CLARIFICATION DOCUMENT

Please note clarifications may be provided in response to queries submitted and/or at the Contracting Authority's own volition and discretion. Submitted queries may have to be modified for publication purposes.	
Contracting Authority:	Pobal
Title of competition:	Lot 1: Mentoring Services for Pobal clients participating in the ESF+ Achieve Together Coaching and Mentoring Programme
Procedure	Panel under Restricted Procedure
Pobal Reference	0282
eTenders Ref:	3888154
Stage	Application
Closing date for receipt of Completed Applications for next evaluation stage:	Friday, 30th October 2026
This Clarification relates specifically to Questions 3 and 4. For completeness, it contains answers to all the questions to date.	
Clarification Number:	2
Issue Date:	Thursday, 22 October 2026

pobal
government supporting communities

Question #1:

Can you confirm if this panel is opening up for new mentors?

Answer #1:

As noted in the Invitation for Panel Membership, the Panel remains open for applications for its duration and that all subsequent applications after the initial call will be processed at periodic intervals.
The Contracting Authority issued the current PIN notice as a reminder to Applicants that they have established a Panel for an ongoing requirement for Mentoring and Coaching Services for Pobal clients participating in the ESF+ Achieve Together Coaching and Mentoring Programme, as two (2) Lots.

Question #2:

Cannot find where to upload the file for this application

Answer #2:

Section 5.3 of the Invitation for Panel Membership document sets out information on how completed Invitation to Panel Membership documents can be submitted via eTenders.

As noted in the Section 5.3 if you are having difficulty uploading a submission, please contact eTenders via phone +353 818001459, Email irisheproc-helpdesk@eurodyn.com or select 'Contact Us' on the home page.

Question #3:

I am currently preparing an application for Lot 1 Mentoring Services under the Achieve Together Coaching and Mentoring Programme. In relation to the requirement to provide three reference contracts, could you please clarify whether these must have been delivered under formal commercial contracts?

Alternatively, can applicants provide examples of previous mentoring and advisory assignments undertaken in a professional capacity where a separate commercial contract was not in place, provided that the nature, duration and scope of the work can be clearly demonstrated and an appropriate referee can verify the assignment?

Answer #3:

The reference contracts are not required to have been delivered under a separately executed formal commercial contract. Applicants may provide examples of mentoring assignments undertaken in a professional capacity, provided the assignment meets the requirements of criterion B1 and sufficient information is provided to enable Pobal to assess the nature, scope and successful delivery of the services.

The applicant must also provide an appropriate referee who can verify the assignment. Where no commercial contract value applies, this should be clearly stated in the relevant field.

Question #4:

We are a partnership comprising two self-employed partners, with no employees. All services are delivered directly by the two partners. Can you confirm that Employers' Liability insurance is not required in these circumstances?

Answer #4:

Correct – Employers Liability is not required for sole-traders/self-employed individuals.