



Community Group & Social Enterprise Training

TENDER DOCUMENT

Introduction

Inishowen Development Partnership has been pro-actively supporting social enterprise and organisations within the community and voluntary sector for many years. Having supported the development of an active social enterprise network in Inishowen, we are now inviting applications to tender for training and supports that will further build capacity and resilience of this sector in Inishowen.

Tenders are invited from suitably qualified and experienced professionals to deliver on the following training needs. Please note that consultants/trainers are welcome to tender for individual elements of the brief as outlined below. In replying to this invitation to tender please clearly specify:

- the element you propose to deliver
- your pricing structure
- the approach you propose to take
- timelines and availability for delivery
- your experience in the relevant field.

Timeframe refers to the indicative timeframe within which IDP wishes to deliver this training. However, this may be subject to change based on changes of stakeholders demand and/or in response to external factors.

Training Requirements

Governance Training

IDP wish to deliver an immersive and practical collaborative governance training programme through a participatory action learning approach. Governance is a core function of all organisations. It is not simply about compliance, although it is recognised that by the end of 2020 it will be a legal requirement of all registered charities. High quality systems of governance will lead to better run organisations which create, grow and protect value for all the stakeholders.

We seek tenders from suitably qualified individuals/organisations to co-design and deliver immersive collaborative governance training to support a group of 15 committed charities to apply the six core principles and meet the 32 core standards contained in the Charities Governance Code by the end of 2020.

Timeframe: Oct - Dec 2020

Delivery Channel: It is anticipated that this intensive training will be delivered in a structured, timetabled manner via zoom over a number of weeks with supporting tutorials/Q&A sessions, practical assistance and pro forma policies. Preference will be given to innovative approaches to bringing 15 organisations through the governance code journey in a practical, tutorial focused manner.

The expected outcome of this training will support 15 participating organisations to complete the course and reach a state of readiness to present their compliance document to their board of directors and to the Charities Regulator by the end of 2020.

Effective Funding & Proposal Writing

In uncertain times with sudden disruption to cashflow and uncertain income streams, the ability to leverage and access funding is vital. We wish to build resilience and skills within the community and social enterprise sector within Inishowen towards maximising opportunities to identify and secure funding and/or new projects.

Timeframe: October 2020 – April 2021

Delivery Channel: It is anticipated that this training will be delivered via zoom with supporting documentation, links and practical assistance.

The expected outcome of training for participating organisations will be increased awareness of available funds, practical assistance on understanding and meeting criteria, funding language and smarter approaches to application writing.

Starting A Community Venture – Key Considerations

During these unprecedented times, the community and voluntary sector has been recognised as a key contributor to keeping our society together and operational through community led response. As organisations adapt and change to meet challenges, we wish to help them to understand how best to build a strong and resilient community organisation through building a committee, identifying key skill requirements, understanding governance, roles and responsibilities, communications and efficient stakeholder and volunteer engagement. We anticipate that this will include making use of digital tools for efficient online meetings, communications (both internally within committee and externally with stakeholders) and delivering on the groups actions in the most efficient way.

Timeframe: January 2020 – June 2021

Delivery Channel: Options to deliver this training online or in person to a group of organisations with practical supports in terms of examples of good practice and templates.

The expected outcome of this training for participating organisations will be practical solutions and techniques to efficiently establish a voluntary committee that will lead to efficiency of time, operating with good governance at the core.

Transitioning from Community Group to Social Enterprise

With more and more emphasis on financial sustainability many community groups are considering how they can move towards generating trading income in a more secure way. We wish to introduce such organisations to Social Entrepreneurship and how this approach may help them to design, develop and market products/services that will provide a reliable income stream.

Timeframe: April 2021 – December 2021

Delivery Channel: Options to deliver this training online or in person to a group of organisations with practical supports in terms of examples of good practice and templates.

The expected outcome of this training for participating organisations will be a key understanding of social entrepreneurship and how it can play a key role in sustaining rural communities.

Committee Skills and Online Meetings

With continued uncertainty around face to face meetings, having a cohesive and effective committee is more vital than ever for community and voluntary organisations and social enterprises. With a wealth of experience on committees across Inishowen we want to ensure that groups and organisations continue to function and communicate effectively. Key considerations may include but are not limited to: recognising and using the skills at your disposal, ensuring efficient procedures and systems for communication and reporting, managing your online meetings well, keeping your organisation running smoothly while physically distancing.

Timeframe: October 2020 – December 2021

Delivery Channel: Options to deliver this training online or in person to a group of committees with practical supports in terms of examples of good practice and templates.

The expected outcome of this training for participating organisations will be a futureproofing committees towards the seamless transition and introduction of smart and efficient systems of operating to minimise disruptions to organisations caused by external factors such as physical distancing.

Social Media for Community Groups & Social Enterprises

Social media marketing is of high value to community & voluntary groups and social enterprises. However, we want to build understanding and skills around social media management including content creation skills, managing your channels efficiently and how to check if your efforts are working through analytics and insights.

Timeframe: October 2020 – December 2021

Delivery Channel: Options to deliver this training online or in person to a group of organisation representatives with practical supports in terms of evidence of good practice and templates.

The expected outcome of this training for participating organisations is that organisation representatives will be equipped with the knowledge to develop a practical social media plan for their organisation.

Payment terms:

All prices are in Euro and exclusive of VAT and will be valid for 1 year.

