



Tender Document

Development and Delivery of Concern Worldwide 'Thinking Equal' Workshops for Primary Schools in Inishowen

December 2018

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SECTION 1: INTRODUCTION

1.1. Background to the Project

Inishowen Development Partnership invites tenders from qualified individuals to develop and deliver up to 37 workshops to Primary Schools in Inishowen. 'Thinking Equal', the sixth in our continuing series, following 'Thinking Trees', 'Thinking Seeds', 'Thinking Water', 'Thinking Food' and 'Thinking People'. The workshops will be offered to Primary Schools in Inishowen, with at least one workshop in each participating school (usually in the region of 20 schools), and up to three joint school workshops.

SECTION 2: TERMS OF REFERENCE FOR THE PROJECT

The project aims are:

- Increased awareness of inequality between men and women and the impact this has on everyone
- Empowering young people in addressing gender and LGBTI+ inequality

2.1 Scope of the work to be undertaken

- Design and develop a workshop for Primary School students; the content is required to be flexible so that can be used with children from 3rd to 6th Class. The aim of "Thinking Equal" is to raise awareness, interest and to galvanise action in 3rd to 6th Class Primary School children about equality between men and women, also taking account of LGBTI+ equality issues. This topic is always current, but more so at present with current events in the world that demonstrate that women remain unequal. The project also should take account of the SDG 5 - Achieve gender equality and empower all women and girls.
- The workshop content will be age appropriate and will align to the national curriculum where possible. The gender conscious workshops will explore equality in Ireland and globally looking at the lives of men and women around the world through this lens. Topics to be considered for inclusion are: What is gender, Why gender equality is important locally and globally and Gender Stereotypes. A rights-based approach will be used to frame discussions with the young people i.e. every child has a right to reach their full potential, and gender inequality prevents this by limiting what they can and cannot do.
- Prepare all required workshop materials and handouts
- Work with the IDP to liaise with the 37 Primary Schools in Inishowen to inform them about the project and arrange a suitable time for their workshop. Each workshop will be no longer than 1 hour in length. Depending on the initial uptake a follow up workshop may be offered to participating schools

- Work with IDP to organise up to three (3) 'Thinking Equal' 2-hour workshops to which all participating schools will be invited
- Prepare a short project evaluation and summary report at the conclusion to the project

Access to a car is essential for this project.

2.2 Inishowen Development Partnership (IDP)/Change Makers Project Support

IDP will support the Project by:

1. Working with the facilitator to organise the workshops
2. Working with the facilitator to organise the 'Thinking Equal' events

2.3 Timeframe

The project will commence in February 2019 and must be complete by 31 May 2019.

2.4 Budget

The budget for the work is a maximum of €2300 including per diem costs, travel and subsistence, VAT and all incidental costs. Payment will be made in installments, subject to invoices, based on a schedule to be agreed with the successful bidder.

2.5 Format of Tenders

The tender should:

- Set out a clear plan of how the project will be undertaken, specifying content, methodology and timeframes for each stage.
- Outline the experience and expertise of the supplier personnel to be involved in the project with particular reference to the following:
 - ✓ Workshop design and facilitation experience
 - ✓ Knowledge and experience of developing and delivering Development Education Training
 - ✓ Knowledge and experience of working with Primary School Children
- Set out a clear total costing inclusive of all incidental expenses (including travel and subsistence costs) Insurance and VAT **if applicable**
- Indicate the cost per day, the total number of days, including preparation, and the number of days for each stage.
- Include the CV of the proposed facilitator(s).
- The tender document must be brief and concise and not be more than 8 pages in total plus attachments
- This appointment will be subject to garda vetting

SECTION 3: AWARD CRITERIA

In deciding the award of the contract, the criterion shall be that of the most economically advantageous tender having regard to the consideration of:

Criteria	Weighting
Quality and comprehensiveness of proposal approach having regard to the requirements of the brief	15%
Demonstrated knowledge and track record in the design and delivery of Development Education related training	45%
Experience in working with Primary School children	30%
Value for money	10%

SECTION 4: Terms & Conditions for Tenders

Tenders to undertake the preparation and delivery of the 'Thinking Equal' workshops for Primary Schools in Inishowen.

