

County Wicklow Partnership: Call for Tender SICAP Mentor Coordinator (<https://www.activelink.ie/node/112251>)



County Wicklow Partnership

County Wicklow Partnership invites quotations from suitable candidates for SICAP Employment, Training, Enterprise and Training coordination support work for the Social Inclusion Community Activation Programme

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 wellbeing 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) 2024-2028 provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies. Administered by Pobal, SICAP 2024-2028 is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills, and Training (EIST) Programme 2021-2027. SICAP is managed locally by 33 Local Community Development Committees (LCDCs) with support from Local Authorities. Programme actions are delivered by Programme Implementers across 53 Contract Areas/ Lots.

It is a multi-faceted programme that provides supports to respond to individual and community needs, aiming to ensure that beneficiaries receive quality, tailored supports, while also allowing flexibility to adapt actions to local need. It enables bottom-up approaches within the framework of a national programme which provides targets, performance indicators and requirements.

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).

Details of the Call for Quotations

Suitable mentors are invited to supply quotations for the following work;

- To work directly on a one to one basis with unemployed people who wish to progress into employment, start their own business and coordinate appropriate Training across the programme.
- Administer the required paperwork and procedures for the Back to Work Enterprise Allowance (BTWEA) and Short-term Enterprise Allowance (STEA) Enterprise Allowance schemes and process, in a timely manner, all DSP referrals for same.
- Deliver a range of supports to ensure that clients contemplating self-employment are fully informed and supported to develop their business plans
- Coordinate relevant Training programmes across other SICAP Actions that support addressing barriers to learning and the provision of life long learning, soft skills, wellbeing and employment.
- Provide support and information to unemployed people with regard to improving their job seeking skills through support and referrals to other initiatives and agencies.
- Support members of new communities with training requirements and supports.
- Produce regular reports and updates to the Social Inclusion Manager on the progress of your work and breakdown of the numbers of individuals supported and progressed
- Treat all clients with respect and empathy and provide an approachable and welcoming environment for all those we work with.
- Ensure the delivery of excellent standards of work and customer service to all clients and stakeholders availing of supports from CWP.
- To work collaboratively and in an integrated way across the SICAP programme team, particularly with SICAP staff members who complete similar tasks to this role in other regions of Wicklow

It is anticipated that the successfully appointed Mentor/ coordinator will be contracted to work 14 hours per week for a minimum of six months but this may change depending on the demands of the role. On a month by month basis the hours of work will be agreed with the Social Inclusion Manager and the successful applicant will invoice for the work completed on a monthly basis. The office hours are 9am to 5pm, based in Avoca River House, Bridgewater Centre, Arklow. This role will be office based but a discussion around part-time remote working may be considered in due course if suitable.

Required Format of Quotation

The project proposal should include:

- Copy of up-to-date CV to include relevant skills, qualifications and experience/knowledge
- Copies of relevant qualifications and certificates

Note:

- Quotation price for service; 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 quotations or any associated work
- The consultant 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
- Any conflicts of interest must be fully disclosed

Selection Process and Criteria

SICAP programme, through County Wicklow Partnership, is required to obtain the best value for public funds and is committed to treating all 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 Mentors qualifications, methodology and quality of offer, previous experience and track record.

When suitable work opportunities become available the assessment team will;

- Review all quotations received
- 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 applicant with the highest marks will be contacted to make arrangements to deliver the service. Hours of work will be agreed and the Contractor will submit an invoice for work completed on a monthly basis.

Award Criteria

Qualifications/ Experience

Scoring will recognise Mentors 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 quotation and copies of relevant qualifications

Price

Quotations should include a detailed breakdown of either hourly or daily costs which include expenses and other incidentals.

Track Record

Please provide details of two previous examples of work undertaken that would be similar or complement this contract should it be. CWP reserves the right to check references.

General Issues

Questions relating to this call for quotations may be emailed to jmaher@wicklowpartnership.ie (<mailto:jmaher@wicklowpartnership.ie>) where they will be responded to in a timely manner.

Submission of Quotations

Please submit quotations to JMaher@wicklowpartnership.ie (<mailto:JMaher@wicklowpartnership.ie>) or post to County Wicklow Partnership Avoca House, Bridgewater Shopping Centre, Arklow, County Wicklow by 12pm noon on Friday 29th of November 2024.

Region

Co Wicklow

Date Entered/Updated

19th Nov, 2024

Expiry Date

29th Nov, 2024

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