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Local Enterprise Office (LEO) Mayo would like to invite you to submit a proposal and fee quotation(s) for the co-ordination of the delivery, either online / onsite or both, of the following Student Enterprise Programme 2021/2022.

The Student Enterprise Programme (hereafter referred to as SEP) is a national enterprise education programme for secondary school students aimed at fostering an entrepreneurial spirit, through the practical experience of setting up and running a mini-business.

This document is an Invitation to Tender, to co-ordinate the Student Enterprise Programme (SEP) for Local Enterprise Office Mayo amongst the second level schools within County Mayo.

Three different age categories comprise of the Student Enterprise Programme; Junior, Intermediate & Senior which the successful tenderer will be required to manage and co-ordinate all aspects of the competition at all levels.

Student Enterprise Programme Overview:

In seeking to develop a thriving enterprise culture, it is critical that young people from all backgrounds see enterprise as a viable career choice. Entrepreneurial qualities and mindset need to be fostered from an early stage.

The Student Enterprise Programme is the flagship enterprise programme at second level with upwards of 22,000 students from all areas of the country involved each year. This is a practical programme that offers students the opportunity to take a business from idea stage, through market research to production, selling, record keeping, management and finally writing a comprehensive report on the business. Participation in the Student Enterprise Programme enables students to acquire and develop a wide range of personal and business attributes and skills.

The key aims of the Student Enterprise Programme are as follows:

- To promote high quality enterprise education programme among a maximum number of second level students throughout the county.
- To promote entrepreneurship among second level schools in Mayo who wish to take part in the Student Enterprise Programme.
- To attract and recruit schools and students to the programme and thereby maximise the numbers participating in the programme.
- To provide guidance, support and advice to teachers and students in the area of youth enterprise.
- To engage with the students and teachers by providing talks/classes tutorials in schools and/or via online format in respect of enterprise development and the SEP.
- To develop good relationships and buy in with school representatives and other key players in the area of enterprise education in the county.

LEO Mayo is seeking a SEP Co-ordinator who can deliver on the aforementioned objectives at a local level in County Mayo.

Specification:

The role of the SEP co-ordinator is to manage and deliver all aspects of the Student Enterprise Programme. This spans from data gathering in early September to co-ordination of a series of 3 or 4 double class workshops onsite or online, commencing in September. Workshops will be delivered by a specified panel of mentors.

The full co-ordination of all aspects of the onsite or online County Final (held in March 2022) and the Mayo entries to the National Final (which will be held onsite or online in May 2022) will be included. There are three categories of the student enterprise programme: Junior, Intermediate & Senior.

The co-ordinator will manage each aspect of the Student Enterprise Programme; handling all organisational, scheduling, and administrative issues throughout.

Garda Vetting – Please note garda vetting will be required if not already obtained by Mayo County Council on behalf of Local Enterprise Office Mayo.

OPTION A: What the co-ordinator role involves for onsite delivery of the SEP 2021/22:

1. *Programme co-ordination of the delivery of the SEP in all participating schools, which includes the following:*
 - Initially liaising with 26 schools in County Mayo to engage with and participate on the programme. This then involves introducing participating staff at secondary schools to the resources involved if they are new to the programme and furnishing them with a copy of same (teachers manual and USB provided by the LEO). It is envisaged that at a minimum, 21 schools will be participating with the programme.
 - Each class will require the correct number of student workbooks and teacher manuals (provided by LEO Mayo) – these are to be distributed in early September (at the first workshop which will be delivered by a specified panel of mentors).
 - A business plan template and poster template must be provided to all schools with an idea of the number of words to go into each section etc. to ensure the plans and posters are of an acceptable standard. Business ideas must have a contingency COVID plan incorporated from the outset i.e. the idea should be able to be completed and if possible sold online and worked on at home if students have to work from home in the event of another lockdown.
 - Co-ordination of the onsite workshop delivery element of the programme. Workshop delivery element of the programme to include:
 - The co-ordination and delivery of an Idea Generation workshop online
 - The co-ordination of the delivery of four additional business development workshops onsite which will be delivered by a specified panel of mentors
 - To include preparation for the onsite County Final and National Finals
 - To include preparation and management of submissions for the main competition and two optional competitions to the main programme namely ‘Creative Idea Video Pitch’ and ‘My Entrepreneurial Journey’.
 - Liaise with the specified panel of mentors on a weekly basis to monitor progress of teams/schools and any associated issues arising.