In this document "The Supplier" refers to contractors offering to tender to Inishowen Development Partnership. The "Contracting Authority" refers to Inishowen Development Partnership.

1. Successful Suppliers must submit a current Tax Clearance Certificate from the appropriate authorities of the country in which the company carries out its business **before commencing work**. Where a Tax Clearance Certificate expires within the course of the contract, the Contracting Authority reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the Supplier being in possession of a valid certificate at all times.
2. The price or pricing structures (in Euro) will be fixed for the duration of the contract inclusive of delivery, insurance and all other charges (inclusive of VAT). The VAT rate applicable should be indicated separately.
3. Independent evidence of the Suppliers public liability insurance and of indemnification of Inishowen Development Partnership against any insurance claim must be provided
4. The Contracting Authority is not bound to accept the lowest or any Tender.
5. The preparation, submission and presentation of proposals shall be at the expense of the Supplier

6. Regular meetings will be required during the term of the contract
7. The final date for receipt of tenders is **Friday January 11th 2019 at 12 noon.** Tenders received after this date and time, for whatever reason, will not be considered. Emailed tenders will be accepted. Tenders by FAX will not be accepted.
8. The proposals will be evaluated by not less than 2 people, based on the award criteria as specified in this document, subject to modifications/ clarification. Shortlisting may take place. In this case, short-listed candidates may be invited to attend an interview and to deliver a short presentation outlining the Project delivery.
9. It shall be a condition of contract that the Supplier provides the name and CV of the facilitator(s) it proposes to assign to this Project. The project plan as referred to in the tender document must detail the consultancy days/hours proposed to be allocated to each of the personnel assigned to the project. Re-assignment of personnel will not be permitted for this Project without the advance express agreement of Inishowen Development Partnership. The Lead contact for the Supplier must remain the same throughout the project.
11. The successful Supplier shall be responsible for the delivery of all services provided within the contract based on the agreed fees set at the beginning of the contract. If at any stage during the contract, the work being undertaken by the Supplier is found to be unsatisfactory, the Contracting Authority may terminate the contract. In the event of such a termination the Supplier will only be entitled to an apportionment of the remuneration, in relation to the level of approved acceptable work done, provided for in the contract. The computation of such remuneration shall be based on the extent of approved acceptable work carried out up to date of termination valued by the use of costs in the tender breakdown, expenses and per diem rates identified in the tender submission. This may be subject to a penalty in relation to the costs incurred by the Contracting Authority in having to provide an alternative Supplier to finish the contract now in default.
12. All work shall be deemed strictly confidential. Under no circumstances may information be disclosed to other parties without the express permission of the Contracting Authority. The successful Supplier may be required to sign a formal confidentiality/non-disclosure agreement.
13. Any conflicts of interest involving a Supplier must be fully disclosed to Inishowen Development Partnership particularly where there is a conflict of interest in relation to any recommendation or proposals put forward by the Supplier
14. All Tender information should be provided in English
15. Completed tenders should be emailed or returned in a sealed envelope to:

Kate Wilkinson,
Change Makers Project Coordinator,
Inishowen Development Partnership,
St. Mary's Road, Bunrana, Inishowen, Co Donegal
Email: denise@inishowen.ie

Envelopes should be marked "***Concern 'Thinking Equal' Project***"

DECLARATION (to accompany all tender submissions):

- I have read and accept the Terms & Conditions for Tenders
- Please note that failure to produce the documentation referred to at 1. and 3. above within two weeks of the award of Tender, will render your Tender invalid.

Signed (Lead Contact) _____

Print Name: _____

Position in Organisation: _____

Name of Tenderer/Company: _____

Address: _____

Contact No: _____

Email address: _____

Date: _____

SECTION 5 REFERENCE CUSTOMERS/CLIENTS

Please provide contact names and telephone numbers of two principal and relevant customers/ clients.

1. _____

Tel. _____

2. _____

Tel. _____