the "Thinking People" project is to raise awareness, interest and galvanise action in 3<sup>rd</sup> to 6<sup>th</sup> Class Primary School children about the current global refugee and migration situation within the context of Ireland's history of migration and emigration. The project outcomes will be an increased understanding of the reasons why people leave their home countries and the impact on the individual, the family, the host country and the home country. The workshops will also explore Ireland's recent and past history of emigration to provide context for the children.
- Prepare all required workshop materials and handouts
- Work with the Change Makers Coordinator and IDP to liaise with the 37 Primary Schools in Inishowen to inform them about the project and arrange a suitable time for their workshop. Each workshop will be no longer than 1 hour in length. Depending on the uptake a follow up workshop may be offered to participating schools
- Work with the Change Makers Coordinator to organise up to three 'Thinking People' 2 hour workshops to which all participating schools will be invited
- Prepare a short project evaluation and summary report at the conclusion to the project

**Access to a car is essential for this project.**

## **2.2 Inishowen Development Partnership (IDP)/Change Makers Project Support**

IDP/Change Makers will support the Project by:

1. Working with the facilitator to organise the workshops
2. Working with the facilitator to organise the organise the 'Thinking People' events

## **2.3 Timeframe**

The project will commence in January 2018 and must be complete by 31 May 2018.

## **2.4 Budget**

The budget for the work is a maximum of €2000 including per diem costs, travel and subsistence, VAT and all incidental costs is available. Payment will be made in installments, subject to invoices, based on a schedule to be agreed with the successful bidder.

## **2.5 Format of Tenders**

The tender should:

- Set out a clear plan of how the project will be undertaken, specifying content, methodology and timeframes for each stage.
- Outline the experience and expertise of the supplier personnel to be involved in the project with particular reference to the following:
  - ✓ Workshop design and facilitation experience
  - ✓ Knowledge and experience of developing and delivering Development Education Training
  - ✓ Knowledge and experience of working with Primary School Children
- Set out a clear total costing inclusive of all incidental expenses ( including travel and subsistence costs) Insurance and VAT **if applicable**
- Indicate the cost per day, the total number of days, including preparation, and the number of days for each stage.
- Include the CV of the proposed facilitator.
- The tender document must be brief and concise and not be more than 8 pages in total plus attachments.

## **SECTION 3: AWARD CRITERIA**

In deciding the award of the contract the criterion shall be that of the most economically advantageous tender having regard to the consideration of:

<b>Criteria</b>	<b>Weighting</b>
Quality and comprehensiveness of proposal approach having regard to the requirements of the brief	15%

Demonstrated knowledge and track record in the design and delivery of Development Education related training	45%
Experience in working with Primary School children	30%
Value for money	10%

## SECTION 4: Terms & Conditions for Tenders

### Tenders to undertake the preparation and delivery of the ‘Thinking People’ workshops for Primary Schools in Inishowen.

In this document “The Supplier” refers to contractors offering to tender to Inishowen Development Partnership. The “Contracting Authority” refers to Inishowen Development Partnership.

1. Successful Suppliers must submit a current Tax Clearance Certificate from the appropriate authorities of the country in which the company carries out its business **before commencing work**. Where a Tax Clearance Certificate expires within the course of the contract, the Contracting Authority reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the Supplier being in possession of a valid certificate at all times.
2. The price or pricing structures (in Euro) will be fixed for the duration of the contract inclusive of delivery, insurance and all other charges (inclusive of VAT). The VAT rate applicable should be indicated separately.
3. Independent evidence of the Suppliers public liability insurance and of indemnification of Inishowen Development Partnership against any insurance claim must be provided
4. The Contracting Authority is not bound to accept the lowest or any Tender.
5. The preparation, submission and presentation of proposals shall be at the expense of the Supplier
6. Regular meetings will be required during the term of the contract
7. The final date for receipt of tenders is **Wednesday 24<sup>th</sup> January at 12 noon**. Tenders received after this date and time, for whatever reason, will not be considered. Emailed tenders will be accepted. Tenders by FAX will not be accepted.
8. The proposals will be evaluated by not less than 2 people, based on the award

9. criteria as specified in this document, subject to modifications/ clarification. Shortlisting may take place. In this case, short-listed candidates may be invited to attend an interview and to deliver a short presentation outlining the Project delivery.

10. It shall be a condition of contract that the Supplier provides the name and CV of the facilitator it proposes to assign to this Project. The project plan as referred to in the tender document must detail the consultancy days/hours proposed to be allocated to each of the personnel assigned to the project. Re-assignment of personnel will not be permitted for this Project without the advance express agreement of Inishowen Development Partnership. The Lead contact for the Supplier must remain the same throughout the project.

11. The successful Supplier shall be responsible for the delivery of all services provided within the contract on the basis of the agreed fees set at the beginning of the contract. If at any stage during the contract, the work being undertaken by the Supplier is found to be unsatisfactory, the Contracting Authority may terminate the contract. In the event of such a termination the Supplier will only be entitled to an apportionment of the remuneration, in relation to the level of approved acceptable work done, provided for in the contract. The computation of such remuneration shall be based on the extent of approved acceptable work carried out up to date of termination valued by the use of costs in the tender breakdown, expenses and per diem rates identified in the tender submission. This may be subject to a penalty in relation to the costs incurred by the Contracting Authority in having to provide an alternative Supplier to finish the contract now in default.

12. All work shall be deemed strictly confidential. Under no circumstances may information be disclosed to other parties without the express permission of the Contracting Authority. The successful Supplier may be required to sign a formal confidentiality/non-disclosure agreement.

13. Any conflicts of interest involving a Supplier must be fully disclosed to Inishowen Development Partnership particularly where there is a conflict of interest in relation to any recommendation or proposals put forward by the Supplier

14. All Tender information should be provided in English

15. Completed tenders should be emailed or returned in a sealed envelope to:

Kate Wilkinson,  
Change Makers Project Coordinator,  
Inishowen Development Partnership,  
St. Mary's Road, Buncrana, Inishowen, Co Donegal  
Email: [kate@inishowen.ie](mailto:kate@inishowen.ie)

Envelopes should be marked ***"Concern 'Thinking People' Project"***

**DECLARATION (to accompany all tender submissions):**

- I have read and accept the Terms & Conditions for Tenders
- Please note that failure to produce the documentation referred to at 1. and 3. above within two weeks of the award of Tender, will render your Tender invalid.

**Signed (Lead Contact)** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position in Organisation:** \_\_\_\_\_

**Name of Tenderer/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact No:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## SECTION 5 REFERENCE CUSTOMERS/CLIENTS

Please provide contact names and telephone numbers of two principal and relevant customers/ clients.

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Tel. \_\_\_\_\_

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Tel. \_\_\_\_\_