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# Cavan County Council

# on behalf of

# Local Enterprise Office Cavan

**MENTORING PANEL**

**Appendix 2**

**Panel Information & Instructions Document**

# Introduction

The Contracting Authority is Cavan County Council on behalf of Local Enterprise Office Cavan, hereby referred to hereafter as LEO Cavan promotes and supports small businesses in the County. The main supports are business information services, training, mentoring, business networks and financial supports for qualifying businesses.

The Local Enterprise Office (LEO) provides advice, information and support to those interested in starting up a new business or already in business including entrepreneurs, early stage promoters, start-ups, and small businesses.

The LEO Mentor Programme is designed to match the knowledge, skills, insights and entrepreneurial capability of experienced business practitioners with small business owner/ managers who need practical, strategic advice and guidance. The mentor contributes independent, informed observation and advice to aid decision making.

**Role/Purpose:**

LEO Cavan wishes to establish a suitably qualified panel of mentors, from which future mentor assignments for a 3-year period will be selected. Applications are invited from mentors with appropriate skills and experience that wish to be considered for admittance to the LEO Cavan mentor panel.

Minimum selection criteria will apply and not all applicants may be awarded a place on the panel.

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.

**Functional Competencies/Characteristics of Mentors:**

It is expected that persons approved as LEO mentors will possess the following functional competencies: -

• Good knowledge of broad issues facing Irish industry and service companies, particularly issues affecting the support and development of small businesses;

• Excellent administrative 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 Word, Excel, PowerPoint and Outlook;

• Mentoring/Coaching skills, including:

* Empathy
* Listening without judging
* Challenging
* Questioning
* Sharing
* Non - directive
* Supporting
* Business counselling skills
* Business planning
* Project management
* Business knowledge and expertise

### Experience:

The mentor will possess some or all of the following: -

* At least five years management experience working in or with micro businesses.
* Relevant experience working in an area where specific professional or technical skills may have been developed that are transferable to small businesses.
* Previous experience of delivering mentoring assignments to micro enterprise clients is essential.
* Relevant third level qualifications are desirable.

# Overview of Panel

LEO Cavan wishes to establish a panel for the provision of mentoring services. Applicants will be assessed and shortlisted for inclusion on the panel on the basis of information received on their economic, financial standing and technical capacity. The panel to be established by way of lots is as follows:

**Lot 1 Finance**

**Lot 2 Business**

**Lot 3 Information Technology, Social Media & Digital Marketing**

**Lot 4 Sales & Marketing**

**Lot 5 Human Resources**

**Lot 6 International Trade**

**Lot 7 Brexit**

**Lot 8 Green Business**

**Candidates may apply for one or more Lots. Candidates must successfully complete the Application Form (Appendix 1) to the satisfaction of LEO Cavan in order to be placed on the Panel. “To meet client business requirements, LEO Cavan reserves the right to add new Lots, or add new sub-categories to existing Lots, over the lifetime of this mentoring panel.”**

**2.1 Rates**

One-to-one mentoring services rates are payable at a maximum of €175+VAT per 3 hours session or €58+VAT per hour.

Note: this process refers to the provision of a service to LEO Cavan and will not lead to a contract of employment within LEO Cavan.

Successful candidates will engage with LEO Cavan as contractors or through Limited Companies for the supply of services.

**2.2 Insurance**

The successful candidates shall be required to hold relevant insurance for the purpose of the work with LEO Cavan and must indemnify Cavan County Council on their insurance policy under the Principles Clause:

**Public Liability not less than €2.6m**

**Employers Liability (where appropriate) €13m**

**Professional Indemnity €1m**

**2.3 Compliant Candidates**

* **Economic and Financial Standing**

All candidates in their Application Forms must demonstrate that they have the required economic and financial standing and candidates should declare in the self-declaration information regarding their financial standing. Candidates will either pass or fail this qualification criterion:

Candidates are required to confirm that their turnover in the last 3 years was on average above €10,000.

* **Technical and Professional Ability**

All candidates in their Application Forms must demonstrate that they have the required technical and professional ability and must furnish the required documentation with their applications. Candidates will be scored against the qualitative criteria set out in the Qualification Questionnaire.

Candidates must demonstrate that they have the level and depth of experience to provide high quality services in relation to the requirements as set out in the application.

Candidates should note that economic operators relying on the capacity of other entities must submit with their application an undertaking, duly evidenced, from those entities that they will place the necessary resources at the disposal of the candidate.

# Duration of Panel

LEO Cavan will establish a panel of mentors under various Lots. These mentors will be required to take mentor assignments and to be available for other related services with LEO Cavan, from time to time, as referred to in Section 4.2 below. The panel will be established for a 3 year period subject to funding being available. “To meet client business requirements, LEO Cavan reserves the right to add new Lots, or add new sub-categories to existing Lots, over the lifetime of this mentoring panel.”

# Panel Requirements

## 4.1 Mentoring

LEO Cavan requires mentors with specialist skills to provide mentoring services under the following Lots:

|  |  |
| --- | --- |
| ***Lots*** | ***Rate applicable(ex VAT)*** |
| **Lot 1 Finance** | **€175 per session/€58 per hour including reporting** |
| **Lot 2 Business** | **€175 per session/€58 per hour including reporting** |
| **Lot 3 IT, Social Media & Digital Marketing** | **€175 per session/€58 per hour including reporting** |
| **Lot 4 Sales & Marketing** | **€175 per session/€58 per hour including reporting** |
| **Lot 5 Human Resources** | **€175 per session/€58 per hour including reporting** |
| **Lot 6 International Trade** | **€175 per session/€58 per hour including reporting** |
| **Lot 7 Brexit** | **€175 per session/€58 per hour including reporting** |
| **Lot 8 Green Business** | **€175 per session/€58 per hour including reporting** |

**Candidates may apply for one or more Lots.**

Mentoring will take place typically at the place of business of the mentee or at a site pre agreed between the mentee and Mentor. Mentoring may take place online by agreement of both parties.

