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INVITATION FOR PANEL MEMBERSHIP (5-years)

Establishment of Panels for:	Lot 1: Mentoring Services for Pobal clients participating in the ESF+ Achieve Together Coaching and Mentoring Programme		
	Lot 2: Coaching Services for Pobal clients participating in the ESF+ Achieve Together Coaching and Mentoring Programme		
Contracting Authority:	Pobal		
Pobal Reference	0282	Issue Date	4 July 2024
Procedure:	Panel under Restricted procedure as service comprises a Title III Service in accordance with Directive 2014/24/EU.		
Closing Date for Queries:	Thursday, 25 th July 2024 @12 noon (local time)		
Contact for Queries	Questions and Answers facility on www.eTenders.gov.ie		
Closing Date / Time for receipt of Completed Applications <u>for initial work:</u>	Tuesday 6 th August 2024 @12 noon (local time)		
Submissions via:	eTenders postbox only – See Section 5.3 for details		



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Disclaimer

This document issued herewith ("the 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.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority's officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

Note

Please note that information relating to this Invitation and Application, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie. Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority accepts no responsibility for information relayed (or not relayed) via third parties.

The Contracting Authority has provided an Application document for each Lot as a separate document for applicants to use in preparing their response to this Invitation. This document and format must be used.

Procedure:	Panel under Restricted procedure on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.
Duration of Panel	The panel will be established for five (5) years with the option for additional annual advertising to recruit certain skills if required. Applications can be received at any time over the life of the Panels, any party who fails to qualify may re-apply at any time.



1. About the Contracting Authority

1.1 The Contracting Authority

Pobal (hereinafter referred to as the “Contracting Authority”) is the authority responsible for this procurement.

Pobal works on behalf of Government to support communities and local agencies toward achieving social inclusion and development.

Pobal, formerly known as Area Development Management, was established in 1992 by the Irish Government in agreement with the European Commission to manage an EU Grant for local development.

The role of Pobal today is to provide management and support services to 41 programmes, schemes and services in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Years and Young People. We administer these programmes on behalf of the Department of Rural and Community Development, the Department of Children, Equality, Disability, Integration and Youth, the Department of Social Protection, as well as the Department of Health/HSE, the Department of Justice, the Department of Environment, Climate and Communications, the Department of Transport, and a number of EU bodies. Allocating circa €901 million in 2022.

Pobal works in the areas of social inclusion, early childhood care and education, community development, peace and reconciliation, equality, labour market supports and education and training.

Some of the groups supported by Government through Pobal include the long term unemployed, young people, farmers / fishermen, families, Travellers, older people and ex-prisoners. Pobal has formed alliances nationally and internationally including close working relationships with the Organisation for Economic Cooperation and Development (OECD) and the Economic and Social Research Institute (ESRI).

Pobal’s work ranges from programme design to implementation support to financial administration and governance of funding allocations. The promotion of quality enhancement amongst local community-based groups, develop programme and system management tools and work to ensure funded projects work within agreed guidelines.

Pobal also provides good practice case studies, evaluations, and demographic information that support Government Departments in making policy decisions. Tools such as Pobal Maps and the Pobal HP Deprivation Index are made freely available to allow policy makers and communities respond to needs identified by these sets of tools.

Pobal works on an all-island basis, with offices in Dublin, Monaghan, Sligo, Clifden, Letterkenny, Cork, Galway city, Limerick, Mullingar and Kilkenny, employing over 700 staff.

Further information on Pobal can be found on the website at www.pobal.ie



1.2 Purpose of Programme

The Achieve Together Social Innovation Coaching and Mentoring Programme is funded by The Employment, Inclusion, Skills, and Training Programme (EIST) which is Ireland's ESF+ programme for 2021-2027. Under priority 4: Social Innovation the specific objective is to fostering active inclusion with a view to promoting equal opportunities, non-discrimination, and active participation, and improving employability, in particular for disadvantaged groups (ESF+). The programme focuses exclusively on organisations supported by the Community Services Programme (CSP), which is administered by Pobal on behalf of the Department of Rural and Community Development.

The purpose of the The Achieve Together Social Innovation Coaching and Mentoring Programme is to strengthen the capacity of the participating organisation to grow its enterprise or service and their capacity for social innovation. Each organisation participating will be offered a 12-month bespoke coaching and mentoring programme.

1.3 Small and Medium Enterprise participation

It is the policy of the Contracting Authority to promote participation by Small and Medium Enterprises (SMEs) on a fair and equal basis.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

Applicants may include individuals, partnerships, limited companies, social enterprises, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality to enter the contract.

Applicants are reminded that they may rely on the resources of other entities to establish the requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture, applicants must ensure that all the relevant information is provided and where necessary, provide the information requested separately for each party. Relevant information relates to where an Applicant is relying on the resources to qualify (e.g. turnover, personnel, previous experience) and or to deliver contracts. If successful in being awarded a contract under the Panel, the consortium must appoint a single point of contact who will assume overall responsibility for delivery, and who is authorised to sign the contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of consortia.



2. Scope of Requirements

2.1 Context

Pobal seeks to assist social enterprises and community and voluntary organisations to identify, develop and implement novel and innovative solutions to sustain, scale up, adapt their processes or operational models to improve their services, community activities and/or employment opportunities, or identify new opportunities and services with a particular focus on those who are most disadvantaged within their community.

Pobal intends to establish a panel of Mentors and a panel of Coaches to provide social innovation coaching and mentoring plus tailored supports to enable social innovators to overcome barriers to service innovation, quality enhancement and growth by providing individualised mentoring advice, guidance, dedicated coaching, bespoke learning, and peer engagement.

Initially, a number of organisations participating on the Community Services Programme (CSP) will be offered bespoke mentoring and coaching services through an assigned coach and a mentor for a 12-month period. The service will facilitate, support, encourage and inspire each organisation to attain their social innovation goals.

Sustainability in this context refers to contributing to achieving positive social innovation outcomes and improving the financial sustainability of the services and activities for organisations supported by the Community Services Programme under the Department of Rural and Community Development and Pobal.

2.2 Scope of Requirements under the Panels

This competition relates to the establishment of Panels in two (2) Lots for:

0282 Lot 1: Mentoring Services

0282 Lot 2: Coaching Services

Applications are invited from suitably qualified and competent persons with the relevant experience, expertise and qualifications in areas described under Sections 2.3 and 2.4 below.

Applicants may apply for one or both Lots. Applicants applying for admission to both Panels, must complete a separate Application in respect of each Lot.

Successful Applicants will be offered assignments as set out in Sections 2.3 and 2.4 below.

The Contracting Authority recognises that demands on the mentoring services and coaching services are continually evolving. When new or additional mentoring and/or coaching requirements arise



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within this or other Pobal programmes, over the lifetime of the Panel, the Contracting Authority may identify the most appropriate service provider within the Panels based on the previous experience, relevant qualifications and understanding of the mentoring/coaching services and having regard for the particular needs and requirements of those being mentored and coached.

Please note admission to the Contracting Authority's Panel does not guarantee the award of any contract to any economic operator, nor does it give the members(s) the right to be consulted in respect of, or apply for, any contract.

Mentoring or Coaching assignments not received directly from the Contracting Authority should not be accepted by the Panel member and any such assignments will not be eligible for payment from the Contracting Authority. Mentors and Coaches will be required to advise Clients that all requests for mentoring and/or coaching services must be referred directly to the Contracting Authority for consideration. Only assignments awarded by the Contracting Authority based on agreed Terms of Reference (TOR) will be eligible for payment. If a client company requires additional work that will be the subject of a separate arrangement, including payment, between the mentor/coach and the client company.

2.3 Detailed Scope of Requirements under 0282 Lot 1: Mentoring Services

The requirement for this resource is primarily to assist the Contracting Authority to support organisations by the provision of a Social Innovation Business Mentoring service. Each organisation participating in Mentoring will avail of a minimum of 18 hours of Mentoring per organisation over a 12-month period. The Mentor, through sharing their sectoral knowledge, business acumen, and extensive experience, will assist the social enterprise leaders (staff and board members), to address its organisation's social innovation needs.

Individual plans will be developed to strengthen the capacity of the organisation to grow its enterprise/service in a sustainable manner thereby, developing the organisations' ability to maximise social value, therein enhancing the employment of social inclusion target groups within local communities.

