

**Invitation to join our training panel**

Wexford Local Development invites applications from Training Providers/Self-employed Tutors for the delivery of Training Programmes



**1. INTRODUCTION**

Wexford Local Development is one of 49 Local Development Companies in Ireland. We deliver a range of interlinked programmes on behalf of local and national government which address the needs of individuals and communities across the life cycle within Co. Wexford. These programmes include the Rural Development Programme (RDP), known as LEADER and the Social Inclusion and Community Activation Programme known as SICAP as well as the TUS Community Work Placement Scheme, the Rural Social Scheme, the Local Area Employment Service, the Cornmarket Project and the Little Jobs Service

Our Core purpose is “**To create opportunities that promote equality and improve quality of life for people and communities.**”

Wexford Local Development is a community-based organisation. We are committed to making a positive impact across the county by promoting employment, inclusion, supporting enterprise and addressing inequality.

The purpose of this request is to establish a panel of qualified training providers/ self employed tutors from which individuals/companies will be selected to participate in a mini competition for contract award for delivery of various training programmes for WLD principally under SICAP but also including other programmes.

The types of training/programmes expected to run over the duration of the panel are outlined in **Appendix I Specification of Requirements**

**SICAP Programme**

The Social Inclusion and Community Activation Programme (SICAP) 2024-2028 provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies. SICAP 2024-2028 is the successor programme to SICAP 2018-2023, which was the successor programme to SICAP 2015-2017.

SICAP is a targeted, holistic programme, for those who are most disadvantaged and less likely to access mainstream services, which provides supports directly to beneficiaries and links them into existing services. Programme Implementers (PIs) engage with marginalised communities and service providers using a community development approach to address issues relating to social exclusion and inequality. SICAP also prioritises local engagement and partnerships, between SICAP Programme Implementers, disadvantaged individuals, community organisations and public sector agencies.

It is a multi-faceted programme that provides supports to respond to individual and community needs, aiming to ensure that beneficiaries receive quality, tailored supports, while also allowing flexibility to adapt actions to local need. It enables bottom-up approaches within the framework of a national programme which provides targets, performance indicators and requirements.

SICAP is managed locally by 33 Local Community Development Committees (LCDCs) with support from Local Authorities. Programme actions are delivered by Programme Implementers across 53 Contract Areas/ Lots.

Further Information on WLD can be found at:

<https://www.wld.ie/programmes/social-inclusion-community-activation-programme-sicap/>

**2. Instructions to Applicants**

The detailed instructions regarding the format and requirements are set out in Appendix II. These instructions must be observed to ensure the completeness and eligibility of the application

**3. Award Criteria**

The panel will be established from the qualifying applications, using the following awarding criteria:

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Weighting** | **Minimum Score Requirement** |
| 1. Relevant Experience of Delivering Training to named SICAP target groups
 | **40%**400 | 300 |
| 1. Training Provider/ tutor qualifications, flexibility in terms of location and delivery, quality of support to learners and to WLD.
 | **40%**400 | 300 |
| 1. References
 | **20%**200 | 150 |

Maximum Marks Available - 1000

**Notes**

**A: Relevant Experience** means that the highest scores will be awarded to the training providers who have relevant experience in delivering similar projects to similar target groups, please clarify relevancy in experience at Appendix III.

**B: Qualifications** will be assessed both on the training and technical qualifications of the tutors delivering the training. Applicants MUST submit a copy of all certificates/qualifications as noted at Appendix III as part of their submission.

**C: References** will be assessed on their quality and relevance to the project. Please clarify relevancy of referees at Appendix III. Referee names and contact details can be provided in place of written references – 2 are required. WLD reserves the right to check references.

 **4. Duration and Scope of Panel**

The objective of this is to establish a panel of qualified training providers, from which providers will be selected to participate in a mini competition to deliver individual training courses on behalf of WLD to eligible participants.

It is important to note that inclusion on the newly established 2024 panel does not automatically guarantee a contract to deliver training for WLD.

The panel will run for a period of 37 months (from December 2024) with an option to extend by a period of 12 months subject to funding. Further applications may be selected for inclusion on the panel throughout its duration in order to meet any additional training needs that arise.

The scope of the programmes to be run over the duration of the panel will be subject to demand and the availability of funding.

**The panel will operate as follows:**

Only the applicants who score a minimum of 750 points (75%) will secure a place on the panel. Once the specific programme needs arise, WLD will request a minimum of 3 suppliers to participate in a mini competition (subject to sufficient numbers on the panel).

