

Invitation to Tender Engage Facilitator Panel

Closing date for receipt of tender: 12 noon on Wednesday 10 March 2021

Introduction

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development.

Our aim is to inspire people aged 50+ to live a dynamic life where they are more active, more visible, more creative and more connected.

Tender Outline

Age & Opportunity is seeking tenders from suitably qualified individuals to join a panel of facilitators who will, when required, deliver our well-being promoting courses to groups of people who are 50+.

Details of the tender are set out in this document which is comprised of four parts:

Part 1: Background information

Part 2: Age & Opportunity's requirements and other considerations

Part 3: Tender process

Part 4: General tender information, terms and conditions

Interested parties should submit a proposal by email to Fiona Holohan Engage Programme Coordinator, at fiona.holohan@ageandopportunity.ie by 12 noon on Wednesday the 10th of March 2021.

Part 1: Background information

Who we are

Age & Opportunity is the leading national development organisation improving the quality of life of older people. We do this by:

- championing the creativity and value of older people;
- combating stereotypes and negative views of ageing;
- developing inclusive and engaging experiences which respond to the interests and needs of the diverse older adult population;
- developing, testing and measuring the impact of pioneering programmes and approaches;
- making evidence available to policy-makers and service providers;
- working with partners and stakeholders to ensure that Ireland's policies, strategies and programmes are directly informed by the needs and experiences of older people.

Our Programmes

We provide opportunities for older people to be more active, more creative, more visible, more connected, more often. in the following ways.

Age & Opportunity Arts is a dedicated programme which supports the participation and representation of all older people in cultural and creative life in Ireland, demonstrating and celebrating how our creative potential can improve with age. We do this work by supporting and resourcing artists, collaborating with arts organisations and encouraging involvement in arts activities by people all over Ireland.

Age & Opportunity Active is the national physical activity programme for older people funded by Sport Ireland and the HSE. The programme is designed to get us more active. Our Go for Life Games are a national celebration of older people taking part in physical activity. Every June we run a national event, when over 300 participants and teams from every county come together to take part in a full day of sport. The event is a variety of fun games and sports specifically adapted to be more inclusive of all ages and abilities.

Other initiatives we run include a telephone mentoring service called FitLine and our very popular PALs (Physical Activity Leaders) training suitable for anyone interested in leading physical activity programmes in their community.

Age & Opportunity Engage is a programme which offers a range of learning initiatives, courses and workshops for personal development and civic engagement. Our aim is to facilitate participants to develop resilience, build the skills, know-how and foresight to achieve the best quality of life. We believe that people who work directly with older people - or whose work affects the lives of older people - should be conscious of their needs and the value of their participation in society. As organisations become increasingly aware of the contribution of their older employees, customers and clients they will benefit from our bespoke training, facilitation and range of national workshops and courses.

Read more about our work at <https://ageandopportunity.ie/about-age-and-opportunity>

Part 2: Age & Opportunity's requirements and other considerations

Tender Outline

Age & Opportunity is seeking tenders from suitably qualified individuals to join a panel of facilitators who will, when required, deliver our courses to groups of people who are 50+.

Background

Age & Opportunity has been developing and delivering courses to promote wellbeing and active citizenship to groups of older persons for many years. The wellbeing courses include Ageing with Confidence – designed to increase confidence, encourage reflection and share experiences and Changing Gears – a six session course which is about building resilience, taking stock and moving on in life.

Our Active Citizenship courses include Get Engaged – designed to help make a difference within local organisations including skills on lobbying, research and working with the media and bespoke training courses.

We also deliver AgeWise – a workshop to promote awareness of ageism and attitudes towards ageing in society.

Due to increased demand for courses we are looking for suitably qualified facilitators to join a panel, which we will draw upon for delivery of our courses when required. Since March 2020 all delivery has taken place online and we expect this to continue for the foreseeable future. Being accepted onto the panel does not guarantee that you will be offered work by Age & Opportunity, however, when we need additional facilitators it will be offered to panel members only.

Successful panel members will receive a full induction from the Engage programme team so that they are acquainted with course objectives and content.

Tender Requirements

The role of panel members is:

- Delivery of Engage courses to groups of persons who are, in the main, 50+.
- Facilitation of group processes, engagement with course materials, reflection and peer sharing.
- Flexibility regarding delivery times as we have occasional evenings and weekend working.

Information to be submitted as part of the tender, should at a minimum address the following elements:

- Facilitator profile: capacity, skills and knowledge;
- Experience of group facilitation;
- Knowledge and experience of the principles of Community Education;
- Current Tax Clearance Details.