Successful mentors will be retained on the panel for the three (3) year period, subject to satisfactory performance and professional service. Successful mentors appointed to the panel will be required to adhere to a Mentor Code of Conduct and Agreement for Services issued by LEO Cavan.

Mentoring services are classified under Title III services and are therefore not subject to the detailed requirements for compliance with the Public Procurement Directives.  LEO Cavan proposes to establish a panel comprising several mentors (see Lots above) being admitted to the panel under each of the competencies listed in the application form for administrative and operational reasons.

The LEO Mentoring Programme is subject to client needs and budgetary constraints. Individual mentor performance will be continually monitored over the term of the contract. Quality of service will be the main criteria for measuring performance. LEO Cavan will assess regular feedback from LEO mentor clients. The successful mentors shall ensure the quality of service provided is of the highest order including satisfaction rankings and adherence to the Mentor Code of Conduct.

## 4.2 Other Services

LEO Cavan may require other related services to be provided from time to time. Candidates may indicate their interest in providing such services in their Application Form. These services may include, for example, participating on judging panels for LEO enterprise awards competitions.

Mentors shall not invest directly (or indirectly through any kind of investment vehicle or intermediary) in any enterprise participating in the Mentoring Programme.

## 4.3 How the Panel will work

* + 1. This panel is advertised on the basis of 3 years and at all times subject to the availability of funding.
    2. The initial advertisement of the Panel is by the etenders.gov.ie website. Once the Panel is established, the Panel will be advertised in the local / National Paper on an annual basis every year thereafter, during the life of the panel.
    3. It is envisaged that the panel will commence operation in January 2021.
    4. Qualifying for a panel, **does not** constitute an award of a contract. It is the intention of LEO Cavan to provide a wide range of expertise to businesses and as a result the panel can consist of up to 50 mentors. Awards will depend on the prioritising of clients’ specific needs and preferences.
    5. In order to qualify for this panel, the Application Form (**Appendix 1**) must be completed and returned.
    6. Admission to the panel will be conditional upon the successful candidates agreeing to the terms and conditions of the panel, a copy of which will be provided on admission to the panel and which will include requirements for the successful Candidates to provide a current Tax Clearance Certificate and Professional Indemnity Insurance. The criteria for admission to the panel will be subject to the candidate passing the relevant pass/fail selection criteria in Section A and achieving the minimum score (6000) or higher in the weighted selection criteria in Section B as detailed in the application form at **Appendix 1**.
    7. Assignments under the Lots will be allocated to candidates as follows:

**A. Where there is only one Candidate for the Competency**

* + - * They will be offered the assignment subject to suitability and availability and LEO Cavans decision in this matter will be final.

**B. Where there are 2 or more candidates for the Competency required**

* + - * Where there are 2 or more candidates for the same sub-category for a particular lot, assignment will be offered to one of the Candidates subject to suitability and availability and LEO Cavans decision in this matter will be final. Where possible random selection will be used.

**Candidates who canvass clients to request them as a mentor will be excluded from the Panel.**

* + 1. **Candidates may apply at any time for inclusion on the panel but should apply by the RFT Deadline in order to be considered for the first block of contracts.**

1. Mentors will report to the Head of Enterprise in LEO Cavan or his/her designate. They will provide updates throughout the contract and a final report on completion of the assignment outlining work completed, dates, hours worked, tasks completed, outputs, and any further information that may be required in keeping with the delivery of the role. The preparation of these reports will ordinarily be undertaken in the mentor’s own time. Payment will be subject to receipt of the completed report.

## 4.4 Confidentiality

LEO Cavan requires that all information made available to the contractor in the course of this project be treated in strict confidence unless indicated otherwise in particular instances. Mentors will sign a **confidentiality agreement** prior to commencement on the panel.

The mentors shall at all times keep confidential and shall not, without the prior written consent of LEO Cavan, use for its own benefit or purpose or the benefit or purpose of a third party or disclose to any third party any information of a confidential nature (including any trade secrets and information of commercial value) which may become known to it by virtue of it providing services pursuant to their membership of the Mentoring and Related Services Panel, unless such information is in the public domain (other than by breach of this provision) or the information is required to be disclosed by law. The mentor shall take all reasonable steps to ensure that its employees, agents and sub-contractors (if permitted by the terms of this contract) are bound by the same obligation.

## 4.5 Conflict of Interest

4.5.1 Any conflicts of interest involving an applicant (or group of applicants in the event of a consortium bid) must be fully disclosed to LEO Cavan, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the Candidate (See Conflict of Interest Declaration in the Application Form.

4.5.2 Any registerable interest involving the applicant and LEO Cavan, members of the Government, members of the Oireachtas or employees of LEO Cavan or their relatives must be fully disclosed or should be communicated to LEO Cavan 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 the award of the contract. The terms 'registerable interest' and 'relative' shall be interpreted as per the Ethics in Public Office Act, 1995.

4.5.3 Mentors shall not invest directly (or indirectly through any kind of investment vehicle or intermediary) in any enterprise participating in the Mentoring Programme.