The Mentor will be required to contribute to an initial Corrective/Development Action Plan, a mid-way Action Plan Review and final Action Plan Report and maintain associated records to a high standard.

Applicants should take due care and attention to the detailed service requirements set out in this section of this Invitation. Applicants should satisfy themselves that they have the ability, capacity and resources to carry out these services on behalf of the Contracting Authority. These services must be responsive and delivered to a high standard that meets the Contracting Authority and client expectations.



2.3.1 Role of the Mentor

The role of the Mentor is to share wisdom gained from experience and learning. The mentor's principal function is to listen and to ask questions. They help the clients explore their business goals and ideas for the future and to help them realistically appraise their current situation. As business plans develop, the role is to challenge and support the execution of the client's plans and to assist them to keep track of their objectives.

Mentors are not encouraged to solve the problems for the client, rather to help clients develop the capability to solve their own problems. Mentors do not carry out the work on behalf of the client but can be a source of guidance and advice for them. The mentor may offer advice and opinion, but the mentor is not a consultant. Responsibility for decision-making rests solely with the client.

The following tasks/ activities may be requested, (this is not an exhaustive list)

1. Mentoring of organisations on one or more of the following:
 - a) Social Innovation
 - b) Business Planning
 - c) Funding
 - d) Governance
 - e) Financial Management
 - f) Staff management
 - g) Legal
 - h) Impact measurement
 - i) Communications
 - j) Policies
 - k) Business development
 - l) Organisation development
 - m) Marketing and Sales
2. Mentoring of organisations to deliver an optimal social enterprise business model.
3. Feedback on the development of programme Case Studies.

Functional Competencies/Characteristics of Mentors:

Mentors appointed to the Panel by the Contracting Authority should possess the following functional competencies:

- A minimum of five (5) years Business Mentor experience.
- Experience and knowledge of Social Innovation/ Social Entrepreneurship.



- Working (or have worked) in a leadership capacity in the non-profit sector or allied for profit sector.
- Good, recent knowledge of broad issues and opportunities facing Irish industry and services companies.
- Excellent administrative and presentation skills together with the ability to successfully organise and prioritise work.
- Sound judgment as well as good communication.
- Computer literate with knowledge of relevant applications including but not limited to Microsoft Office, Google Docs, social media applications and relevant productivity applications.
- Competent networker.
- Knowledge of a Strategic Planning and Management Framework to assist the deployment of the Action Plan in a tangible and meaningful way.
- Mentoring skills i.e.,
 - Empathy
 - Listening without judging
 - Challenging
 - Questioning
 - Sharing
 - Non – directive
 - Supporting

Mentors will be required to:

- understand the part they, as a Mentor, play in contributing to the Contracting Authority's commitment to the delivery of a quality service to organisations.
- fully understand and appreciate the context and brief and to fully deliver the required services in accordance with their skills, knowledge and experience.
- develop a positive and proactive working relationship with each client organisation assigned to them.
- create a strong reciprocal working relationship with the Contracting Authority responding to requests for information and participating in discussions / meetings as required.
- ensure quality of service that meets and exceeds client expectation resulting in positive client feedback and value for money for the Contracting Authority.

2.3.2 Mentoring Sessions

The Contracting Authority will provide for eighteen hours face to face of Mentoring sessions, generally anticipated to be six (6) x three (3) hours session, over a 12-month period for each assignment during



which Mentors are required to use their knowledge, skills, insights and entrepreneurial capability to provide practical advice to participating organisations.

Each three (3) hours session will be an in-person engagement. In addition, preparation and writing up/verbal reporting/meeting time will be provided at 1.5 hours per session, as set out in Section 3.4.1.

Geographical proximity will be taken into consideration when assigning mentors to participating organisations therefore the Contracting Authority will allow vouched return travel time of up to four (4) hours per face-to-face session. The fixed hourly travel fee is set out in Section 3.4.1.

Successful Applicants admitted on this initial call for applications, will be required to attend a mandatory briefing session (not more than three (3) hours) in Q3 2024 and any additional briefing sessions required for the duration of this panel. These sessions will be virtual and attendance will not be billable.

2.3.3 Application Process

Applicants must complete in full the Application in Appendix A which is uploaded separately with this document in an editable format for each Mentor proposed clearly demonstrating their experience, skills and expertise to deliver mentoring services as set out in this Section 2.3.

Individual applicants and resources proposed should demonstrate in their response the **Functional Competencies/Characteristics of Mentors** set out in Section 2.3.1. Standalone CVs are not acceptable, only the CV templates in Appendix A should be used.

The Contracting Authority will be assessing the balance of the individual / team proposed (both in terms of seniority and in terms of coverage of the service requirements) and the relevant experience, skills and expertise of the individual/ team members. Applicants who can demonstrate greater relevant experience, skills and expertise to services sought and team balance are likely to score higher.

2.4 Detailed Scope of Requirements under 0282 Lot 2: Business Coaching Services

The requirement for this resource is primarily to support the Contracting Authority in the delivery of its Business Coaching services. The Business Coaching input is designed to empower the social enterprise organisation (staff and Board members) to establish a compelling strategy, overcome obstacles to development and to create a growth plan. The Business Coach will bring confidence to each organisation and encourage participants throughout the process. It is considered that the impact of the Business Coaching will be especially high when Business Coaches bring learnings from their own business development experience and through coaching demonstrate impact to avoid mistakes, to



consider new options and networks, to improve strategy and to achieve a high level of social innovation.

The Business Coach will provide a consistent and proven approach tailored to help the participants understand the challenges they face and enable them to implement and execute the programme learnings. Using ethical standards of practice, the Business Coach will work to ensure the delivery of One-to-One Business Coaching that is customised and tailored to suit the specific and varied needs of each participating organisation.

Individual plans will be developed to strengthen the capacity of the participating organisation to grow its enterprise/service in a sustainable manner thereby, developing the organisations' ability to maximise social value, therein enhancing the employment of social inclusion target groups within local communities.

Applicants should take due care and attention to the detailed service requirements set out in this section of this Invitation. Applicants should satisfy themselves that they have the ability, capacity and resources to carry out these services on behalf of the Contracting Authority, when required. These services must be responsive and delivered to a high standard that meets the Contracting Authority and client expectations.

2.4.1 Role of the Business Coach

The Business Coach will be responsible for the completion of an initial Corrective/Development Action Plan, a mid-way Action Plan Review and final Action Plan Report for the participating client company and maintain associated records to a high standard.

Typically, business coaching requirements may be in any of the following areas: (this is not an exhaustive list)

1. Undertaking and facilitate implementation of organisational health check outcomes
2. Undertaking and implementing training needs assessment outcomes
3. Coaching on:
 - a) Social Innovation
 - b) Business Planning
 - c) Funding
 - d) Governance
 - e) Financial Management
 - f) Staff management
 - g) Legal



- h) Impact measurement
 - i) Communications
 - j) Policies
 - k) Business development
 - l) Organisation development
 - m) Marketing and Sales
4. Development of resources including video tutorials, e-learning and online seminars.
 5. Seek feedback on appropriateness of programme materials including video tutorials, e-learning and online seminars.
 6. Coaching of organisations to deliver their business model
 7. Developing and writing up Case Studies

Functional Competencies/Characteristics of Coach

Business Coaches appointed to the Panel by the Contracting Authority should possess the following functional competencies:

- Business Coaches **must** have the requisite qualifications to facilitate and deliver implementation supports. These requirements include:
 - Professional coaching training with a minimum 125 training hours from a recognised institute, college or university and applicable to ICF (Level 2 Path for ACC or PCC Level) or EMCC (Practitioner Level).
 - Or
 - have obtained formal accreditation, at a similar level through one of the coaching bodies (EMCC, ICF or equivalent).
 - Or
 - Where proposed Business Coaches do not meet these requirements, an alternative experiential justification should be provided to prove, to the satisfaction of the Contracting Authority, that they have the required skills, experience and training.

Applicants who cannot demonstrate, to the satisfaction of the Contracting Authority, that they meet any of these requirements, will not be considered for admittance to the Panel.

- Excellent administrative and presentation skills together with the ability to successfully organise and prioritise work.
- Sound judgment as well as good communication.
- Computer literate with knowledge of relevant applications including but not limited to Microsoft Office, Google Docs, social media applications and relevant productivity applications.
- Competent networker.