We are looking for an individual who can demonstrate:

- Group facilitation experience, including online experience;
- Excellent facilitation and communication skills;
- Capacity to deliver quality facilitation work, sometimes at short notice;
- Ability to draft reports succinctly in plain English.

Fee

Contractors will be paid at the rate of €60 per hour; delivery of sessions will allow for an hour of preparation per session. This fee is inclusive of VAT.

Tax Clearance

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners. Tenderers not resident in Ireland must make an application to the relevant Tax authorities in their jurisdiction and request a letter confirming that their tax affairs are up to-date etc.

Insurance

The successful Tenderer must produce valid public liability insurance.

Part 3: Tender Process

Interested parties should submit a proposal to Fiona Holohan, Engage Programme Coordinator by 12 noon on Wednesday the 10th of March 2021.

The proposal should provide the following information:

- Three examples of relevant work and facilitation services provided;
- Three references for the above three examples of work – client contact number and email. We will not contact your references without letting you know beforehand;
- A short proposal outlining how you plan to meet Age & Opportunity's requirements as set out in this document;

- An outline of any added value or additional information you think is relevant.

Evaluation Criteria

Tenders will be evaluated on the information provided at the time of tender. Tenders received will be marked out of 100 as follows:

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| • Understanding of tender requirements and approach to tender | 30 |
| • Qualification and relevant experience | 30 |
| • Methodology and approach to group facilitation | 25 |
| • Other, including additional suggestions | 15 |

Based on the above criteria, shortlisted applicants may be asked to meet with Age & Opportunity virtually on Tuesday 23rd March to discuss their tender in more detail. Requirements for this meeting will be forwarded on selection.

Age & Opportunity shall notify acceptance of tender to the successful applicants as soon as reasonably practicable and in any event by Friday 26th March.

Unsuccessful tenderers will be notified when the appointment of the successful tender has been confirmed.

Closing date for receipt of tender: 12 noon Wednesday 10th March 2021

Return tender to: fiona.holohan@ageandopportunity.ie

Late applications will not be accepted.

Part 4: General tendering information, terms and conditions

Terms of Appointment

The successful Tenderer should be in a position to start work immediately and should have some flexibility to undertake evening and occasional weekend delivery.

Notification of Tender Acceptance

Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable.

Costs

Age & Opportunity will not be liable in respect of any costs incurred by any Tenderer in the Preparation of tenders in response to this Invitation to Tender or any associated cost.

Tax Clearance

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners. Tenderers not resident in Ireland must make an application to the relevant Tax authorities in their jurisdiction and request a letter confirming that their tax affairs are up to-date etc.

Ownership of Documents and Copyright

All materials used by panel members in the delivery of Age & Opportunity courses in connection with this appointment will be considered the property of Age & Opportunity and may not be reproduced or delivered by panel members except with the express permission of Age & Opportunity as part of its programme of work.

Exclusion

Tenderer shall be excluded who:

- is bankrupt or being wound up, whose affairs are being administered by the court, who have entered into an arrangement with creditors or who have suspended business activities;
- is the subject of proceedings for declaration of bankruptcy or insolvency, for an order for compulsory winding up or a court liquidation, or who has a liquidator or receiver appointed over its assets, or for composition with creditors or any other similar proceedings;
- has been convicted of an offence concerning their professional conduct;
- has not fulfilled obligations relating to the payment of social security contributions;
- has not fulfilled obligations relating to the payment of taxes.

False or Misleading Information

Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this Tendering Procedure on the discovery of such information.

Compliance with Law

Tenderers should be able to provide on demand evidence of compliance with all laws applicable to the provision of the services which are the subject of the Invitation to Tender, and in particular should be able to produce evidence that they have particular regard for statutory terms relating to minimum pay and any legally binding or sectoral agreements if applicable.

Termination

The contract shall contain provisions reserving to Age & Opportunity the right to terminate any contract awarded if it is not satisfied with the performance by the successful Tenderer of the contract. The satisfaction or dissatisfaction of Age & Opportunity shall be evaluated in the context of the Tenderers proposal set out in Part 3 of this document.

Requirements of Invitation to Tender

Tenders not conforming to the requirements of this Invitation to Tender will not be considered and will be returned to the Tenderer.

Subject to Contract

This Invitation to Tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between Age & Opportunity and any Tenderer. No such legally binding obligation or commitment shall come into being unless and until a formal legal contract is duly executed and delivered by Age & Opportunity and the successful Tenderer.

Disclaimer

This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. Candidates are recommended to read the documents thoroughly. Age & Opportunity reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.