

INVITATION TO TENDER

Delivery of Pilot Training Programme for “Hard to reach” Communities.

South Tipperary Development Company (STDC) seeks to engage suitably qualified trainer(s) to devise and deliver a training programme for 3 communities who have had little recent engagement with public funding for local facilities and services, and where there is a need for such facilities and services.

This lack of engagement may be due to combination of factors such as; a weak local community development structure, absence of community consultation and plans for the area, lack of knowledge of funding opportunities and application processes etc.

Communities will be located across the Municipal Districts of Cashel/Tipperary, Carrick on Suir / Fethard and the Borough District of Clonmel. Both geographical and communities of interest are eligible for inclusion in this project.

The programme will be tailored to reflect the training needs of each community but is likely to include training in topics such as:

- Developing / strengthening the local community development structure
- Outreach to the whole community with a focus on traditionally hard to reach groups¹
- Identifying community needs via consultation
- Developing an action plan which prioritises ways of meeting identified needs with deliverables, timeframes and assigned responsibilities
- Applying for and managing funding
- Making links with other agencies and supports.

The project will run over a 6-9 month period to allow the communities to develop and practice the relevant skills. It is likely to involve a combination of training delivery in the individual communities with some collective work.

At the end of the project, the trainer will produce a short report on the training, the methodologies used, issues which have arisen and recommendations for future work with similar target groups.

This project is currently being applied for under the LEADER programme and the indicative budget range is €18,000 to €25,000.

¹ The Primary Target groups are hard to reach rural communities and areas (geographical and sectoral) e.g. youth, children, people with a disability, elderly, NEET, women, Small Farmers, unemployed, people living in disadvantaged areas, people living in remote and less accessible areas, Traveller, and community development organisations, jobseekers, people disengaged from the Labour Market (economically inactive), migrants, non-Irish Nationals, new communities etc.



Funded by the Department of Rural and Community Development



Registered Office Unit 2C, Carrigeen Commercial Park, Clogheen Road, Cahir, Co Tipperary.

Company Registration No 449731, CHY No 18085, Registered Charity No 20068684

Directors: Simon Ryan (Chairman); H Quirke (Co. Secretary); T Collins-Hinchy; P O'Donnell; R Long; Sr. M Walsh; J Crosse; Cllr A Moloney; C Troy; K Collins; M Ryan; P O'Brien; PJ English; F Kennedy; W O'Donnell; A Hennessy; L Ahearn; B Lennon; M Egan

CEO: Isabel Cambie

Tender Details

Accountability and Management

The successful tenderer will be expected to:

- Maintain regular contact with an assigned person in STDC, responding to communications in a timely manner
- Be proactive in seeking clarification, information or guidance as needed
- Work with the selected community groups in a way which reflects the values of dignity, respect and inclusion.
- Maintain confidentiality about the work and information acquired in the course of that work, both during and after the period of this contract.
- Maintain attendance sheets and other records as requested by STDC and required by LEADER funding.
- Comply with relevant Data Protection Policies of STDC.

Timeframe and Deliverables

The successful tenderer will be expected to:

- Commence the project in January 2019
- Assist STDC in selecting the successful community groups to participate in the process
- Provide regular progress updates to South Tipperary Development CLG and liaise with the company where the community groups may require additional supports.
- Make all necessary arrangements for meetings and consultations with assigned community groups – any associated costs should be included in the budget. We envisage that venues will be provided by the target communities.
- Produce an overall report on the project including key issues, recommendations and training materials by the end of November 2019 at latest.

Tender requirements:

Each tender proposal should include the following:

- Name and contact details of the individual or organisation submitting the proposal.
- Individual or organisation profile including details of qualifications and relevant experience of project team including a brief CV for people who will work directly on the project. Indicate the role of each team member in delivering the project and amount of time each will give to the project.
- A work plan identifying the approaches and methodologies to be used.
- Outline the programme for delivery of services with timeframe and key deliverables.
- Examples of two relevant previous projects along with a separate referee, including contact details, for each project
- Tax Clearance Certificate access details
- Copy of relevant insurance policies
- A detailed costing for the work with a breakdown provided of the individual elements and including all expenses and VAT

Selection Process

Tenders will be assessed on the following criteria:

- Proven track record of delivering training to hard to reach communities on the topics outlined.
- Good familiarity with policies, plans, stakeholders and funding streams which impact on community development.
- Understanding of the tender brief
- Response to fulfilling tender requirements
- Proposed programme of work and timeframe
- Value for money

Queries

Any queries related to this tender process should be directed to sarabourke@stdc.ie.

Closing Date

The closing date for receipt of tenders is 5pm on Monday 20th August 2018 to sarabourke@stdc.ie. Tenders received after this time will not be accepted.

South Tipperary Development CLG

South Tipperary Development Company (STDC) is a not for profit organisation. It delivers a range of programmes and initiatives that assist in enterprise development, creation of employment opportunities, community development, tackling poverty and social exclusion. Programmes and initiatives delivered by the Company include:- Rural Development (LEADER) Programme 2014 – 2020; Social Inclusion and Community Activation Programme (SICAP) 2018-2022; Tús Community Work Placement Programme; Rural Social Scheme (RSS); Traveller Primary Health Care Programme; Rural Recreation and Walks Scheme; Pre and After School Services; Community Food Initiative; and the Incredible Years Programme.

STDC is governed by a board of Directors. It delivers services within the Borough District of Clonmel and the Municipal Districts of Tipperary/Cashel and Carrick on Suir.