

## **Terms of Reference**

### **3.1 Overview of Requirements**

#### **3.1.1 Aim of Thriving & Peaceful Communities**

The aim of this theme is to build the capacity of local organisations through cross community collaboration and contribute to peace building & positive relations.

Leitrim County Council on behalf of the Leitrim PEACEPLUS Partnership is inviting quotations from experienced and competent service providers to submit a tender to deliver the programme detailed below:

#### **3.1.2 Title of Project**

##### **Voice of Women in Rural Ireland**

This element of Leitrim's PEACEPLUS Action Plan falls under a programme to acknowledge and celebrate the role of women in rural Ireland. Through the PP consultation process and engagement with relevant stakeholders there was a clear need for the establishment of an all-county women's forum in Leitrim. Such a forum could serve as a vital platform for women to come together, advocate for their rights, and address various issues affecting them, including equality, healthcare, domestic violence, and the concerns of minority communities.

There is one main strand to this project:

1. Explore the experience of Leitrim Women through The Troubles through a series of workshops, day trips and open days.

Leitrim County Council is inviting quotations from those with relevant skills, experience and qualifications to deliver the 'Voice of Women in Rural Ireland' project.

#### **3.1.3 Age Range of Participants**

N/A

#### **1.1.4 Result Indicators**

1. People from different communities engaged jointly in the implementation of local PEACEPLUS Action Plan
2. Engagement in meaningful and purposeful contact
3. Change in attitudes and behaviours towards others
4. Increased level of cohesion, sharing, social inclusion & integration
5. Transformational effect of peacebuilding

#### **3.1.5 Output Indicator**

- Number of participants completing activities under Theme 2: Thriving & Peaceful Communities by engaging in activities exploring the experiences of women in or from Leitrim through The Troubles and the affects this had on them, their families and their communities.

### 3.1.6 Project Management Requirements

The successful tenderer will be required to:

#### Programme Delivery

- Deliver all programme activities within the **agreed 9-month delivery period**, ensuring that all outputs, milestones, and participation targets set by the PEACEPLUS Team are achieved.
- Be available to deliver workshops and camps **Leitrim and Northern Ireland**, as agreed and scheduled with the PEACEPLUS Team.
- If required ensure all facilitators, staff and volunteers are **fully Garda Vetted /PSNI vetted and compliant with all safeguarding and child protection requirements** relevant to working with young people in both jurisdictions.

#### Monitoring Requirements

- Support the PEACEPLUS Team in the administration of participant registration and equality monitoring forms (forms will be supplied).
- Ensure that participants are counted only once, regardless of how many sessions they attend.

#### Communications & Publicity

- Ensure **all promotional and communication materials** acknowledge PEACEPLUS funding and display the correct logos, in line with SEUPB publicity guidelines.
- Provide updates on project progress (including pictures) for the **PEACEPLUS newsletter/e-zine** prepared by the Leitrim PEACEPLUS Team.

#### Insurance Requirements

The successful tenderer must:

- Hold valid Insurances at a minimum indemnity level required by Leitrim County Council – See QRD (Quotation Response Document)

### 3.1.7 Recording of Participant Numbers

- A **minimum of 250 participants** must engage with and complete the programme. **The proposal must include a recruitment plan for participants.**
- Participants must represent a mix of religious, cultural, or ethnic backgrounds.
- Participants must provide required registration and monitoring details in order to be counted.
- A participant who attends more than one workshop only counts as **one participant**; they do not count multiple times.
- Any potential bidder should allow for participants who for any reason may not complete the programme and therefore increase the number of participants initially enrolled.

### 1.1.8 Project Timeframe

October 2026 – June 2027.

All expenditure, reporting, monitoring and evaluation documentation must be submitted by 31st July 2027. If not, financial penalties may apply to final contract payments.

### **3.1.9 Project Budget**

The indicative budget for the contract is **€40,280** inclusive of VAT.

### **3.1.10 Pricing**

All prices quoted must be all-inclusive (i.e. including but not being limited to all costs/expenses/ indexation /customs related costs etc), be expressed in **Euro only** and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.

Tenderers must confirm that all prices quoted in their RFT Submission will remain valid during the specified (tender validity period) commencing from the Tender Deadline date.

### 3.1.11 Project Outputs & Targets

There are 3 main strands to this programme with the following outputs & Targets:

| TPC4: RFT |                                                                            | Voice of Women in Rural Ireland                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                         |           |                         |                      |
|-----------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------|-------------------------|----------------------|
|           | Output                                                                     | Indicative Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Min No. of Participants | Min Hours | Cross-Community Targets | Cross Border Targets |
| Strand 3  | 1. An exploration of the experiences of Leitrim Women through The Troubles | <b>1.1</b> Explore the experience of Leitrim women during The Troubles through a series of workshops & events to include: <ul style="list-style-type: none"> <li>- A min of one Open Day in each Municipal District to gather items &amp; stories around the theme</li> <li>- Facilitated workshops to create a record of visual and oral descriptions &amp; develop an exhibition based on the experiences of 'Leitrim Women through The Troubles.</li> <li>- A min of two day trips – one to a venue in Northern Ireland and one in the Republic</li> <li>- Exhibition launch/display in a min of 4 locations (a min of one in N. Ireland)</li> </ul> | 250                     | 64        | PUL: 10%<br>EM: 10%     | ROI: 70%<br>NI: 30%  |
|           | <b>TOTAL</b>                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>250</b>              | <b>64</b> |                         |                      |