.  **5. Ineligibility under EU Rules**

Applicants to whom any of the circumstances listed in paragraph 1 of Article 20 of EU Council Directive 93/96 EEC (co ordinating procedures for the award of public supply contracts) apply, will be excluded from this competition. (Broadly, these circumstances are bankruptcy, professional misconduct and failure to pay taxes or social security). Applicants are requested to declare that none of these circumstances apply to them – use the declaration form in **Appendix IV.**

**6. Terms and Conditions**

**6.1 Application Format and Delivery.**

Applications must be completed in accordance with the format specified in Appendix III. Incomplete applications or applicants that do not follow the prescribed format will be deemed ineligible.

**6.2 Tax Affairs.**

Applicants must declare at **Appendix IV** that they are registered with Revenue and that their tax affairs are fully in order and shall remain so for the duration of any contract that may be awarded resulting from this panel.

**6.3 Insurance**.

Relevant professional insurance and any other relevant insurances as required is a pre-condition for awarding of a contract and applicants are therefore requested to declare that they are in a position to submit up to date, relevant insurances indemnifying WLD from and against all and any losses, claims, demands, damage or expenses arising from and against all and any losses, claims, demands, damages or expenses which WLD may suffer in the course of this work /when requested – use the declaration forms at **Appendix IV.**

**6.4 Qualifications.**

Applicants are required to submit a copy of all certificates/qualifications as listed in **Appendix III.**

**6.5 Conflicts of Interest**

Any conflict of interest or potential conflict of interest on the part of an applicant, individual employees or corporate or subcontractors must be fully disclosed to the Contracting Authority as soon as the conflict or potential conflict becomes apparent – use **Appendix III** to inform of any potential conflict of interest or to declare that no conflict of interest exists.

**6.6 Confidentiality**

The distribution of the application is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Applicants are required to treat the details of all documents supplied in connection with the applications process as private and confidential.

**6.7 Freedom of Information**

All responses to this invitation to apply will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the response or as may be required 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). Applicants are asked to consider if any of the information supplied by them in response to this request for applications 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. Wexford Local Development cannot guarantee that any information provided by applicants, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to WLD’s obligations under law, including Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. Wexford Local Development cannot guarantee that any information provided which is subsequently released or in respect of any consequential damage suffered because of such disclosure.

**6.8 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 legally binding industrial or sectoral agreements in Wexford Local Development tenders and in delivering contracts awarded to them.

**6.9 Self Declaration Forms**

Applicants must complete and sign the Declaration Forms at **Appendix IV.**

**6.10 Termination of Application Process**

No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by Wexford Local Development. Wexford Local Development may cancel this public procurement competition at any time prior to a formal written contract being executed. Wexford Local Development does not bind itself to accept the lowest price of any tender.

**6.11 Code of Practice**

All applicants must submit a signed copy of ‘The Code of Practice for Wexford Local Development Contractors operating the SICAP Programme’.

**6.12 Data Protection**

A Contractor is defined as a ‘Data Processor’ under the GDPR legislation i.e. a natural or legal person, public authority, agency or other body which processes personal data on behalf of the Data Controller (Wexford Local Development). The responsibilities of Data Processors under the GDPR legislation are outlined in the contract and in WLD’s Data Protection policy.

**6.13 Children First**

The delivery of training programmes involving children and young people requires Garda Vetting in order to be compliant under WLD’s Child Protection Policy. Applicants who are successful on the panel to deliver youth related programmes will be required to put forward their designated staff for Garda Vetting, and to sign a Statement of Assurance with regard to Child Safeguarding and Protection.

**Appendix I: Specification of Requirements**

Wexford Local Development is funded by a number of Government agencies and departments to deliver a range of programmes which address poverty, unemployment and educational disadvantage and to promote social inclusion through community development approaches in areas of socio-economic disadvantage.

WLD programmes also aim to promote rural development; support Enterprise and Social Enterprise development; develop awareness programmes and sustainable community initiatives around climate action and tackle substance misuse and criminal behavior.

WLD implements the SICAP programme which aims to tackle unemployment, educational disadvantage and social exclusion by:

* Encouraging adults returning to learning to increase their personal progression and employment prospects as well as to assist them to support the education and development of younger generations within their families and communities.
* Working to provide community developmental supports with disadvantaged communities
* Leading collaborations and community planning for social inclusion
* Promoting Enterprise and Social Enterprise development
* Supporting disadvantaged children, families and young people

WLD works with the following SICAP target groups:

* People living in disadvantaged communities
* People impacted by educational disadvantage
* People living in jobless households or households where the primary income source is low paid and/or precarious
* People who are long-term unemployed
* People with a criminal history
* Refugees
* International Protection Applicants
* People with disabilities
* Heads of One-parent Families
* Travellers
* Roma
* Island residents (N/A for Wexford)

**The 4 Horizontal Themes in SICAP 2024-2028 will be:**

1. Promoting a human rights and equality framework, with a particular focus on gender equality and anti-discrimination.
2. Applying quality community development approaches to achieve the participation of disadvantaged and marginalised communities in society, as well as within the SICAP programme itself and the wider local development context and combatting poverty as an obstacle to social inclusion and economic progression.
3. Developing collaborative approaches with stakeholders to identify and fill gaps in services for SICAP target groups and improve how mainstream policies and programmes are delivered so they impact more positively on the socially excluded.
4. Promoting Climate Justice, with a focus on facilitating a just and equitable transition to a greener economy and society.

