



Social Inclusion and Community Activation Programme (SICAP)

Invitation to Tender for Inclusion in a Panel for the Delivery of Courses/Workshops to Local Community Groups

1 Background and Context

PAUL Partnership Limerick CLG is a Local Development Company based in Limerick City. Since 1989, it has worked with local communities, groups, and individuals who are experiencing, or who are at risk of experiencing, economic and social disadvantage.

We aim to promote social inclusion and improve the quality of life of people and communities in Limerick City. We deliver services, supports and activities across 5 main areas (our Strategic Pillars):

- 1. Community Development Supports:** providing capacity-building and other supports to communities and groups wishing to address local issues and create positive changes
- 2. Employment and Enterprise Supports:** supporting individuals seeking employment or self-employment; supporting the development and sustainability of social and community enterprises
- 3. Education and Lifelong Learning Supports:** supporting individuals seeking education, training and lifelong learning; supporting community groups to provide education and lifelong learning opportunities
- 4. Child and Family Supports:** providing supports for parents, early years services, and community organisations
- 5. Health, Wellbeing and Ageing Well Supports:** supporting the delivery of evidenced-based health and wellbeing programmes and initiatives.

Social Inclusion and Community Activation Programme (SICAP)

PAUL Partnership's core Programme – Social Inclusion and Community Activation Programme (SICAP) – aims to promote social inclusion and equality. It specifically targets groups of people who are at higher risk of social exclusion, namely:

- Disadvantaged Children and Families
- Disadvantaged Young People
- Disadvantaged Women
- Lone Parents

- Low Income Workers/Households
- New Communities - including refugees/asylum seekers
- People living in Disadvantaged Communities
- People with Disabilities
- Roma
- The Unemployed
- Travellers

PAUL Partnership delivers SICAP in collaboration with 9 community-based organisations¹.

PAUL Partnership is currently seeking tenders from suitably qualified persons/organisations to be included in a panel for the delivery of a range of governance and organisational development training programmes/workshops to Local Community Groups.

The panel will be in existence for the remaining duration of SICAP programme January 2019 to December 2022. **Individuals/organisations will be contracted on an annual basis in response to identified needs, existing support gaps, and budgets.**

2 Governance and Organisational Development Support to Local Community Groups

A key aim of the Social Inclusion and Community Activation Programme is to build the capacity of members/volunteers/staff of local community groups to:

- Address the social inclusion needs of communities they represent or serve
- Participate in local decision-making structures
- Plan and deliver activities/services which address social exclusion and inequality

To support our work in this area, we are seeking to establish a panel of qualified individuals/organisations to deliver courses/workshops across a range of areas. **Once the panel is established, PAUL Partnership will engage directly with individual members of the panel to agree exact scope and terms of reference for planned courses/workshops.**

Individuals/organisations can tender for any number of the areas listed below:

1. Facilitation skills (Foundation; Advanced)
2. Writing successful funding/grant applications
3. Roles and responsibilities of Board/Committee members
4. Financial matters for Board/Committee members
5. Running effective Meetings
6. Presentation skills
7. Charities Regulator Governance Code
8. HR and employment law
9. Social media for non-profits
10. Designing effective promotional materials/posters
11. Strategic/Community planning
12. Effective representation on decision-making and policy-making structures

¹ Limerick City CDP, Moyross Community Enterprise Centre, St. Munchin's Community Enterprise Centre, Learning Hub Limerick, St. Mary's AID, Garryowen CDP, Our Lady of Lourdes CSG, Southill Hub, Tait House.

13. Conflict Management

Notes:

- Courses/workshops may range from half-day workshops to 3-4 full day sessions.
- Consideration will be given to both accredited and non-accredited options.
- Tenderers should cost courses/workshops on the basis of average daily rate per delivery.
- Expected number of participants attending each course/workshop may range from 5 to 25.
- **Courses may be run once a year, multiple times during the year, or not at all depending on demand, funding, and existing training provision.**

Resources Provided

PAUL Partnership and our SICAP delivery partner organisations will be responsible for recruiting participants to each course and organising logistics for course/workshop delivery. Training venue costs will be paid for by PAUL Partnership.

3 Terms of the Contract

Expertise

Proposals are invited from interested and experienced individuals/organisations with:

- Experience of developing and delivering courses/workshops in the community and voluntary sector
- Excellent communication, facilitation and inter-personal skills
- Knowledge and experience of working with SICAP target groups
- Knowledge and experience of community development principles

Collaboration

Joint submissions from different organisations/individuals will be welcome.

Proposal Submission:

Proposals should include:

- Outlines of proposed courses/workshops – **clearly indicating which topic(s) the course/workshop is covering**
- Name of applicant(s) and/or organisation with which the current contract will be placed
- Number, details of roles and input, and expertise of all staff to be involved in the project
- *Curriculum Vitae* (including the names of organisations for whom consultancy work has been completed) for all those who will have input
- Daily or hourly rate for delivery (including travel, direct contact, planning stages)
- Relevant references
- Evidence of relevant qualifications
- Tax Clearance details

An assessment panel will examine all proposals received. Assessment criteria will include;

1. Clear demonstration and understanding of the brief

2. Level, depth, and nature of experience in the area (quality and relevance of previous work)
3. Methodology and approach
4. Evidence that they possess the relevant skills and qualifications
5. Overall assessment and quality of proposal
6. Cost effectiveness
7. Accreditation options (where appropriate).

Enquiries should be directed to Helen Fitzgerald, at hfitzgerald@paulpartnership.ie or by telephone: 061 419388. Proposals should be submitted **by email** to: hfitzgerald@paulpartnership.ie. Closing date for receipt of proposals is **5pm Monday 23rd September 2019**.

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