- Experience of exploring attitudes, beliefs and values that significantly improve the ability of the participant to self-reflect and take proactive sustainable steps to make change happen.
- Skills delivering flexible coaching approaches that facilitate the achievement of performance deliverables and facilitate an awareness and impact of behaviour.
- Coaching skills i.e.,
 - Empathy
 - Listening without judging
 - Challenging
 - Questioning
 - Sharing
 - Non – directive
 - Supporting

2.4.2 Business Coaching Sessions

Where a Business Coach is allocated an assignment, the Business Coach will provide a specified number, of hours Business Coaching sessions, based on TOR agreed in advance with the Contracting Authority, during which the Business Coach is required to use their knowledge, skills, insights and entrepreneurial capability to provide practical advice and guidance to the participating organisations' (staff and Board members).

Each session will provide clients with contact time, which can be either virtual and/or face to face which will be advised when the assignment is being allocated with the assigned business coach which can be made up of onsite visit or virtual engagements.

In addition, preparation and writing up time will be provided and agreed with the Contracting Authority when the assignment is allocated. See Section 3.4.2. for related fee information.

Geographical proximity will be taken into consideration when assigning coaches to participating organisations therefore the Contracting Authority will allow vouched return travel time of up to four (4) hours per face-to-face session. The fixed hourly fee for travel time is set out in Section 3.4.2

Successful Applicants admitted on this initial call for applications, will be required to attend a mandatory (up to three (3) hours) briefing session in Q2/ Q3, 2024 and any additional briefing sessions required for the duration of this panel. These sessions will be virtual and attendance will not be billable.

2.4.3 Application Process



Applicants must complete in full the Application in Appendix A (Lot 2 Form) which is uploaded separately with this document in an editable format. For each Business Coach proposed clearly demonstrating their experience, skills and expertise to deliver the coaching services set out in this Section 2.4. Standalone CVs are not acceptable only the CV templates in Appendix A should be used.

Individual applicants and resources proposed should demonstrate in their response the **Functional Competencies/Characteristics of Coaches** as described in section 2.4.1 above.

The Contracting Authority will be assessing the balance of the individual/ team (both in terms of seniority and in terms of coverage of the service requirements) and the relevant experience, skills and expertise of the individual/ team members. Applicants who can demonstrate greater relevant experience, skills and expertise to services sought and team balance are likely to score higher.

2.5 Details of Contracts arising over the life of the Panel

Subject to the Contracting Authority's obligations at law, it may seek further services, which are ancillary, related and similar to the initial contract, for example, arising from new programmes, legislative requirements etc.

The following mechanism and principles shall apply to the delivery of further associated services:

1. It is envisaged that the services to be provided will be similar to those set out in Section 2.3 and Section 2.4 above as appropriate;
2. The fees payable by the Contracting Authority to the Panel Member for any further services will be the relevant fee as set out in Section 3.4 above;
3. There must be no alteration to the allocation of risk between the Contracting Authority and the Panel Member;
4. The term for the delivery of the services shall not exceed the Term as specified under the Panel Agreement.

2.6 ESF+ Horizontal and Human Rights Principle

The **ESF+ Horizontal and Human Rights Principle** will be incorporated into the design and implementation of the fund for the delivery of the Mentoring and Business Coaching services. The Department of Rural and Community Development will take steps to.

- Ensure respect for fundamental rights and the EU Charter of Fundamental Rights
- Ensure respect for gender equality, including gender mainstreaming and inclusion of a gender perspective; and
- Prevent discrimination on the grounds of gender, racial or ethnic origin, disability, religion or belief, age, and sexual orientation, including attention to accessibility for persons with disabilities.



In accordance with the Guidance Tool on Equality and Human Rights in EU funds 2021-2027, reports will be provided annually on implementing this Equality and Human Rights principle. [Equality and Human Rights in EU Funds 2021-2027: Guidance Tool](#)

These are in line with the Horizontal Principles of the Community Services Programme

- Promoting social inclusion and equality
- Building sustainable communities.

Organisations or individuals delivering services for the *Achieve Together Social Innovation Coaching and Mentoring Programme* are required to demonstrate how they will promote equality of opportunity and protect the human rights of participants in the delivery of their mentoring and coaching services. The methodology and approach to delivery must be accessible to all.

2.6.1 Demonstrating a Positive Contribution to the Horizontal Principles

Panel members are expected to show a commitment to these principles and will be required to complete a self-declaration, in their application, as part of the overall commitment to participate.

Mentors and Business Coaches:

- Will support the organisations to create social innovative solutions and activities which considers the impacts on **gender, identities, understanding non-discrimination**, and makes accommodation for these, as far as possible in their planning, designing, and implementing solutions. Currently no specific targets or quotas are set, however, during the lifetime of the panel specific targets or quotas may be set.
- Will support organisations in achieving good **representation, participation and engagement with their local community, groups, relevant stakeholders and individuals** in the development and design of their solutions to improve equality and build non-discrimination into the solutions designed. Currently no specific targets or quotas are set, however, during the lifetime of the panel specific targets or quotas may be set.
- Will support organisations to consider **equal access** in the context of the **goods and services** and/or **employment opportunities they will provide, as part of their solution innovation activities**. Currently no specific targets or quotas are set, however, during the lifetime of the panel specific targets or quotas may be set.
- **Data Collection for Horizontal Principles (Pobal)**
Mentors and Business Coaches may be required to provide the Contracting Authority with information based on their assignments, to support the delivery of the following requirements:
 - A number of Programme Case Studies – which will include information on meeting the Horizontal Principles



- Number of organisations participating in the programme by county, by sub-programme, by CSP Programme Activity Categories
 - Number of individuals engaged with per organization (board member and/or staff)
- This is not an exhaustive list of requirements.

3. Contract Management

The performance of these Panels will be carefully monitored to ensure that the conditions and services described in this Invitation will be delivered in a sustained and consistent manner across both Lots. The successful Applicants must have a cohesive approach to managing the services and ensuring smooth operations and delivery of services. Applicants back-office systems will play a significant role in ensuring accuracy of paperwork and data.

The Applicant shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required. Understanding the critical nature of services to clients on behalf of the Contracting Authority it will be essential that effective and timely communications is to operate at all times between the parties.

Performance Measurements will be based on the following:

- Service response times as set out in Section 3.1 below
- Quality and timeliness of service delivery/paperwork
- Feedback from participant organisations (staff and Board members)

Successful Applicants will be appointed to the respective Panel/s for a probationary period of six (6) months; during which time suppliers will be assessed based on the criteria outlined above. At the end of the six (6) months probationary period, the Applicant shall either be allowed to remain on the Panel if performance has been satisfactory or removed from the Panel if it has not and supplier shortcomings cannot be addressed.

When the Panel membership is continued, the Applicant shall be subject to a further official review every six (6) months thereafter and membership will only be continued subject to satisfactory performance.

Performance will be continually monitored over the term of the Panels, the format of which will be advised by the Contracting Authority to those appointed to the Panel.

Client, Coach and Mentor feedback is also an integral part of our service model and provides a means of continuous improvement. Applicant(s) will take a proactive role in providing this feedback.



The Contracting Authority requires Applicants to nominate a dedicated contract manager who will act as the main point of contact for the duration of the Panel. This person shall have the authority to deal with all matters in relation to contracts and be responsible for the satisfactory delivery of the services required. The duties of the contract manager will include the following:

- Overall responsibility for a good working relationship with the Contracting Authority.
- Provide regular reports on performance as agreed with the Contracting Authority.
- Meet as and when required to review and examine Mentor and/or Coach performance.
- Deal with disputes, complaints or concerns that cannot be adequately resolved.
- Proactively discuss with the Contracting Authority ways of improving efficiency regarding service delivery in general and providing suggestions for improvement and cost savings.

NOTE: Applicants should note that contract management activities will be non-billable.

3.1 Service Deliverables and Response Times

Panel Members will be required to meet the following response times to ensure quality of service to clients and enable efficient management of the mentoring and coaching services.

- The Contracting Authority aims to deliver a quality, responsive service to its clients. With that in mind, Panel Members must confirm to the Contracting Authority, their availability for assignments within 3 working days of confirmation from the client organisation that they wish to work with them.
- On acceptance of an assignment, Panel Members must make contact with the client within a further 3 working days to develop the Term of Reference (on the Contracting Authority's template) for the assignment for submission to the Contracting Authority for approval.
- Following completion of a Mentoring/ Coaching session, Panel Members must submit a report, on the Contracting Authority's template, within five (5) working days.
- Panel Members should provide notification of unavailability to the Contracting Authority within a reasonable period, ideally no more than five (5) working days i.e., holidays, other work commitments, electronically, in advance.