**WLD Training Requirements can be categorized as follows**:

1. WLD Training Contract Self Employed Trainers – Self Employed Tutor Panel
2. WLD Training Providers – Training Providers Panel
3. **Contract Self Employed Trainers – Self Employed Tutor Panel**

<https://www.wld.ie/wp-content/uploads/2024/10/Tutor-Panel-Application-Form.docx>

**2. Contract Training Providers**

1. Training Providers will be appointed to a panel through this process
2. Qualifying Applicants will be asked to take part in a mini competition (a minimum of 3 quotes will be sought) as training needs arise.

c Value for money is a key criterion for consideration of quotations, in addition to essential qualifications and desired experience of working with WLD named target groups.

**Self Employed Tutors/Contract Trainers professional qualifications and/or experience must correspond with at least one of the following as a minimum requirement:**

1. The Tutor must hold a recognized qualification in the particular discipline at least 1 level (equivalent to the National Framework of Qualifications) above the module or overall course certification to be delivered and have at least 2 years related professional experience in the discipline. A recognized teaching/training qualification is desirable.
2. The Tutor must hold a recognized qualification in the particular discipline at the same level (equivalent to the National Framework of Qualifications) and have a minimum of 4 years related professional experience in the discipline.
3. Where no recognized professional qualification exists for the course, the Tutor must have a minimum of 5 years related experience in the discipline.
4. Experience of delivering to named SICAP target groups is highly desirable.

**Categories of Training**

Training Provider Panel

December 2024 – December 2028

**Business and Employment Skills Training & Social Enterprise Training**

**(Ref. Ent. & Soc. Ent 1)**

* 1.1 Financial Management
* 1.2 Book-keeping & Taxation
* 1.3 Sales & Marketing
* 1.4 Business Planning, Training and Mentoring
* 1.5 Web Design and Use of Social Media
* 1.6 Start Your Own Business Course

**Industry Certified Employment Training (Ref Ind Cert 2)**

* 2.1 Safe Pass
* 2.2 Manual Handling
* 2.3 Health & Safety Awareness Training
* 2.4 Food Safety & Hygiene/ HACCP
* 2.5 Barista Skills
* 2.6 Hospitality Skills Training
* 2.7 First Aid Training (accredited & unaccredited)
* 2.8 Small Garden Machinery
* 2.9 Driving Theory and Driving Lessons (A,B,C,D Licence)
* 2.10 Accredited training provision (QQI/City & Guilds) relating to employment including healthcare, social care, childcare, retail, tourism and hospitality

**Community Engagement & Up Skilling (Ref: Com Eng 3)**

* 3.1 Equality and Diversity Training
* 3.2 Facilitation Skills
* 3.3 PR, Media Skills, Presentation skills and IT Training
* 3.4 Accredited Training Provision relating to the community sector
* 3.5 Training in advocacy, leadership and policy making and participation for community groups
* 3.6 Bespoke and tailor-made training to address the needs of Local Community Groups

**Children and Young People (Ref Youth 4)**

* 4.1 Career Guidance and Psychometric Testing
* 4.2 Employability Skills
* 4.3 Study Skills
* 4.4 Child Protection
* 4.5 Anti-Bully workshops for parents and children
* 4.6 Parenting workshops
* 4.7 Transition Programmes at Primary Level
* 4.8 Bespoke tailor made, demand-based ICT and social media training
* 4.9 Second level subject specific support

**Appendix II – Instructions to Applicants**

In submitting their proposal, applicants must adhere to all instructions and conditions as set out in the Request for Tender. Failure to submit required information in the specified format may lead to ineligibility.

**Applicants must observe the following:**

1. Applicants must complete the questionnaire provided in Appendix III and include complete, signed and dated declarations set out in Appendix IV in order to participate in this competition. (no other tender format will be accepted and may lead to disqualification).
2. Applicants should tick the appropriate courses they are tendering for in Appendix I.
3. Applicants are required to submit a copy of all accreditation / qualifications and relevant CVs as noted in Appendix III.
4. **A digital copy of the tender must be submitted by email only to** **training@wld.ie** before 5.00 p.m. on Friday 8th November, 2024. **No other format will be accepted**.

The panel will remain open for a period of 36 months (from December 1st 2024) with the option of extending for another 12 months subject to funding.