- Focus on the County Final from the Start: It is advisable to try and narrow down the teams earlier on in the competition, to allow more focussed work with those serious about attending the county final. Groups of 100+ sessions are not feasible at onsite workshops.
2. *Entire administration duties associated with the SEP, which includes the following:*
- Sending out entry forms to all schools in September.
 - Encouraging/monitoring the completion of all required information from participating schools.
 - Management of the co-ordination of school visits delivered by a specified panel of mentors
 - General participation – figures required for national event and PR. It will involve keeping track of the number of students participating in each class/school/year, and the gender ratio involved.
 - Any ad hoc information required by LEO Mayo in relation to reporting requirements.
 - Ensure all schools, teachers and students are aware of the online resources – www.studententerprise.ie

The initial aim of the role of the co-ordinator is the effective rollout and management of the programme, in order to ensure maximum participation in the onsite Student Enterprise Programme County Final.

The second aim of the role of the co-ordinator is the delivery and management of the onsite Student Enterprise Programme County Final, which the following outlines specific responsibilities for:

3. *Co-ordination of the onsite County Final*
- The Student Enterprise Programme culminates in an onsite County Final in March each year, which the co-ordinator will be responsible for organising all aspects of, which means entries have to be submitted to the LEO co-ordinator by mid/end of February. School finals, if they take place, are organised by the schools themselves.
 - Remind and encourage teachers for submission of required information for the February deadline for three copies of each mini-company report/poster and Powerpoint presentation to be sent to the co-ordinator for categorising and forwarding to judges.
 - Liaise with the specified panel of mentors on a weekly basis to monitor progress of teams/schools and any associated issues arising.
 - Organise and liaise with judges in advance of their judging day (two weeks before the onsite County Final) and the onsite County Final (including preparation of score sheets and judges' packs). Judges packs to include instructions and copies of plans.
 - LEO Mayo normally gives a small gift to the teachers involved as thanks for their time and require the co-ordinator to assist with this.
 - Book venue, decorations, stands for venue, prepare teachers and students for the presentation and stand requirements, prepare floor plan and provide to stand provider, hotel, and schools.
 - Organise trophies for winners, prizes for all county finalists e.g. certificates for all finalists and teachers' gifts.

- LEO Mayo will cover the costs of providers as well as prizes for students and gifts for teachers who participate. LEO Mayo will also provide template certificates for co-ordinators to list student names on.
- Write up of all entries on the day – school, team members, category, and business details of each team entrant on an excel sheet.
- Book and liaise with the photographer for the county final.
- Book and liaise with AV technician and media/social media providers.
- Liaise with LEO Mayo re: running order for the final.

Evaluation Process:

A mid-year evaluation report and a detailed evaluation report is required at the end of the SEP programme.

A post programme evaluation survey is required upon completion of the programme.

OPTION B: What the co-ordinator role involves for online delivery of the SEP 2021/22:

1. *Programme co-ordination of the delivery of the SEP in all participating schools, which includes the following:*
 - Initially liaising with 26 schools in County Mayo to engage with and participate on the programme. This then involves introducing participating staff at secondary schools to the resources involved if they are new to the programme and furnishing them with a copy of same (teachers manual and USB provided by the LEO). It is envisaged that at a minimum, 21 schools will be participating with the programme.
 - Each class will require the correct number of student workbooks and teacher manuals (provided by LEO Mayo) – these are to be distributed in early September (at the first workshop which will be delivered by a specified panel of mentors).
 - A business plan template and poster template must be provided to all schools with an idea of the number of words to go into each section etc to ensure the plans and posters are of an acceptable standard. Business ideas must have a contingency COVID plan incorporated from the outset i.e. the idea should be able to be completed and if possible sold online and worked on at home if students have to work from home in the event of another lockdown.
 - Co-ordination of the online workshop delivery element of the programme. Workshop delivery element of the programme to include:
 - The co-ordination of the delivery of an Idea Generation workshop online
 - The co-ordination of the delivery of five additional business development workshops online which will be delivered by a specified panel of mentors
 - To include preparation for and co-ordination of the online County Final and National Finals
 - To include preparation and management of submissions for the main competition and two optional competitions to the main programme namely 'Creative Idea Video Pitch' and 'My Entrepreneurial Journey'.
 - Liaise with the specified panel of mentors on a weekly basis to monitor progress of teams/schools and any associated issues arising.

