

INVITATION TO TENDER: ESTABLISHMENT OF PANEL OF TRAINERS

Waterford Area Partnership CLG is creating a panel of trainers with whom to engage over the next 24 months for the purposes of delivering a range of accredited/unaccredited modules in Waterford City and County. Individuals and organisations with skills and experience are sought to deliver training to Social Inclusion Community Activation Programme target groups in the following programmes:

Individual Based courses:

- Soft Skills workshops – Motivation & Goal Setting/Team Building, Stress, Time Management/Confidence, Self Esteem & Self Discovery
- Study Skills
- Exam Techniques
- IT - Community Based Courses
- Manual Handling
- Safe Pass
- Food Safety Level I & II
- Customer Service/Retail Selling QQI5
- Reception & Front Desk QQI5
- Barista
- On Line Job Search
- CV/Interview Skills
- Forklift/MEWP
- Driving/Tractor
- Start Your Own Business
- Customer Discovery
- Basic Book Keeping
- Advance Book Keeping
- Taxation (incl. ROS)
- Marketing
- Customer Care
- Social Media
- Social Impact Measurement
- Idea Generation

Group Based Courses:

- Committee Skills including roles & responsibilities, consensus building, group dynamics etc.
- Community Development Practices & Principles
- Anti-Discrimination & Equality Measures
- Volunteer Recruitment & Support
- Community Leadership

- Strategic Planning
- Governance Structures inc. Code and Charities Regulatory Authority Registration process
- Communications Skills inc. Social Media
- Funding/Grant Applications
- Data Analysis
- Human Resource Management
- Health & Safety Support
- Governance Resource Support
- Child Protection Training
- First Aid Training
- Emergency First Responder Training
- Data Protection

Note: Individuals or organisations are also invited to propose programmes that may suit our target groups

The modules are part funded by the Social Inclusion & Community Activation Programme 2018-2022, Irish Government and the European Social Fund (ESF) as part of the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.

It should be noted that the issue of this RFT does not in any way commit Waterford Area Partnership CLG to any course of action including the actual delivery of proposed modules, 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 or module materialises, approved panel members may be awarded a contract for the delivery of these services upon agreement on costings and programme specific details.

Appointment Procedure

Submissions will be evaluated on the information provided at the time of tender. Successful service providers will be notified of their appointment to the panel within a period of 4 weeks from closing date for receipt of submissions. Unsuccessful service providers will be notified when the appointment to the panel of the successful service providers has been confirmed.

Information to be submitted

Each tender proposal should include the following:

- Individual/Company profile including personnel and resources necessary to satisfy suitability criteria
- Areas of expertise, details of relevant qualifications and experience and skills relevant to the delivery of the proposed modules
- Details of experience of any sub-consultants which are to be used in the programme delivery
- Certification capacity and experience if appropriate
- Outline of proposed training modules, scheduling and timeframe

- Methodology; tenders should include details outline the proposed approach to the work and how it is to be implemented
- Fee proposal; tender should include a detailed breakdown of all costs. As this is a training initiative VAT does not apply
- To be eligible for inclusion on the panel, service providers may be required to hold and produce a copy of their Professional Indemnity Insurance
- Trainers may be subject to Garda Vetting

Terms of Appointment

Inclusion on the panel of training, education service providers will be for a maximum period of 24 months.

The Expression of Interest form and relevant documentation available on www.wap.ie must be submitted by email to: info@wap.ie

Tenders should be marked for the attention of Catherine O'Neill and **received no later than 1 pm, Friday 23rd March 2018.**

EXPRESSION OF INTEREST FORM FOR ACCESS TO SICAP PANEL FOR TUTORS/SUB CONTRACTORS

APPLICANT DETAILS

Name/Organisation: _____

Contact Number: _____ Email: _____

Address _____

AREAS OF COMPETENCY

Please attach the following as applicable:

CV & Copy of Relevant Certificates or Company Profile

Fee proposal schedule

Signature: _____ Date: _____

Please note the following:

Garda Vetting may be required depending on the profile of the learners.

Tutors may be engaged as employees or Sub- Contractors depending on the nature of the work and in line with Revenue guidelines

Sub -Contractors will be required to supply Tax Clearance Access Number and relevant insurance details



Department of Rural and
Community Development
*An Roinn Forbartha
Tuaithe agus Pobail*



Ireland's European Structural and
Investment Funds Programmes
2014-2020
Co-funded by the Irish Government
and the European Union