



Invitation to Tender for Panel of Training Providers and Facilitators

Background/Organisational Details

Empower is a local development company situated in Fingal. Empower is responsible for the delivery of a range of Government funded programmes to meet the needs of individuals, families and community groups in the area. Our work is underpinned by community development approaches and principles.

Empower acknowledges the 2030 Agenda for Sustainable Development adopted by all UN Member States in 2015, which provides a blueprint for peace and prosperity for people and the planet. Central to this are the UN 17 Sustainable Development Goals (SDGs). These represent an urgent call for action by all countries who recognise that ending poverty and other deprivation must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth while tackling climate change and working to preserve our oceans and forest.

Empower's Sustainable Procurement Process enables us to meet our needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to us as an organisation, but also to society and the economy, while minimising damage to the environment.

The Proposal

Empower, through its One Step Closer community-based training service operates a training model that is person and family-centred. The programme is designed to help people from disadvantaged communities, International Protection Applicants, Travellers and Roma access a range of pre-employment, education and training supports locally to support independent living. Trainers will be responsible for delivering these training and education programmes to individuals or groups, in a blended capacity, online and/or face-to-face.

We are seeking submissions for training to meet the organisations needs for staff and clients.

Applications are invited from individuals or organisations suitably qualified to provide training or facilitation in one or more of the following areas:

Industry & Construction

- Barista
- Barbering
- Safe Pass
- Safe Pass (delivery in Romanian & other languages)
- Manual Handling
- Manual Handling (delivery in Romanian & other languages)
- Forklift: Counterbalance, Reach and Powered Pallet Truck
- Abrasive Wheels

- Working at Heights
- MEWP / Mobile Elevated Work Platforms
- Dumper, Mini Digger and CSCS programmes
- Banksman / Signaller
- Professional Driving Skills (Truck, Van & Bus)

Health, Safety and Food Compliance

- First Aid Responder
- Emergency First Aid
- Pediatric First Aid
- Fire Safety
- Fire Warden / Marshal
- HACCP
- Food Safety

Healthcare and Social Care

- QQI Level 5 Care Skills & Care of the Older Person
- People Moving and Handling
- QQI Level 5 Special Needs Assistant

Security

- QQI Level 4 Basic Guarding Skills
- QQI Level 4 Door Security Skills

Office, Administration and Digital Skills

- Microsoft 365 courses and AI Tools
- QQI Level 5 Reception Skills
- Telephone Skills
- QQI Level 5 Customer Service Skills
- Payroll and Bookkeeping

Equality, Inclusion, Governance and Safeguarding

- Anti-Racism Facilitation
- Diversity and Inclusion
- Governance
- Child Safeguarding
- Designated Liaison Person Training
- Dynamic Risk Assessment
- Managing Challenging Behaviour

Professional and Organisational Development

- Group Facilitation Skills
- Supervision

Mental Health, Wellbeing & Therapeutic Practice

- SafeTALK / ASIST
- Mental Health First Aid



- Trauma-Informed Practice
- Counselling
- WRAP Facilitator
- Socialisation and Agricultural Training
- Art Therapy
- Play Therapy
- Wellness Therapy

Arts & Creativity Skills

- Sewing & Dress making
- Flower Arranging
- Community Art Facilitator
- Community Drama Facilitator
- Community Dance Instructor

English Language

- English Language training for all learner levels

Workshop Details:

- Training workshops (online, blended or in-person) will generally take place across Fingal, during weekdays, between 9.00am and 1.00pm, 2.00pm and 5.00pm. Some evening training sessions may also be required.
- Trainers will be expected to provide training material and handouts for each training session.
- Trainers will be required to submit completed attendance sheets at the end of each session.
- Trainers will be asked to evaluate programmes.
- Participant recruitment will be facilitated by Empower.

Requirements for Tenders:

Trainers who are proficient and have experience in providing training in one or more of these areas are now asked to forward:

- History and background, relevant experience and individual up-to-date Curriculum Vitae detailing relevant qualifications and experience (Copy of qualifications to be provided).