3.2 Service Delivery Locations

3.2.1 Mentoring Services

Mentoring sessions will be delivered through face-to-face engagement. Mentoring sessions shall take place at times and locations (usually at the participant organisation's location) convenient to clients.



3.2.2 Coaching Services

Coaching sessions will be delivered through a combination of mediums including in person and virtually. Coaching sessions shall take place at times and locations convenient to clients.

3.3 Financing/Invoicing

Invoices shall be submitted by Panel Members quarterly, for work undertaken and completed within the previous 3 months. Invoices should be submitted electronically to a nominated email address within Pobal and accountspayable@pobal.ie within five (5) working days of the end of the 3 months for all costs incurred. All official invoices must quote a Contracting Authority purchase order number, the name, contact details including address, the participating organisation and show VAT separately (where applicable). All invoices which do not quote the relevant information will be returned to the supplier.

Payment of invoices is subject to the submission of satisfactory reports of work undertaken during the payment period for each assignment.

3.4 Rates of Pay

3.4.1 Mentoring Services

One to one mentoring service rates are payable at a maximum of €175 per hour exclusive of VAT or the prevailing rate agreed by the Contracting Authority from time to time. Mentoring assignments will be capped at the prevailing rate set by the Contracting Authority which may change from time to time. Preparation and writing up or briefing with assigned Coach/ Pobal team will be paid at €100 per hour (up to 1.5 hrs. per 3-hour Mentoring session) exclusive of VAT.

Note: Travel, if any, will be agreed with the Contracting Authority on allocation of an assignment. The Contracting Authority will allow **return** travel time of up to four (4) hours per 3-hour face-to-face session payable at a maximum of €50 per hour exclusive of VAT. Travel time should only be billed on the actual time taken to attend the session.

3.4.2 Business Coaching Services

One to one coaching service rates are payable at a maximum of €175 an hour exclusive of VAT or the prevailing rate agreed by the Contracting Authority from time to time. Coaching assignments will be capped at the prevailing rate set by the Contracting Authority which may change from time to time. Preparation and writing up or briefing with assigned Mentor/ Pobal team will be paid at €100 per hour (up to 1.5 hrs. per 3-hour Coaching session) exclusive of VAT.



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Note: Travel, if any, will be agreed with the Contracting Authority on allocation of an assignment. The Contracting Authority will allow return travel time of up to four (4) hours per face-to-face session payable at a maximum of €50 per hour exclusive of VAT. Travel time should only be billed on the actual time taken to attend the session.



4. Scope of the Panel

4.1 Numbers Admitted to the Panel

There is no maximum limit to the numbers of Applicants that can be admitted to each Panel.

There will be an initial call for applications as per the dates set out on the title page which will be subject to an initial deadline to allow for processing of applications. However, the panel will remain open for applications for its duration. All subsequent applications after the initial call will be processed at periodic intervals.

4.2 Duration of the Panel

The panel will be established for five (5) years.

There will be an initial call for applications as per the dates previously stated which will be subject to an initial deadline to allow for processing of applications. However, the panel will remain open for applications for its duration. All subsequent applications after the initial call will be processed at periodic intervals.

Contracts may extend past the life of the panel.

4.3 Estimated Value of the Panel

The estimated level of expenditure per Lot for the duration of the panel is as follows:

Lot Number	Maximum Estimated Expenditure over the life of the panel
Lot 1 – Mentoring Services	€2,000,000
Lot 2 – Coaching Services	€1,000,000

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under this agreement.

4.4 Admission to the Panel

Admission to the Panel will also be subject to the Applicant passing the Pass / Fail Criteria A1 to A4 and also achieving **the minimum scores** or higher applying to the **Weighted Criteria B1 and B2** as set out in Appendix A. Applicants who meet the minimum qualifying requirements will be placed on the panel



subject to verification of self-declared information. For inclusion Applicants must also agree to the terms and conditions of the panel, a copy of which will be provided on admission to the panel and will include:

- Inform the Contracting Authority if they have capacity issues e.g. dates conflict when approached for work as part of their membership of the panel.
- Inform the Contracting Authority of any change in personnel put forward for work after being awarded work from the panel and seek approval for alternative staff members to be assigned.
- Provide the Contracting Authority with copies of the relevant insurances on the anniversary of their renewal.

Note: Where an Applicant fails to meet the rules for admission to the Panel, they will be informed of the reasons for rejection and entitled to re-apply taking account of the areas where improvement, amendment, inclusion, etc. have been identified.

4.5 Awarding Contracts under the Panel

4.5.1 Qualifying for a Panel, does not constitute an award of a contract nor does it indicate that any contract will be awarded. When contracts arise over the duration of the Panel the Contracting Authority will choose three (3) Panel Members for offer to the client, taking into account:

- Sectoral experience (by reference to the Panel members original Application)
- Skills/Competency match.
- Availability to meet delivery time.
- If the Panel Member is already assigned to other clients under this panel.
- Geographical proximity to participant organisation.

Once the client has chosen their preferred Panel Member, the Panel Member will be approached and offered the assignment. Where they are not in a position to fulfil the requirement the next appropriate Panel Member will be contacted and offered the assignment. The Contracting Authority reserves the right to offer less than three (3) Panel Members to a client.

4.5.2 On each occasion that a Purchase Order is awarded to a Panel Member, the Contracting Authority and the Panel Member agree that the Purchase Order shall be carried out in accordance with and subject to the Contract Terms and Conditions.

4.6 Right to Contract outside of the Panel

The Contracting Authority also reserves the right to contract with individuals outside of the Panel for special projects.



4.7 Reliance on the Capacity of other Entities

Applicants are reminded that they may rely on the resources of other entities in order to meet criteria and/or deliver elements of the contract requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary. These other entities must be named, and CVs submitted on the appropriate template at time of Application.

Therefore, an Applicant may consist of a grouping of any number of economic operators¹ where a group come together in whatever form i.e. consortium, joint venture, subcontractors etc. to submit an application in response to this Application and regardless of the legal relationship between them, the Contracting Authority will deal with all matters relating to this competition through the entity (the “Prime Applicant”) who will carry overall responsibility for the performance of the contract only, if successful irrespective of whether or not tasks are to be performed by a subcontractor or other consortium member.

The Prime Applicant must clearly and comprehensively set out the name, title, telephone number, postal address, and email address of the nominated contact personnel authorised to represent the Applicant and to whom all communications shall be directed and accepted until this competition has been completed or terminated. Correspondence from any other person (including from any subcontractor) **will not** be accepted or responded to.

All Prime Applicants relying on the capacity of other entities must:

- a. Identify in Section A of the PQQ as the Prime Applicant for the grouping with whom the Contracting Authority will communicate and with whom any subsequent contractual arrangements will be made if successful.
- b. Identify in Section A of the PQQ the relevant 3rd parties upon whose capacity the Prime Applicant is relying upon to meet criteria and/or deliver elements of the contract and identify the relevant criteria and elements of the contract.
- c. Ensure Section A of the PQQ including all subsections are completed and submitted for all relevant 3rd parties upon whom the Prime Applicant is relying on to meet criteria and/or deliver elements of the contract if awarded.
- d. In all applications, the Prime Applicant must nominate the reference contracts for inclusion in the assessment and selection process. The number of reference contracts for which details are to be provided will be nominated in section B of the PQQ of the Prime Applicant. If more reference contracts are provided than required only the first listed reference contracts to the number specified (e.g. 3 reference contracts) will be considered. Where relying on the

¹ ‘Economic operator’ means any natural or legal person or public entity or group of such persons and/or entities, including any temporary association of undertakings, which offers the execution of works and/or a work, the supply of products or the provision of services on the market; (Art 2(10) of Directive 2014/24/EU).



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experience of others, at least one of the references provided should include reference to the relevant experience.

Where the Applicant consists of a grouping of economic operators and the Applicant is subsequently successful at tender stage the Contracting Authority may require the members of the Applicant to enter into a formal arrangement that can support the provision of collateral warranties to the Contracting Authority for the Applicant members' performance, etc. of the contract.



