

## Southside Partnership DLR CLG

### Invitation to Tender for Membership of a Training Panel

Southside Partnership DLR CLG is now inviting proposals with quotes from suitably qualified individuals/organisations, with particular experience of working in the community and voluntary sector, to establish a training panel for Southside Partnership DLR CLG and its Southside Community Training Network for 2019. This panel will remain in place until February 2021. The type and scope of training offered by Southside Partnership DLR CLG is quite varied and training topics include:

#### Governance & Management (for Community Organisations)

- Governance & Leadership
- GDPR & Compliance
- Committee & Board Skills
- Fundraising / Marketing / Public Relations for Non-Profit Organisations
- Project Management
- Impact Measurement & Evaluation
- Social Media for Community and Voluntary Organisations (with special focus on young people)
- Child Protection & Safeguarding

#### Community

- Community Development – Principles and Practice
- Community Leadership
- Group Work and Facilitation Skills
- Motivational Interviewing
- Myers Briggs Personality Types
- Equality and Diversity
- Intercultural Studies

#### Capacity-Building

- Personal Development (general and also with special focus on parents)
- Parenting (also with focus on migrant parents)
- Dealing with Challenging Behaviour / Conflict
- Solution-focused Thinking
- Restorative Practice
- Communication Skills
- Presentation Skills
- Money Management Skills / Budgeting
- English Language and Communication
- Basic literacy for Irish People and Foreign Learners
- Promoting Positive Mental Health
- Mindfulness & Stress Control
- Health & Wellbeing



- Yoga
- Arts & Crafts
- Exercise & Physical Activity
- Chair Gym
- Online Safety & Social Media Awareness for Parents
- Online Safety & Social Media Awareness for Young People

### Enterprise, Social Enterprise and Employment

- Accredited Employability Skills
- Accredited Health and Safety Training
- Accredited First Aid
- Safepass
- Abrasive Wheels
- Manual Handling
- Barista Training
- HACCP
- Train the Trainer
- Customer Service (QQI Accredited and non-accredited)
- Start Your Own Business Development Skills (Idea Generation, Start Your Own Business workshop, Marketing, Taxation, Finance, Business Development Training, PR for Business, IT Training for Business, Digital Business Skills Development (SEO / social media etc))
- Setting up a Social Enterprise

### Drug & Alcohol

- QQI accredited Addiction Studies
- Community Reinforcement Approach (CRA)
- Adolescent Community Reinforcement Approach
- New and Emerging Drugs
- Substance use Issues in Working with Youth
- Hidden Harms: Impact of Substance Misuse on Children and Families
- Safer Injecting, Injection Rooms: Policy and Practice Issues
- Keyworking, Care Planning and Case Management
- Substance Misuse Intervention Skills
- Managing Alcohol Misuse in the Workplace in Community and Voluntary Organisations
- Facilitation Skills in Family Support
- Writing Effective Case Notes (in compliance with GDPR)

The tendering process will be managed by Southside Partnership DLR CLG. The successful tenderer will be required to provide two references from suitably sized organisations for which they have carried out similar projects. Completed tender documents should be returned to **Southside Community Training Network** no later than 5pm on **Monday January 14<sup>th</sup> 2019**.



## Tendering criteria

Southside Partnership DLR CLG's 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 also takes into account quality, experience, methodology and previous performance in a manner to ensure value for money.

If selected for work by Southside Partnership DLR CLG the final price agreed will be negotiated at the time through the relevant Partnership Programme Manager taking into consideration market factors and the budget available.

Being selected as a member of our training panel does not guarantee that you will be selected for specific programmes.

## Interested Parties should address the following Points in their Tender Document:

### Methodology

Tenders should include a detailed outline of the proposed approach to the work and how it is to be implemented.

### Timetable

Details of the duration of each of the courses should be included.

### Experience

Our tendering system recognises providers who have recognised qualifications and / or experience in the field of Community Education / Capacity-building and can show an ability to work from a non-discriminatory perspective. It is a requirement to include a full CV in your tender application.

### Qualifications

Details of the professional and other qualifications of individuals/organisation who will undertake the work must be outlined clearly. The qualifications must be included in the CV which is a required part of the application.

### Track Record

Please provide details on previous work undertaken.

### Insurance

It is required to provide information about the trainer's / organisation's Professional Indemnity Insurance.

## Organisation Structure

Please provide details of the organisation's legal status, a copy of its Health and Safety Policy and your Child Protection Policy if applicable.

## Training Costs & Tax Compliance

Tenders must include a detailed breakdown of all costs, expenses and other incidentals. As this is a training initiative, VAT does not apply. **A current tax clearance certificate is a mandatory requirement.**

Southside Partnership DLR CLG will accept no responsibility for any costs incurred in formulating or presenting proposals. Payment for all services covered by the contract issued to the successful tenderer(s) will be based on appropriate invoices. Please note trainers are required to provide all necessary training material including projectors, flip charts and hand-outs.

## Application

Two hard copies of the tender, clearly marked '**Southside Community Training Network**' on the outside of the envelope, must be submitted to:

Southside Community Training Network  
C/O Southside Partnership DLR CLG  
Administrator  
The Old Post Office,  
Blackrock,  
County Dublin.

Completed tender documents should be returned to **Southside Community Training Network (see address above)** no later than **5pm on Monday January 14th 2019.**

For queries please contact Lisa Sieger-Jamison, Co-Ordinator of Southside Community Training Network, at [lisa.sieger@sspship.ie](mailto:lisa.sieger@sspship.ie) or phone 01 706 0100.

## Southside Partnership DLR CLG

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Southside Partnership DLR CLG is a local development organisation operating in Dun Laoghaire Rathdown which works towards an inclusive and just society, where each person is encouraged to reach their full potential and live with dignity in active, healthy and safe communities. Southside Partnership DLR CLG works with a variety of agencies and organisations on a local and national level so that individuals, groups and communities can find ways to bring about positive change and create more hopeful prospects for people who experience social exclusion, poverty and unemployment.

Southside Partnership DLR CLG aims to empower marginalised people and groups so that they can influence decisions that affect their lives. In partnership with others Southside Partnership DLR CLG works to address issues of poverty, inequality and social exclusion in DLR to ensure that those who are most marginalised have access to services, education and employment opportunities.

Find out more at [www.southsidepartnership.ie](http://www.southsidepartnership.ie).

### Southside Partnership DLR CLG's Funded Programmes:

Southside Partnership DLR CLG's core programme is the Social Inclusion and Community Activation Programme (SICAP) 2018-2022 which is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund. It is managed locally by the Dun Laoghaire Rathdown Local Community Development Committee (LCDC).

The aim of SICAP is to reduce poverty and promote social inclusion and equality in Ireland through supporting communities and individuals using community development approaches, engagement and collaboration.

In addition to this, the Southside Partnership DLR CLG delivers a wide variety of programmes which receive their funding from other funders including the HSE, the DDLETB and various government departments. This training panel will cover the range of programmes offered by Southside Partnership DLR CLG.

## Southside Community Training Network (SCTN)

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**Southside Community Training Network (SCTN)**, formerly Southside Partnership Training Network, is hosted and supported by **Southside Partnership DLR CLG** and also receives support from the **Dun Laoghaire Rathdown Drug and Alcohol Task Force (DATF)**. The SCTN offers a wide range of training opportunities, resources and technical supports which are available to those living and working within our target areas. The Training Network is committed to working with individuals and groups to build their capacity and thereby to build stronger communities.



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020  
Co-funded by the Irish Government  
and the European Union



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