

Invitation to join Trainers and Facilitators Panel July 2019

Meath Partnership is now inviting proposals from suitably qualified individuals and companies, with particular experience of working in the Community & Voluntary and Enterprise sector, to establish a training panel for a period of 17 months up to 31st December 2020. The type and scope of training offered by Meath Partnership is quite varied and training topics include:

Community & Voluntary sector

- Governance and using the Governance Code
- CRA Compliance
- Community Leadership
- Health in the Community
- Advocacy and Lobbying
- Community Planning and Action Plan development
- Fundraising and event management
- Public Relations and marketing for Non-Profit Organisations
- Project Management
- Social Innovation and Supports for Social Enterprise
- Capacity building for marginalised groups
- Social Media for community and voluntary organisations
- Community Development – Principles and Practice
- Group Work and Facilitation Skills
- Equality and Diversity Training
- Networking and how to build effective local networks
- Intercultural Studies
- Festival Management
- Biodiversity training
- Tour Guiding
- Sustainable Development Goals
- Cultural Heritage
- Using creative skills to engage young people i.e. music, drama, storytelling, etc.

Individual Supports and Training

- Career Coaching
- Career Coaching for young people (16 to 25 years)
- Personal Development and effectiveness
- Personal goal setting and action planning
- Parenting and family supports
- Basic IT skills
- Coding Skills
- Using Virtual Reality for learning
- STEM subjects including the use of 3-D Printers
- Dealing with Challenging Behaviour and Conflict

- Mindfulness & Stress Control
- Promoting Positive Mental Health
- Tenancy sustainment
- Soft skills development
- Communication Skills
- QQI accredited Train-the-Trainer (Training and Development)

Enterprise and Employment

- QQI accredited Employability Skills
- Starting your own business
- Conflict Management in the workplace
- Social Enterprise advice and support
- Business Administration Skills - (Idea Generation, Marketing, Taxation, Finance, Business Development Training, PR for Business, IT Training for Business and Employment, Digital Business Skills Development (SEO / social media)
- Employment Skills training (including Retail Sales, Customer Service, Safepass and Manual Handling)
- QQI accredited Health and Safety Training
- QQI accredited Occupational First Aid
- QQI Hand Held Pesticide Training
- Knapsack Spraying
- Patient Manual Handling
- Accredited Care skills
- HACCP
- Barista Skills
- Human Resource Management
- Personal Health and Care – i.e. beauty, barbering, nail technician, etc.
- Microsoft office training beginner and intermediate levels
- Horticulture and woodwork

It should be noted that the issue of this RFT does not in any way commit Meath Partnership to any course of action including the actual delivery of a proposed programme, nor does admittance to the panel imply that the panel member will be awarded a contract during the lifetime of the panel. When a need for a specific programme materialises, approved panel members may be awarded a contract for the delivery of these services upon agreement on costings and programme specific details.

Tendering criteria

Meath Partnership's tendering process is based on the principles of integrity, fairness and value for money. Rather than automatically accepting the lowest price, the tender evaluation process also takes into account quality, experience, methodology and previous performance in a manner to ensure value for money.

Criteria	Score
Experience and Qualifications	30 marks
Methodology and quality of offer	20 marks
Price (cost per hour/day)	30 marks
References	20 marks
Total	100 marks

Interested parties should address the following points in their tender document:

Experience and Qualifications

Our tendering system recognises providers who have recognised qualifications and / or experience in their chosen field and can show an ability to work from a non-discriminatory perspective. Please include a full CV in your tender application. Details of the professional and other qualifications of individuals who will undertake the work should be outlined clearly.

Methodology

Tenders should include a detailed outline of their proposed approach to training and/or facilitation work and how it is to be implemented. Samples of previously delivered training etc. can be provided to demonstrate the quality of work. Please indicate if the trainer/provider has professional indemnity insurance.

Price

Tenders should include a detailed breakdown of either hourly or daily costs which include expenses and other incidentals. The printing of training materials, handouts and training equipment will be provided by Meath Partnership therefore these costs should not be included in your price. As this is a training initiative, VAT does not apply. A current tax clearance access number is required.

Track Record

Please provide details on previous work undertaken and provide two references from organisations worked with within the past 12 months.

Meath Partnership will accept no responsibility for any costs incurred in formulating or presenting proposals.

Please note: all successful individuals and companies accepted onto the Panel will be invited to participate at Meath Partnership's Adult Learning Festival on Wednesday, 18th September in Trim, Co. Meath to demonstrate and showcase their training offer. Participation costs associated with attending this event rest with the individual/company.



Submission of Tenders

Two hard copies of the tender, clearly marked 'Trainers and Facilitators Panel' must be submitted to:

Mr. Michael Ludlow
CEO
Meath Partnership
Unit 7 Kells Business Park
Cavan Road
Kells
Co. Meath
A82 T3V5

Tenders should be received no later than 4pm on Thursday, 8th August 2019. Late applications will not be considered.