5. Instructions to Applicants

5.1 Queries

An application means the submission by an Applicant of a completed Application and associated appendices.

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error, misstatement or omission (negligent or otherwise) in this Document, or any other information given to Applicants.

Requests for additional information and clarification on any matters must be made by via e-mail to the messaging portal on eTenders on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the etenders website.

All queries should be submitted on or before the date on the front cover to enable clarifications to be issued to all interested Applicants prior to the deadline date for the receipt of applications.

5.2 Completing the Application

When completing the Application contained in Appendix A to this Document, Applicants should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Application.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasized that the information requested in the Application is aimed solely at determining the suitability and choice of Applicants for entry to Panel. In order to ensure that entry to the panel is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.

Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Application if required.



The Application must be completed in English or Irish and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information is denominated in Euro (€).

Failure to provide a sufficient level of detail, or to explain adequately any relevant matters, may result in such data or information not being taken into account during the evaluation process.

Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality in order to enter into the contract.

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of The Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture, Applicants must ensure that all the relevant information is provided and where necessary provide the information requested separately for each party. The consortium must appoint a single supplier who will assume overall responsibility for delivery, and who is authorised to sign a contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of project consortia.

The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Application or to request additional information from a Service Provider after the date for submission of completed Applications has expired.

This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.

Applicants are strictly prohibited from discussing any aspect of their application with other Applicants or otherwise exchanging information or colluding. Any Applicant who fails to comply with this requirement may be disqualified.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its Application or otherwise. Further, The Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by The Contracting Authority. Each Applicant is fully



responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

5.3 Submission of Applications

Applications must be submitted electronically via the eTenders electronic tender facility on www.etenders.gov.ie only. Only Applications submitted through the electronic tender facility will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will not be accepted.

Please note that the eTenders electronic tender facility closes at the stated date and time precisely. It is the responsibility of Applicants to use the tender facility correctly, which includes taking responsibility for the safe and timely delivery of the tender.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Applicants should consider the fact that upload speeds vary. In order to submit a response to the electronic tender facility, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new eTenders platform prior to the closing date.

The Contracting Authority will not be responsible if an economic operator fails to upload their documentation or if the uploaded file(s) is/are corrupted and cannot be read.

Applicants should note the following when making their submission:

- There is a maximum upload limit of 500MB per submission.
- After submitting a response, the response may be modified and re-submitted as many times as may be necessary until the deadline has expired.
- The 'Submit' button will be disabled automatically upon the expiration of the response deadline.

An overview of the key steps is provided below. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

Should you experience difficulty when uploading documents or have any queries regarding the tender submission, please contact the eTenders helpdesk directly via phone +353 818001459, Email irish-eproc-helpdesk@eurodyn.com or select 'Contact Us' on the home page.



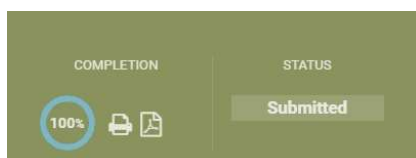
Accessing documents

In order to download all documents associated with a particular Call for Tender, Applicants must express an interest in the Call for Tender by associating a user from your organisation with the CfT. It is important to note that you must ensure you ASSOCIATE your company with this tender competition. To do this you must do the following:

- (a) Log-in to the system;
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop down menu
- (e) Complete the “Association with the CfT” tab.
- (f) This will then provide you with a link to “Tender” under the Show CfT Menu

Submitting your Response

In responding to respond to a tender without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



5.4 Opening and Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria, minimum rules and weightings specified in this Tender Document.

Applications will be opened in a closed meeting after the closing date for receipt of Applications in the presence of such persons as The Contracting Authority, at its absolute discretion, considers appropriate. Applicants will not be present at the opening of applications.

5.5 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

However, it is stressed that the Contracting Authority does not seek clarification where any of the pass requirements set out in the Application have not been met.

Therefore, Applicants should pay particular attention to ensure that their applications contain



all the required information as even small administrative errors (such as failure to sign or date a declaration) will not be clarified by the Contracting Authority where the required information forms part of the pass requirement.

5.6 Interference

Any effort by the Applicant to unduly influence The Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved

5.7 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with The Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

5.8 Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be **exclusive of VAT**.

A schedule of payments will be agreed with the successful panel member. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by The Contracting Authority is normally Electronic Funds Transfer.

5.9 Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to The Contracting Authority. Any registrable interest involving the applicant and The Contracting Authority or employees of The Contracting Authority, or their relatives must be fully disclosed in the submission or should be communicated to The Contracting Authority immediately



upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and prior to admittance to the panel. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

5.10 Freedom of Information Act

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this request or while any contract awarded as a result thereof, will not be released pursuant to The Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

5.11 Tax Clearance Certificate

It will be a condition of award of contract that the successful panel member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful Applicant shall be required to supply its Tax Clearance Access Number and Tax Reference Number, where relevant, to facilitate online verification of their tax status by The Contracting Authority. By supplying these numbers, the successful Panel member, acknowledges and agrees that The Contracting Authority has the permission of the successful panel member to verify its tax cleared position online nonrestaxclearance@revenue.ie.

5.12 Withholding Tax

Payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

5.13 Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard



to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded to The Contracting Authority.

The contract[s] awarded on foot of this process will be governed by Irish law.

5.14 Correction of Errors

In general, the following approach will be applied to manifest errors:

- Where there is a discrepancy between the hard copy and the electronic copy of the submission, the hard copy will take precedence.
- Where there is a discrepancy between amounts in figures and words the amount in words shall apply.
- Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern.

5.15 Change in the Composition of an Application

The Contracting Authority reserves the right, but is not obliged, to disqualify any Applicant that makes any change to its composition after submission of an Application.

5.16 Notification of Evaluations

All Applicants will be informed of the outcome of their submissions following evaluation and any necessary clarifications. Potential outcomes can be:

- a) Letter of Intent of admittance to panel.
- b) Letter of Regret identifying reasons for rejection and notifying applicants they can reapply if they wish once the areas of rejection can be addressed.

A notice will be despatched to www.etenders.gov.ie on a quarterly basis to announce the entrants to the panel.

5.17 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, The Contracting Authority will not be offering individual debriefing meetings to unsuccessful applicants.

5.18 Replacement Personnel

Notification must be sent in writing as soon as possible to The Contracting Authority on any proposed change of nominated personnel, with associated CV templates for each new nomination, such change to be subject to the written approval of The Contracting Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.



5.19 Copyright

The service provider will have copyright of all materials developed for programme delivery, but will provide the Contracting Authority with a perpetual licence to use such material but only for its own purposes (to be agreed with the successful panel member).

5.20 Brand Names, etc.

Please note in relation to this document; where reference is made to a particular make, source, process, trademark, type or patent that this is not to be regarded as a de facto requirement. In all such cases, it should be understood that the reference in question is accompanied by the words "or equivalent".

5.21 European Single Procurement Document

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section A of the Questionnaire. However, the Contracting Authority requires evidence via completed submission of Section B relating to Technical Capacity. Mere confirmation **will not be** sufficient under these headings.

Progression to panel will be conditional upon identified Applicants providing evidence of self-declared information to the Contracting Authority when requested. Failure to provide appropriate evidence within the required timeframe specified will result in the Applicant being deemed inadmissible for the panel but may apply again over the life-time of the panel.



Appendix A:

Tender 0282 Application Lot 1 Mentoring Services

The table below summaries the requirements for information for those interested in applying for membership of the panel. To apply, you are required to complete the Appendix A Application Form for the relevant Lot below.

Ref	Pass/Fail Criteria	Pass Requirement	
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.	
A2	Tax Compliance	Applicants must provide information regarding their tax compliance. Please note rules on tax compliance. Applications must complete the self-declaration (A3-A5)	
A3	Financial Standing	Confirmation that the applicant party is financially sound and has the financial capacity to pay its debts as they fall due.	
A4	Insurance	Applicants must provide information regarding the insurances in place and are asked to note that the levels required must be in place for the firm(s) being awarded this contract. Applications must complete the self-declaration (A3-A5)	
A5	Declarations	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings and/or Declarations will be automatically disqualified.	
Ref	Weighted Criteria	Max points available	Min points required
B1	Previous Contracts	5,000	2,500
B2	Relevant qualifications necessary for delivery of Mentoring Services	3,000	1,500
B3	Understanding of Mentoring Services Required	2,000	1,000
TOTAL		10,000	n/a



Each of the selection criteria in Section B (i.e., B1, B2 and B3) will be scored using the following scoring system:

Scope	Meaning	Interpretation
90% – 100%	Outstanding	An outstanding response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80% – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70% – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
60% – 69%	Good	A good response demonstrating suitable understanding offering assurance to client – well supported.
50% – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client – satisfactorily supported.
Less than 50%	Unacceptable	A poor response demonstrating limited to no understanding with insufficient or no details and a risk of non-delivery.