**Appendix III – Questionnaire**

|  |  |
| --- | --- |
| **1.** | **Company Details** |
| **Name of Individual/Company** |  |
| **Business Address** |  |
| **Contact Person** |  |
| **Email address** |  |
| **Contact Number** |  |
| **Brief Summary/Overview of Business** |  |
| **2.**  | **Category/Categories** |
| **Note: Please list relevant Category or Categories that you or your company specializes in.** Please revert to Appendix 1 and tick relevant courses within category/categories. | E.g. **Children and Young People (Ref Youth 4.2)**  |
| **3.** | **Experience** |
| **Note: please outline relevant experience of delivering training to target groups in short bullet point format** |  |
| **4.** | **Qualifications** |
| **Note: please outline relevant qualifications in short bullet point format.**Applicants are required to submit a copy of all certificates/qualifications as listed here. |  |
| **5.** | **References: Contract Name and Value** |
| **1a.: Name** |  |
| **1b. Organisation** |  |
| **1c. Brief outline of contract delivered** |  |
| **2a.: Name** |  |
| **2.b.: Organisation** |  |
| **2.c: Brief outline of contract delivered**  |  |
| **6.** | **Potential Conflicts of Interest** |
| **Note: please list any potential conflicts of Interest here.** |  |

**Appendix IV – Declaration No 1**

This declaration must be submitted by all applicants, where the applicant is an individual, corporation or partnership the declaration must be completed by a duly authorised representative.

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I (insert name \_\_ ) solemnly declare that I have been duly authorized to make this declaration by the Applicant and I hereby certify as follows:

1. The Applicant is not bankrupt or being wound up, its affairs are not being administered by a court, it has not entered into an arrangement with its creditors, it has not suspended its business activities nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
2. The Applicant is not the subject of proceedings for the declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.
3. Neither the Applicant, nor any of its directors or partners, has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct (proven by any means which the Contracting Authority can demonstrate) in the course of its or their business.
4. The Applicant has fulfilled its obligations relating to the payment of taxes or social security contributions in its country of establishment or any other State in which the Applicant is located and is in a position to provide a valid tax clearance certificate when requested.
5. The Applicant has not been guilty of serious misrepresentation or omission in providing information to a public buying agency, including the Contracting Authority.
6. The Applicant (or any of its directors or partners) has not been convicted of fraud, money laundering, corruption, or of being a member of a criminal organization.
7. The Applicant will be in a position to submit up to date relevant professional insurance indemnifying WLD from and against all and any losses, claims, demands, damages or expenses which WLD may suffer in the course of the work if/when requested.
8. Then Applicant is not aware of any potential conflict of interest in completing the assignment and will advise WLD of any such conflicts of interest if they should arise.

I further declare that the information provided above 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 may lead to me, my company/partnership being excluded from participation in this or future tenders.

This declaration is made for the benefit of WLD (the ‘Contracting Authority).

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**Appendix IV – Declaration No 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant:** |  | **Date** |  |
| **TAX CLEARANCE**  | **Please confirm** **YES/NO** |
| We/I confirm and declare that our tax affairs are fully in order and agree to supply our Tax Clearance Access Number (s) and Tax Reference Number (s) to facilitate online verification of our tax status by Revenue. The Contracting Authority Wexford Local Development can verify your tax clearance status through Revenue’s online facility at <https://www.revenue.ie/itp/view/jsp>. To this end please confirm:

|  |  |
| --- | --- |
| Do you grant the Contracting Authority permission to verify your tax cleared position online? |  |
| Registration Number(as shown in your Tax Clearance Certificate) |  |
| Certificate Number(as shown in your Tax Clearance Certificate)  |  |

 |  |
| **INSURANCES** |
| We/I confirm and declare that prior to any engagement we will obtain and hold, for the term of the engagement, the relevant level of professional indemnity insurance and any other relevant insurance. Please attach a copy with this submission. | **Please confirm**YES/NO |
| We/I confirm that our insurance indemnifies Wexford Local Development from and against all and any losses, claims, demands, damages or expenses which WLD may suffer in the course of this work if/when requested. |  **Please confirm**YES/NO |
| **Declarations must be signed by a duly authorised officer**I hereby declare that the above is an accurate and complete Declaration of Financial and Economic Capacity on the part of my firm in relation to this tender competition. I undertake to inform Wexford Local Development of any changes to this Declaration which may arise prior to the award of contract. |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**Check List**

Have you attached the following as part of your application?

🞎 Appendix I (break down of courses ticked)

🞎 Appendix III (questionnaire)

🞎 Certificates (copies relevant to your application)

🞎 CV/company bio

🞎 Appendix IV (tax clearance & insurance)