Payment will be made upon completion of the workshops/training and on receipt of invoice, a TCAN Number and relevant Bank Account details. It is our policy to run payments twice per month, no payments will be made outside of these scheduled payments.

Submissions/Quotes for this Contract (including examples of your previous work and references) will be required to be submitted on or before close of business to enquiries@inishowen.ie by 12noon on Wednesday 7th October 2020

A panel of qualified trainers will be formed and the panel will remain active until 31 December 2021.

TERMS OF REFERENCE

Please note: This tender will be requested and assessed under the following terms of reference: IDP is employing a Direct Invitation process for this call.

Open Process: An open process is a single stage process where all interested parties are invited to tender, and the Dept of Finance requires this approach to be used for purchases of supplies and services up to a value of €125,000.

Direct Invitation: Contracts Under €5,000 and contracts from €5,001 and Under €25,000

There are two categories of spend (contracts worth under €5K and those between €5,000 and €25K) where the process used is Direct Invitation RFTs (Requests for Tender). These contracts are valid for one year.

For contracts under €5K, a written quotation from one or more competitive suppliers is sufficient whereas three written quotes are required for those valued at between €5 – 25K.

The process entails:

Format of Tenders. The tender should:

- Set out a clear pricing schedule and time frame for each component to be undertaken, specifying content and methodology for each stage. Within this indicate the cost per hour and the total number of hours to deliver each of the training requirements individually. Set out a clear total costing inclusive of all incidental expenses and VAT if applicable
- Outline the experience and expertise of the organisation/personnel to be involved. Include CVs of all proposed project personnel, indicating responsibilities clearly, including name of Lead Contact – person who has overall responsibility for the Project.

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: Criteria	Weighting
Demonstrated Knowledge in the delivery of the brief	35%
Quality, clarity and comprehensiveness of proposal approach having regard to the requirements of the brief	30%
Capacity to deliver on a tight timeframe	25%
Value for money	10%

TERMS AND CONDITIONS FOR TENDERS

1. Successful Suppliers must submit evidence of Tax compliance - TCAN (formerly Tax Clearance Certificate) from the appropriate authorities of the country in which the company carries out its business **before commencing work**.
2. All payments under the contract will be conditional on the Supplier being in possession of a valid certificate throughout the contract timeline. The price or pricing structures (in Euro) will be fixed for the duration of the contract inclusive of delivery, insurance and all other charges (exclusive of VAT). The VAT rate applicable should be indicated separately.
3. The Contracting Authority is not bound to accept the lowest or any Tender.
4. The preparation, submission and presentation of proposals shall be at the expense of the Supplier.
5. Regular meetings will be required during the delivery of the contract for immersive governance training.
6. All Tender information should be provided in English
7. Freedom of Information Act 1997: *As a result of the Freedom of Information Act, 1997 Public Bodies are no longer able to give guarantees of confidentiality, which had previously featured in Public Procurement. The Contracting Authority, having a range of Government funded projects co-funding this project we have been advised formally to the effect that:*
 - a. "Information in relation this tender may be made available on demand in accordance with the Freedom of Information Act, 1997.
 - b. You are asked to consider if any of the information supplied by you should not be disclosed because of its sensitivity. If this is the case, when providing the information, you should identify same and specify the reasons for its sensitivity. organisation will consult with you about sensitive information should it become the subject of a Freedom of Information request".
8. The proposals will be evaluated by not less than 2 people, based on the award criteria as specified in this document, subject to modifications/clarification. Shortlisting may take place. In this case, short-listed candidates may be invited to deliver a short presentation outlining the project delivery.
9. It shall be a condition of contract that the Supplier provides the names and CVs of all personnel 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 IDP. The Lead contact for the Supplier must remain the same throughout the project.
10. 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.
11. 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.

All submissions to be sent by email to enquiries@inishowen.ie no later than **Wednesday, October 7th at 12 noon**

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. above within two weeks of the award of Tender, will render your Tender invalid.

Signed (Lead Contact) _____

Print Name: _____

Position in Organisation (if applicable): _____

Name of Tenderer/Company: _____

Address: _____

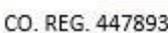
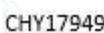
Contact No: _____

Email address: _____

Date: _____

 <p>Ireland's European Structural and Investment Funds Programmes 2014-2020 Co-funded by the Irish Government and the European Union</p>	 <p>EUROPEAN UNION Investing in your future European Social Fund</p>	 <p>Rialtas na hÉireann Government of Ireland</p>
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The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020"

 <p>Department of Rural and Community Development An Roinn Forbartha Tuartha agus Pobail</p>	 <p>Comhairle Contae Dhún na nGall Donegal County Council</p>	 <p>The European Agricultural Fund for Rural Development: Europe Investing in rural areas</p>	 <p>LCDC Lough Cutt Lough Beg Donegal LDC Community Development Centre Ltd</p>	 <p>idn IRISH LOCAL DEVELOPMENT NETWORK</p>	 <p>pobal government supporting communities</p>	 <p>etb Enterprise Training and Employment Board</p>	 <p>A50 AONTAS STAR AWARD WINNERS 2019</p>	 <p>Registered Charity No: 20067786</p>	 <p>CO. REG. 447893</p>	 <p>CHY17949</p>	 <p>CODE OF CONDUCT ON IMAGES & MESSAGES</p>	 <p>LEADER Local Enterprise Partnership</p>
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