Applicants should note that if they do not achieve at least the minimum required mark (50% or more) or meet any other specified minimum requirements for any criterion (B1, B2 or B3) they shall be eliminated from the Competition.

Percentage (%) scores will be applied to the available marks for each criterion to generate final marks for each Applicant.

NOTE: As this competition relates to a Panel, those who fail in their application will be notified of the reasons and are fully entitled to re-apply having addressed the improvements needed.

**PLEASE COMPLETE THE SEPARATE PANEL APPLICATION DOCUMENT FOR
LOT 1 MENTORING SERVICES**



SECTION A - PASS/FAIL CRITERIA

A1. APPLICANT SUMMARY

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Company Name:				
Address:				
Eircode/Postcode:				
Contact Person:				
Position:				
Office Telephone:				
Email:				
Website:				
Date of Establishment, if applicable				
VAT Registration No:				
Legal Structure – Company (Ltd), Partnership, Sole Trader, any other				
Overview of Organisation including services, supplies offered, and markets served				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC*	Yes		No	
*Definition as per 2003/361/EC The company of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR50million, and/or an annual balance sheet total not exceeding EUR43million.				



A1b Relying on the Capacity of other Entities (see Section 4.7 above for instructions)

Applicants can rely on the capacity of other entities. If the Applicant wishes to rely on the capacity of other parties including sub-contractors to meet criteria and/or deliver elements of the contract, full details should be provided below.

Section A of the PQQ must be completed by those parties, and the Prime Applicant must confirm that if successful that those other parties are available to deliver the services when required and may be required to co-sign the formal Services contract.

Is the Applicant a Prime Applicant acting on behalf of a group of economic operators regardless of legal form of grouping?	Yes		No	
--	-----	--	----	--

If yes, please provide the information below on the other parties in A1b and provide details below on the type of grouping e.g. consortium, joint venture, subcontracting etc.

Is the Applicant a party upon whom the Prime Applicant is relying upon as part of their application?	Yes		No	
--	-----	--	----	--

If yes please furnish a completed Section A of this PQQ to the Prime Applicant for submission

A1c Reliance on other Entities - Details and Contributions:

Name	Service to be delivered and/or criterion where Applicant is relying on their resources	Section A including all sub-sections completed			
		Y		N	
		Y		N	
		Y		N	

Confirmation that relevant information is provided for all entities upon whose capacity the Applicant is relying upon and their agreement to participate has been secured.

Y		N	
---	--	---	--



Self-Declaration Form (A2-A4)

A2 Tax Compliance

Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:	Yes	
	No	
Applicant Name:		
Tax Reference Number (PPSN):		
Access Number:		
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:	Yes	
	No	
Registration Number:		
Certificate Number:		
Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	Yes	
	No	

A3 Financial Capacity

I confirm that the applicant party is financially sound and has the financial capacity to pay its debts as they fall due.	Yes	
	No	

A4 Insurances

Successful Tenderer(s) shall be required to hold for the term of the Contract the insurances in the below table:

I confirm, that if awarded a Contract under this Competition,

- (i) I will, from the Effective Date of the Contract (as defined in the Contract) hold the types and levels of insurance as specified in the RFT.
- (ii) the territorial limits and jurisdiction of the insurance policies will include the Republic of Ireland and
- (iii) I am not aware of any exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above.

A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of (and shall be a condition of) any Contract.

The successful Tenderer will, during the term of the Contract, be required to:

- a) immediately advise the Contracting Authority of any material change to its insured status;
- b) produce proof of current premiums paid upon request;



c) produce valid certificates of insurance upon request.		
Insurance Type	Level in place	Comments (if any)
Employer Liability (not required for sole trader)	€12.7 million	
Public Liability	€6.5 million	
Professional Indemnity	€500,000	
I confirm that I will provide the following promptly on request at any time: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes	
	No	
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	Yes	
	No	
Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.		
Authorised Signatory:		
Name in Block Capitals:		
Position		



A5 DECLARATIONS

Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		



An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1h	- is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to:		



	- unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the applicant undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
Declaration re Statutory Obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No
ESF+ Horizontal and Human Rights Principle Declaration			
We confirm that we will take steps to.		Yes	No
- Ensure respect for fundamental rights and the EU Charter of Fundamental Rights - Ensure respect for gender equality, including gender mainstreaming and inclusion of a gender perspective; and - Prevent discrimination on the grounds of gender, racial or ethnic origin, disability, religion or belief, age, and sexual orientation, including attention to accessibility for persons with disabilities			



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This Declaration is made for the benefit of the Contracting Authority
I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future Applications and I am signing on behalf of:

Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	



SECTION B - WEIGHTED CRITERIA

B1 Previous Experience – Lot 1 Mentoring

Weighting: 50% (Maximum 5000 points)

Minimum requirement to remain eligible in the competition: 2,500 points

ALL THE CONTRACT REFERENCES PROVIDED WILL BE ASSESSED TOGETHER IN THE ROUND, RATHER THAN INDIVIDUALLY.

Applicants must demonstrate to the satisfaction of the Contracting Authority that they have the experience necessary to supply mentoring services for Lot 1 if their Application is successful. In order to demonstrate that the Applicant meets this criterion please provide the following:

Details of three (3) reference contracts which demonstrate, to the satisfaction of the Contracting Authority, the Applicant's experience in successfully delivering mentoring services demonstrating the specific requirements set out below. Each reference contract must relate to services delivered **within the 60 months prior to the deadline for submission of Applications**. Reference contracts outside this timeframe will not be considered.

At least one of the three (3) reference contracts must²:

- I. Relate to the provision of a mentoring service in the nonprofit sector or allied for profit sector.
- II. Demonstrate knowledge of Social Innovation/ Social Entrepreneurship.
- III. Demonstrate how the Applicant implemented organisational health checks and their outcomes.
- IV. Demonstrate how the Applicant implemented a training needs assessment and its outcome.
- V. Evidence Strategic Planning and Management.

Applicants must use the table format below for their answers and must respond to each element of the table.

Applicants must provide sufficient information to enable the Contracting Authority to evaluate whether all of the requirements stated above have been met and whether the services have been successfully delivered. Name of firms / confidential data is not required, but the level of information provided should be such that it will enable the Contracting Authority to assess the suitability of the Applicants.

Applicant's response is limited to two (2) A4 pages per reference contract using the template below.

² Note to Applicants: (i), (ii) (iii) (iv) and (v) can be demonstrated by different reference contracts, but each of them must be demonstrated.



Lot 1 Mentoring Service		
Title of Contract		
Recipient of services		
Contract Start Date		
Contract Finish Date (if applicable)		
Contract Value excluding VAT		
Contract reference	Name	
	Address	
	Telephone	
	Email	
Detailed description of the services provided in no more than two (2) x A4 pages demonstrating the impact of the project. Taking account of the features of the contract, please provide information demonstrating comparability with the contract being awarded under this procurement: Mentoring Services. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role		



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B2 Relevant qualifications necessary for delivery of Mentoring Services

Weighting: 30% (Maximum 3000 points)

Minimum requirement to remain eligible in the competition: 1,500 points

Applicants must submit CVs using the format below for each identified member clearly demonstrating their experience, skills and expertise to deliver mentoring services.

Resources proposed should demonstrate in their CV template below the following Mentor requirement set out in Section 2.3.1 of the Invitation document.

Applicant's response is limited to two (2) A4 pages for the below CV template



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CV Template

Applicants should copy the format below and complete for each team member proposed.

CV for Team Member(s) Lot 1 Mentoring	
Name	
Relevant qualifications: relevant professional qualifications (institution(s), award(s) conferred, and date(s) obtained) – please refer to Section 2.3 of the Invitation document.	
Detail experience, below, relevant to the mentoring role , with examples of specific projects where the relevant experience has been gained and must demonstrate having worked in a leadership capacity in the nonprofit or allied for profit sector.	
Ensure the relevance of the experience is clearly highlighted. If the details of projects are confidential, ensure sufficient information is included to demonstrate their relevance.	