The following are mandatory:

- Teaching and education qualification in QQI Level 6 or upwards or equivalent
- Recognised qualification in your training discipline to minimum of QQI Level 7
- A selection of areas you can provide training in and a sample outline of the course.
- Proposed cost per hour/per person for training provision.
- All trainers will be registered as self-employed and will be responsible for their own tax.
- Processes and procedures to support and/or advance the green and sustainable agenda.
- Two years or more, previous experience of training and working with Empower target groups.



- An understanding of the needs and training requirements of client groups and an ability to show empathy in this training environment.
- Confirmation and documentation to support adherence to Garda Vetting processes, if applicable.
- Current Tax Clearance Certificate or Tax Reference Number (TRN) and Tax Clearance Access Number (TCAN).
- Booking and Cancellation Policies.

Appointment to Panel

Appointment onto the Trainer Panel will be based on documentation received and/or interview and subject to Empower's Garda Vetting process.

With regard to costings:

- It is proposed that payment will be made electronically, on a monthly basis on receipt of invoice and supporting documentation, where relevant.
- The tender price must be all inclusive, clearly shown exclusive of VAT; the VAT rate must be specified.

Timescale

The contracted period will run from 01st January 2027 to 31st December 2027, with an option to extend for a period of up to two years, no later than 31st December 2029.

Freedom of Information

Empower undertakes to use its best endeavours to hold confidential any information provided by you, subject to our obligations under the law, including the Freedom of Information Act 1997, 2003 and 2014. Should you wish any information supplied not to be disclosed because of its sensitivity you should identify same and specify the reason(s) for its sensitivity. Whilst this will be taken into consideration, the compliance of the Freedom of Information Act will always take precedence over the release of material.

Procedure for Tenders

Empower tendering process is based on principles of value for money, integrity and fairness. Our tender evaluation process takes into account quality, methodology and previous experience with our target groups, in a manner to ensure value for money.

Consideration will be given to processes and procedures which support and/or advance the green and sustainable agenda.

Tender submissions should be emailed directly to rft@empower.ie. Please include the following as the subject title:

Panel of Training Providers & Facilitators



Tender submissions should arrive ***no later than 5.00pm on Monday 23rd November, 2026***. Submissions received after the specified time and date will not be accepted.

The provision of this service will be subject to appropriate funding being secured by Empower.

Award Criteria

The tender evaluation committee using the “Most Economically Advantageous Tender” criteria set out below, will evaluate tenders based on (not in descending order of importance):

- Cost (40 marks)
- Quality of Service, Knowledge & Experience (30 marks)
- Experience of working with programme target groups (30marks)
- Methodology (30 marks)
- Social Clause (20 marks)

Insurance and Indemnity

The tenderer will provide the necessary evidence that Empower is indemnified and that the tenderer has the necessary insurance in place.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

Co-funded by the
European Union



Clár Oiriúnachais Pobail
agus Cúimse Sóisialta



National Clinical
& Integrated Care Programmes
Person-centred, co-ordinated care



National Integrated Care
Programme for Older Persons



Sláintecare.
Healthy
Communities



An Roinn Leanaí, Míchumais
agus Comhionannais
Department of Children,
Disability and Equality



An Roinn Oideachais
agus Óige
Department of Education
and Youth



An Roinn Dlí agus Cirt,
Gnóthaí Baile agus Imirce
Department of Justice,
Home Affairs and Migration



An Roinn Forbartha Tuaithe
agus Pobail agus Gaeltachta
Department of Rural and Community
Development and the Gaeltacht



An Roinn Coimirce Sóisialaí
Department of Social Protection

"Tá an Clár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) cómhaoinithe ag Rialtas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobail agus Gaeltachta, agus Ciste Sóisialta na hEorpa Plus faoin gClár Fostaíochta, Cuimsiú, Scileanna agus Oiliúna (EIST) 2021 -2027."

"This Project is supported by the Department of Children, Disability and Equality".

"This National Anti-Racism Roadmap Project is supported by the Ireland Against Racism Fund".

"This project is supported by the Department of Rural, Community Development and the Gaeltacht and Pobal through the Community Services Programme".

"This Project is supported by the LGBTIQ+ Community Services Fund 2026".