

County Wicklow Partnership

Panel of Trainers and Facilitators

For Social Inclusion Community Activation Programme & Tús



Background

County Wicklow Partnership

County Wicklow Community Partnership CLG., trading as County Wicklow Partnership (CWP) is a local development company which delivers a range of services supporting individuals and communities in the county. The vision of CWP is to “To effect change in the county by supporting the social, cultural, economic and environmental well being of individuals, families, groups and communities in County Wicklow”. CWP has a board of 13 Directors. The Board is responsible for deciding the strategic approach of the Company, the formulation of policy and for the implementation of its programmes. The key programmes delivered by CWP include the Tús, Rural Social Scheme (RSS), LEADER and SICAP (Social Inclusion Community Activation) programmes.

What is SICAP

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020. Through the Social Inclusion Community Activation Programme (SICAP) County Wicklow Partnership offers a variety of services to eligible individuals (Disadvantaged children and families, Disadvantaged young people aged 15 – 24, Disadvantaged Women, Lone Parents, Low Income households, New Communities, People living in Disadvantaged Communities, People with Disabilities, Roma, Travellers, The Disengaged from the Labour Market (Economically Inactive), The Unemployed) who wish to access training or education, improve their employment situation or start a business within County Wicklow.

Supports are also offered to Local Community Groups, after schools clubs, parent and toddler groups and activities for youth e.g. summer camps. The programme has a focus on geographically disadvantaged areas and groups working with specific target groups of the programme. All our SICAP services and supports are offered free of charge. The aim of SICAP is to reduce poverty, promote social inclusion and equality through local, regional and national engagement and collaboration. County Wicklow Partnership delivers the SICAP programme in the municipal districts of Wicklow, Arklow and Baltinglass. The programme is administered by Pobal and overseen and managed by the Wicklow Local Community Development Committee (LCDC).

What is Tús?

The Tús initiative is a community work placement scheme providing short-term working opportunities for unemployed people. The work opportunities are to benefit the community and are provided by community and voluntary organisations in both urban and rural areas. The Tús initiative is managed by local development companies and Údarás na Gaeltachta for the Department of Employment Affairs and Social Protection (DEASP), which has overall responsibility for the scheme.

CWP invites applicants from the following areas to tender for future, possible, training courses with SICAP & Tús:

1. Suitably qualified tutor/trainers and facilitators to be placed on a Training Panel in the following areas:

Community & Voluntary sector

- Training for Local Community Groups. Bespoke and tailor made training to address the needs of Local Community Groups. Sample topics include: Governance Code Training, Committee Skills, Governance training, GDPR and Compliance, Social Media Skills, Conflict Resolution Skills, Social inclusion / equality awareness training, Training on how to advertise and recruit new members, Capacity building supports, Fundraising / Marketing / Public Relations for Non-Profit Organisations

Individual Supports and Training

- 'Engagement courses': for example flower arranging, sugar-craft, aromatherapy, arts, crafts and health promoting activities such as healthy eating courses, yoga, mindfulness and stress management
- Kickboxing coach to deliver basic Kickboxing Skills Training for the KICK programme (Kickboxing to Inspire and Challenge Kids). This is a training programme developed by South Dublin County Partnership. The successful kickboxing coach must have completed the 'KICK facilitator training' as delivered by South Dublin County Partnership prior to award of contract
- Facilitators
- Facilitator for LGBTQ+ group
- Communications QQI Level 5
- Personal development and goal setting course, both non-accredited and accredited e.g. Personal Effectiveness QQI Level 6

Enterprise and Employment

- Career Specific Training e.g. Hair & Beauty taster course, Barista Skills training/Hospitality, HACCP, QQI Care Skills accredited courses, Patient Manual Handling, public services assessment workshops
- Safe Pass Training
- Safe Use of Horticultural Tools and Equipment
- QQI accredited Occupational First Aid
- Start Your Own Business Course (please quote a daily rate for training)
- Book Keeping and Taxation Course (please quote a daily rate for training)
- Social Media for Businesses

Social Enterprise

- Social Enterprise advice/ support/ training/ mentorship

Other

- This is not an exhaustive list. Other training topics may be required as needs are identified

Required Format of Tender

The project proposal should include:

- A completed Tender Response Document (download document attached)
- Copy of up-to-date CV of trainer to include relevant skills, qualifications, experience/knowledge of tendered for training course (as appropriate)
- Copies of relevant qualifications and certificates of proposed trainer

Note:

- Tender price for service or training on offer; price should include actual price and any associated costs (no additional fees except those originally quoted will be paid and any additional costs will be a matter for the contractor themselves)
- CWP will not be liable in respect of any costs incurred by tenderers in the preparation of tenders or any associated work
- The consultant/trainer must be tax compliant – before a contract is awarded the successful tenderer will be required to produce current Tax Clearance details or a Declaration of Tax Compliance
- If awarded a contract the Contractor will, for the duration of the agreement effect appropriate insurance e.g. employer's liability insurance, Public liability insurance, professional indemnity insurance. The Tutor will indemnify County Wicklow Partnership and Pobal in respect of any action on account of loss, damage or injury caused by the tutor, their employees or agents in relation to carrying out the duties of the contract
- Any conflicts of interest involving a tenderer must be fully disclosed

Selection Process and Criteria

SICAP and the Tús programme, through County Wicklow Partnership, is required to obtain the best value for public funds and is committed to treating all panel of trainer applicants fairly. A contract will not necessarily be awarded to the lowest price quotation but to the one that, in the opinion of the assessment team is in accordance with the assessment criteria which offers CWP the best value for money in terms of the level of the service offered. The 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 will take into account, where relevant the trainers qualifications, methodology and quality of offer, previous experience and track record.

When training opportunities become available the assessment team will;

- Review all relevant trainers on the panel
- Contact all relevant trainers to see who is available to deliver the training within the required timeframe
- Of those available use a most economically advantageous tender (MEAT) criterion to enable County Wicklow Partnership to fairly make an objective decision as to who will be awarded the contract
- The trainer/facilitator with the highest marks will be awarded a contract to deliver training/facilitate a group

This tutor and facilitator panel will be in operation from the 9th of March 2020. Qualifying for the panel does not constitute an award of a contract nor does it indicate that any contract will be awarded.

Award Criteria

Qualifications/ Experience

Our tendering system recognises providers/trainers who have recognised qualifications and / or relevant experience in their chosen field and can show an ability to work from a non-discriminatory perspective. Details of the professional and other qualifications of individuals who will undertake the work should be outlined clearly. Please include a full CV with your tender application and copies of relevant qualifications (e.g. certificates) for all tutors who may form part of any future training and facilitator contracts

Methodology and Quality of Offer

Tenders should include a detailed outline of their proposed approach to training and/or facilitation work and how it is to be implemented. Details of the course content and course duration to be provided. Samples of previously delivered training or detailed lesson plans can be provided to demonstrate the methodology to be used.

Price

Tenders should include a detailed breakdown of either hourly or daily costs which include expenses and other incidentals. As this is a training initiative, VAT does not apply.

Track Record

Please provide details of two previous examples of work undertaken for a similar contract and provide two references from organisations you have worked with and outline when this work was undertaken. CWP reserves the right to check references.

Duration and Scope of Panel

CWP reserves the right not to offer the contract to any applicant. Being selected as a member of our training panel does not guarantee that you will be selected for specific programmes or awarded a training contract.

The panel will run from 2020-2022 with an option to extend by a period of 12 months' subject to funding in order to meet any additional training needs that arise. This is an open panel and new trainers may join the panel at any time. It is anticipated that the panel will be advertised annually in order to include new entrants but organisations/suppliers/individuals may apply at any time for inclusion on the panel.

General Issues

Please note that the information set out in this document is made available on the condition that it is used only in connection with this Call for Trainers and Facilitators and for no other purpose. The information is provided as a guide only and does not purport to contain all the information that an applicant may require.

Questions relating to this call for tender may be emailed to koconnor@wicklowpartnership.ie where they will be responded to in a timely manner.

Submission of Tenders

Fully completed panel of trainer's response document, and copies of CV and qualifications of trainers should be submitted in writing, in a sealed envelope to:

FAO: SICAP Coordinator
Panel of Trainers and Facilitators
County Wicklow Partnership
Avoca House, Bridgewater Shopping Centre,
Arklow, County Wicklow



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 Employment, Inclusion and Learning (PEIL) 2014-2020