B3 Understanding of Mentoring Services Required

Weighting: 20% (Maximum 2000 points)

Minimum requirement to remain eligible in the competition: 1,000 points

Applicants are required to describe their understanding of the Mentoring Requirements, as set out in Section 2.3 of the Invitation document. Applicants must provide a comprehensive response detailing (but not limited) to the following:

- How Applicants expertise will enable organisations in the nonprofit or allied for profit sector to strengthen their capacity to grow in a sustainable manner thereby developing the organisations' ability to maximise social value and enhance the employment of social inclusion target groups within local communities. **(max one (1) A4 page)**
- The Applicants ability to rapidly build trust as a support driven professional within a social enterprise leadership and innovation context. Credible, empathetic, patient, inquisitive, analytical, challenging and questioning. Facilitating, personable and understanding, yet thorough and pragmatic. **(max two (2) A4 pages)**

Applicant's response is limited to **three (3) A4 pages**, as set out above.



Tender 0282 Application Lot 2 Coaching Services

The table below summaries the requirements for information for those interested in applying for membership of the panel. To apply, you are required to complete the Appendix A Application Form for the relevant Lot which is available below.

Ref	Pass/Fail Criteria	Pass Requirement	
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.	
A2	Tax Compliance	Applicants must provide information regarding their tax compliance. Please note rules on tax compliance. Applications must complete the self-declaration (A3-A5)	
A3	Financial Standing	Confirmation that the applicant party is financially sound and has the financial capacity to pay its debts as they fall due.	
A4	Insurance	Applicants must provide information regarding the insurances in place and are asked to note that the levels required must be in place for the firm(s) being awarded this contract. Applications must complete the self-declaration (A3-A5)	
A5	Declarations	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings and/or Declarations will be automatically disqualified.	
Ref	Weighted Criteria	Max points available	Min points required
B1	Previous Contracts	5,000	2,500
B2	Relevant qualifications necessary for delivery of Coaching Services	3,000	1,500
B3	Understanding of Coaching Services Required	2,000	1,000
TOTAL		10,000	n/a



Each of the selection criteria in Section B (i.e., B1, B2 and B3) will be scored using the following scoring system:

Scope	Meaning	Interpretation
90% – 100%	Outstanding	An outstanding response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80% – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70% – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
60% – 69%	Good	A good response demonstrating suitable understanding offering assurance to client – well supported.
50% – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client – satisfactorily supported.
Less than 50%	Unacceptable	A poor response demonstrating limited to no understanding with insufficient or no details and a risk of non-delivery.

Applicants should note that if they do not achieve at least the minimum required mark (50% or more) or meet any other specified minimum requirements for any criterion (B1, B2 or B3) they shall be eliminated from the Competition.

Percentage (%) scores will be applied to the available marks for each criterion to generate final marks for each Applicant.

NOTE: As this competition relates to a Panel, those who fail in their application will be notified of the reasons and are fully entitled to re-apply having addressed the improvements needed.

**PLEASE COMPLETE THE SEPARATE PANEL APPLICATION DOCUMENT FOR
LOT 2 COACHING SERVICES**



SECTION A - PASS/FAIL CRITERIA

A1. APPLICANT SUMMARY

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Company Name:				
Address:				
Eircode/Postcode:				
Contact Person:				
Position:				
Office Telephone:				
Email:				
Website:				
Date of Establishment, if applicable				
VAT Registration No:				
Legal Structure – Company (Ltd), Partnership, Sole Trader, any other				
Overview of Organisation including services, supplies offered, and markets served				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC*	Yes		No	
*Definition as per 2003/361/EC The company of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR50million, and/or an annual balance sheet total not exceeding EUR43million.				



A1b Relying on the Capacity of other Entities (see Section 4.7 above for instructions)

Applicants can rely on the capacity of other entities. If the Applicant wishes to rely on the capacity of other parties including sub-contractors to meet criteria and/or deliver elements of the contract, full details should be provided below.

Section A of the PQQ must be completed by those parties, and the Prime Applicant must confirm that if successful that those other parties are available to deliver the services when required and may be required to co-sign the formal Services contract.

Is the Applicant a Prime Applicant acting on behalf of a group of economic operators regardless of legal form of grouping?	Yes		No	
--	-----	--	----	--

If yes, please provide the information below on the other parties in A1b and provide details below on the type of grouping e.g. consortium, joint venture, subcontracting etc.

Is the Applicant a party upon whom the Prime Applicant is relying upon as part of their application?	Yes		No	
--	-----	--	----	--

If yes please furnish a completed Section A of this PQQ to the Prime Applicant for submission

A1c Reliance on other Entities - Details and Contributions:

Name	Service to be delivered and/or criterion where Applicant is relying on their resources	Section A including all sub-sections completed		
		Y		N
		Y		N
		Y		N

Confirmation that relevant information is provided for all entities upon whose capacity the Applicant is relying upon and their agreement to participate has been secured.

Y		N	
---	--	---	--



Self-Declaration Form (A2-A4)

A2 Tax Compliance

Option 1: I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:		Yes	
		No	
Applicant Name:			
Tax Reference Number (PPSN):			
Access Number:			
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:		Yes	
		No	
Registration Number:			
Certificate Number:			
Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request		Yes	
		No	

A3 Financial Capacity

I confirm that the applicant party is financially sound and has the financial capacity to pay its debts as they fall due.	Yes	
	No	

A4 Insurances

Successful Tenderer(s) shall be required to hold for the term of the Contract the insurances in the below table:

I confirm, that if awarded a Contract under this Competition,

- (iii) I will, from the Effective Date of the Contract (as defined in the Contract) hold the types and levels of insurance as specified in the RFT.
- (iv) the territorial limits and jurisdiction of the insurance policies will include the Republic of Ireland and
- (iii) I am not aware of any exclusions, restrictions, conditions or warranties or, in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above.

A formal confirmation from the Tenderer's insurance company or broker to this effect will be requested from the successful Tenderer(s) prior to the award of (and shall be a condition of) any Contract.

The successful Tenderer will, during the term of the Contract, be required to:

- d) immediately advise the Contracting Authority of any material change to its insured status;
- e) produce proof of current premiums paid upon request;



produce valid certificates of insurance upon request.		
Insurance Type	Level in place	Comments (if any)
Employer Liability (not required for sole trader)	€12.7 million	
Public Liability	€6.5 million	
Professional Indemnity	€500,000	
I confirm that I will provide the following promptly on request at any time: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes	
	No	
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	Yes	
	No	
Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.		
Authorised Signatory:		
Name in Block Capitals:		
Position		



A5 DECLARATIONS

Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		



An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		



	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or			
2.1i	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the applicant undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.			
Declaration re Statutory Obligations				
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No	
(i)	Employment Equality Acts 1998-2011			
(ii)	Equal Status Acts 2000-2011			
(iii)	National Minimum Wage Act 2000 as amended			
(iv)	Organisation of Working Time Act 1997 as amended			
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007			
(vi)	Disability Act 2005			
(vii)	General Data Protection Regulation 2016/679			
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.			
Article 5K Declaration				
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine				
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.			
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No	
ESF+ Horizontal and Human Rights Principle Declaration				
We confirm that we will take steps to.		Yes	No	



- | | | |
|--|--|--|
| <ul style="list-style-type: none">• Ensure respect for fundamental rights and the EU Charter of Fundamental Rights• Ensure respect for gender equality, including gender mainstreaming and inclusion of a gender perspective; and• Prevent discrimination on the grounds of gender, racial or ethnic origin, disability, religion or belief, age, and sexual orientation, including attention to accessibility for persons with disabilities | | |
|--|--|--|

This Declaration is made for the benefit of the Contracting Authority

I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future Applications and I am signing on behalf of:

Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	



SECTION B - WEIGHTED CRITERIA

B1 Previous Experience – Lot 2 Business Coaching

Weighting: 50% (Maximum 5000 points)

Minimum requirement to remain eligible in the competition: 2,500 points

ALL THE CONTRACT REFERENCES PROVIDED WILL BE ASSESSED TOGETHER IN THE ROUND, RATHER THAN INDIVIDUALLY.

