

Invitation to Tender:

Graphic design of programme manual and accompanying resources

1. Introduction

Moyross Development CLG - Céim ar Chéim are inviting tenders from individuals, companies or consortia undertake the graphic design of an educational programme manual and accompanying resources.

2. Context

Céim ar Chéim is an education & training project funded by the Probation Service, addressing the needs of young offenders, youth at risk and early school leavers, through the provision of a training programme incorporating educational, personal development, creative, and physical activities.

Over the past 12 months Céim ar Chéim have developed an anti weapon-carrying programme, co-produced with young women and young men engaged with youth justice and youth work projects across Limerick city and county. This programme is designed to speak directly to young people living in Limerick communities, based on issues and experiences which they encounter within their own communities. A suite of supporting resources informed by the work of the project are also in development.

3. Project Description

This phase of the project is looking to graphically design this suite of resources, informed by the voice of young people who participated in its development and practitioners who will be involved in delivering the programme to young people.

4. Project Schedule

This project, from start to finish, should take approximately three months with a timeline mid-April to mid-July.

5. Project Tasks:

- a. Meetings with Project Youth Workers, future programme facilitators/trainers and participants of the project to get an understanding of the project to date
- b. Develop three concept designs for consultation with young people and programme facilitators based on initial meetings with key stakeholders of the project
- c. Graphically design suite of resources, to include:
 - i. Programme Facilitators Manual (approx. 80 pages)
 - ii. Resources of parents and practitioners (each approx. 2 pages)

6. Outputs

- i) Graphically Designed Weapon-Carrying Programme Facilitators Manual
- ii) Graphically designed resources for i) parents and ii) practitioners

7. Key Competencies

The successful candidate should have:

- Experience in delivery of similar projects
- Ability to facilitate and engage with young people

8. Instructions to Tenderers

8.1 Tender requirements

Please ensure that the tender application contains the following elements:

- Detailed budget and demonstrate value for money.
- Identification of any conflicts of interests.
- Previous relevant experience.
- Proposed timeline for carrying out the work.
- An outline of skills, qualifications, and experience in the area.
- Referee: contact details must be supplied for two referees that Céim ar Chéim can contact who have engaged the applicant(s) for similar/ related work.
- All supporting material and documentation should be included in the proposal.
- Details of all subcontracted personnel brought onto the project.
- Evidence of insurance, tax compliance and company registration.
- Late proposals will not be considered.

8.2. Scoring

Applications will be scored along the following criteria:

- Proposed methodology (30%)
- Demonstrated examples of past experience with similar projects (30%)
- Demonstrated example which provide evidence of key competencies (30%)
- Demonstrated value for money (10%)

8.3 Confidentiality

All information supplied in connection with this RFT shall be regarded as confidential and by submitting an offer, the Tenderer agrees to be bound by the obligation to preserve the confidentiality of all such information.

8.4 Intellectual Property Rights

All resources developed as part of this tender belong to Céim ar Chéim. All design files should be forwarded on to Céim ar Chéim at the end of the project and can be used for future projects.

8.5 Queries and Clarifications

All queries or clarification requests relating to this RFT must be submitted as per the submission details below. If relevant a response may be issued to all Tenderers.

9. Budget

The budget for the project is **€8,000 (incl. VAT)**.

A payment schedule will be agreed prior to beginning the project.

10. Submissions

- Tenderers are to ensure that all necessary documents and information are submitted. Any incomplete tenders may be rejected and the decision will be final.

- All relevant documentation and queries to be submitted as detailed below. Costs must be quoted in Euro. Late submissions will not be considered.
- A maximum of three examples to support the application can be included in an additional pdf document. This may include copies of photographs/audio or visual documentation, press reviews, publications, catalogues etc.
- Shortlisting may apply. In the event of shortlisting, shortlisted tenderers will be asked to attend for an interview at a later date.
- Ceim ar Cheim does not bind itself to accept the lowest tender. It reserves the right to reject in whole or part any of all tenders received.

11. Queries and Deadline for Application:

Interested applicants are encouraged to contact the following for clarity regarding the project before applying: elaine@mya.irish

Applications should be emailed to : myajobrecruitment@gmail.com

Deadline for receipt of applications is: Thursday 3rd April 2025 @ 12.00 noon



We are an Equal Opportunities Employer