Applicants must demonstrate to the satisfaction of the Contracting Authority that they have the experience necessary to supply Business Coaching services for Lot 2 if their Application is successful. In order to demonstrate that the Applicant meets this criterion please provide the following:

Details of three (3) reference contracts which demonstrate, to the satisfaction of the Contracting Authority, the Applicant's experience in successfully delivering Business Coaching services demonstrating the specific requirements set out below. Each reference contract must relate to services delivered **within the 60 months prior to the deadline for submission of Applications**. Reference contracts outside this timeframe will not be considered.

At least one of the three (3) reference contracts must³:

- I. Relate to the provision of a coaching service in the nonprofit sector or allied for profit sector.
- II. Demonstrate knowledge of Social Innovation/ Social Entrepreneurship.
- III. Demonstrate how the Applicant implemented organisational health checks and their outcomes.
- IV. Demonstrate how the Applicant implemented a training needs assessment and its outcome.
- V. Evidence Strategic Planning and Management.

Applicants must use the table format below for their answers and must respond to each element of the table.

Applicants must provide sufficient information to enable the Contracting Authority to evaluate whether all of the requirements stated above have been met and whether the services have been successfully delivered. Name of firms / confidential data is not required, but the level of information provided should be such that it will enable the Contracting Authority to assess the suitability of the Applicants.

Applicant's response is limited to two (2) A4 pages per reference contract using the template below.

³ Note to Applicants: (i), (ii) (iii) (iv) and (v) can be demonstrated by different reference contracts, but each of them must be demonstrated.



Lot 2 Business Coaching Service		
Title of Contract		
Recipient of services		
Contract Start Date		
Contract Finish Date (if applicable)		
Contract Value excluding VAT		
Contract reference	Name	
	Address	
	Telephone	
	Email	
Detailed description of the services provided in no more than two (2) x A4 pages demonstrating the impact of the project. Taking account of the features of the contract, please provide information demonstrating comparability with the contract being awarded under this procurement: Business Coaching Services. Details should include the precise services supplied and how the contract was managed including the approach to the resource planning that delivered the services. If any sub-contractors were used, explain what they did and the value (in €) of their work. If you carried out the service with others (e.g., as part of a joint venture) explain the nature of your role, the work you did and the value (in €) of your role		



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B2 Relevant qualifications necessary for delivery of Business Coaching Services

Weighting: 30% (Maximum 3000 points)

Minimum requirement to remain eligible in the competition: 1,500 points

Applicants must submit CVs using the format below for each identified member clearly demonstrating their experience, skills and expertise to deliver Business Coaches services.

Resources proposed should demonstrate in their CV template below the following Business Coaching services requirement set out in Section 2.4 of the Invitation document.

Applicant's response is limited to two (2) A4 pages for the below CV template.



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CV Template

Applicants should copy the format below and complete for each team member proposed.

CV for Team Member(s) Lot 2 Business Coaching	
Name	
Relevant qualifications: relevant professional qualifications (institution(s), award(s) conferred, and date(s) obtained) – please refer to Section 2.4.1 of the Invitation document.	
Detail experience, below, relevant to the Business Coaching role , with examples of specific projects where the relevant experience has been gained and must demonstrate having worked in a leadership capacity in the nonprofit or allied for profit sector.	
Ensure the relevance of the experience is clearly highlighted. If the details of projects are confidential, ensure sufficient information is included to demonstrate their relevance.	



B3 Understanding of Business Coaching Services Required

Weighting: 20% (Maximum 2000 points)

Minimum requirement to remain eligible in the competition: 1,000 points

Applicants are required to describe their understanding of the Business Coaching Requirements, as set out in Section 2.4 of the Invitation document. Applicants must provide a comprehensive response detailing (but not limited) to the following:

- How Applicants expertise will enable organisations in the nonprofit or allied for profit sector to strengthen their capacity to grow in a sustainable manner thereby developing the organisations' ability to maximise social value and enhance the employment of social inclusion target groups within local communities. **(max one (1) A4 page)**
- The Applicants ability to rapidly build trust as a support driven professional within a social enterprise leadership and innovation context. Credible, empathetic, patient, inquisitive, analytical, challenging and questioning. Facilitating, personable and understanding, yet thorough and pragmatic. **(max two (2) A4 pages)**

Applicant's response is limited to **three (3) A4 pages**, as set out above.



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Privacy Notice for Applicants (External Coaches and Mentors) to the Panel for the ESF+ Achieve Together Programme

Context:

The Achieve Together programme, sponsored by the ESF via the Department of Rural and Community Development (DRCD) aims to make available mentors and coaches for community organisations that provide services which meet identified needs and provide employment locally contributing to sustainable, inclusive and empowered communities under the existing Community Services Programme (CSP).

Data Controller:

Pobal has been appointed as a Processor by DRCD, which acts as the Data Controller, to administer the Achieve Together programme. Pobal also administers the CSP programme under contract for DRCD.

What data is processed:

When applying to participate in the programme, Mentor Applicants / External Coaches will be required to provide a CV, a cover letter setting out their area of expertise and suitability for the programme. Pobal will also record the contact details and a photo of applicants as well as financial details (bank account) to facilitate payment.

Successful applicants will be placed on a panel from which CSP Organisations will be able to access the CV, name and photo in order to help select potential mentors / coaches who demonstrate the skills, knowledge and expertise which the CSP organization believes may be of use to them.

Mentor Applicants may then be invited by the CSP Organisations to interview. If successful, the Mentor Applicants / External Coaches will enter into a contract for delivery of services with the CSP Organisation including a Data Processing Agreement in which the Mentor Applicant / External Coach will be deemed a Processor for the CSP Organisation as the Controller and be accountable to them for any access to personal data held and made available by the CSP Organisation.

The CSP organisation will share with Pobal reporting information such as hours of service delivered and appropriate evidence required to facilitate payment and auditing of services received.

Pobal will handle the payment of fees to the Mentor Applicant for those services delivered.

Lawful Basis:

The lawful basis relied upon by DRCD will be that of processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (GDPR Art 6(1)(e)).

Retention period:

All personal data in relation to applications and supporting documentation will be stored for 5 years from the 31st December of the year in which DRCD receives the last payment from the Managing Authority (ESF+).



Who will the personal data be shared with?

DRCD as the Controller will have access to personal data of Mentor Applicants / External Coaches as will the ESF and their auditors. Pobal will have access as the programme administrator and CSP organisations eligible under the scheme to request a mentor / coach will also be given access.

Only the personal data specifically needed to deliver services under the Achieve Together programme will be shared securely and when necessary.

The Achieve Together programme is also subject the FOI Act 2014 though restrictions apply with regard to personal data and commercially sensitive data.

Will personal data be kept safe and confidential:

Pobal, as the Achieve Together programme administrators, have implemented best practice in their policies and procedures as recognised by ISO27001 and ISO27701 certification. We test out systems and processes regularly and all staff required to access personal data are under a confidentiality agreement. DRCD and Pobal have appointed data protection officers to advise, guide and monitor the use of any personal data.

Rights of Mentor Applicants:

Any individual whose data is submitted as a Mentor Applicant has the following rights:

- the right to be informed about the processing of their data and that of their child
- the right of access to that personal data
- the right to rectification where the data is incorrect
- the right to restrict processing
- The right to object
- rights in relation to automated decision making and profiling

If a Mentor Applicant / External Coach wishes to exercise any of these rights they should contact the DCDR (or Pobal as a contact point) using the addresses below. Also if they believe their personal data is not being processed in accordance with the legislation they should raise this concern using the same contact details below but they may also raise their concern with the Data Protection Commission. The Commission's website is also very helpful in explaining more fully the rights of individuals.



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DRCD (as Controller) Email: dataprotectionunit@drcd.gov.ie Postal Address: Data Protection Unit, Trinity Point, 10-11 South Leinster Street, Dublin 2, D02 EF85 Tel: +353 (0)1 773 6860	Pobal (as Processor) Email: dataprotection@pobal.ie Postal Address: Data Protection Officer, Holbrook House, Holles St, Dublin, D02 FP40 Tel: +353 (0)1 511 7000	Data Protection Commission (DPC) Email: info@dataprotection.ie Postal address: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28 Tel: +353 57 8684800 Lo Call Number: 1890 252 868 4757 https://forms.dataprotection.ie/contact
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