- Focus on the County Final from the Start: It is advisable to try and narrow down the teams earlier on in the competition, to allow more focussed work with those serious about attending the county final. Groups of 100+ sessions are not feasible at online workshops.
2. *Entire administration duties associated with the SEP, which includes the following:*
- Sending out entry forms to all schools in September.
 - Encouraging/monitoring the completion of all required information from participating schools.
 - Management of the co-ordination of school visits delivered by a specified panel of mentors
 - General participation – figures required for national event and PR. It will involve keeping track of the number of students participating in each class/school/year, and the gender ratio involved.
 - Any ad hoc information required by LEO Mayo in relation to reporting requirements.
 - Ensure all schools, teachers and students are aware of the online resources – www.studententerprise.ie

The initial aim of the role of the co-ordinator is the effective rollout and management of the programme, in order to ensure maximum participation in the online Student Enterprise Programme County Final.

The second aim of the role of the co-ordinator is the delivery and management of the online Student Enterprise Programme County Final, which the following outlines specific responsibilities for:

3. *Co-ordination of the online County Final*

- The Student Enterprise Programme culminates in an online County Final in March each year, which the co-ordinator will be responsible for organising all aspects of, which means entries have to be submitted to the LEO co-ordinator by mid/end of February. School finals, if they take place, are organised by the schools themselves.
- Remind and encourage teachers for submission of required information for the February deadline for three copies of each mini-company report/poster and Powerpoint presentation to be sent to the co-ordinator for categorising and forwarding to judges.
- Liaise with the specified panel of mentors on a weekly basis to monitor progress of teams/schools and any associated issues arising.
- Organise and liaise with judges in advance of their judging day (two weeks before the online County Final) and the online County Final (including preparation of score sheets and judges' packs). Judges packs to include instructions and copies of plans.
- LEO Mayo normally gives a gift voucher to the judges as thanks for their time and may require the co-ordinator to assist with this.
- LEO Mayo normally gives a small gift to the teachers involved as thanks for their time and require the co-ordinator to assist with this.
- Book online session, co-ordinate timetable, presentation schedule and presentations for the day, prepare teachers and students for the presentation requirements and share with all stakeholders.

- Organise trophies for winners, prizes for all county finalists e.g. certificates for all finalists and teachers' gifts.
- LEO Mayo will cover the costs of providers as well as prizes for students and gifts for teachers who participate. LEO Mayo will also provide template certificates for co-ordinators to list student names on.
- Write up of all entries on the day – school, team members, category, and business details of each team entrant on an excel sheet.
- Book and liaise media/social media providers.
- Liaise with LEO Mayo re: running order for the final.

Evaluation Process:

A mid-year evaluation report and a detailed evaluation report is required at the end of the SEP programme.

A post programme evaluation survey is required upon completion of the programme.

Contract Duration:

The contract will be for a period of one year, commencing in August 2021.

LEO Mayo reserves the right at its sole discretion to extend the contract, subject to satisfactory performance, budget availability and ongoing business needs for a period or periods of up to 12 months with a maximum of two (2) such extensions permitted.

Suggested Approximate SEP Calendar & Approach

Early August – Promotional & recruitment campaign amongst all schools in County Mayo, with follow up phone calls and meetings. The objective is to maximise the numbers of schools and students participating in the campaign and provide them with support. Liaise with the specified panel of mentors on a weekly basis to monitor progress of teams/schools registrations and any associated issues arising.

September – Contact with schools to advise on various aspects of the programme and working with assigned mentors in the delivery of the 2nd school workshop to participant schools. Schools complete school entry forms, schools prepare for market days etc.

October – December – Ongoing contact with schools to advise on various aspects of the programme and co-ordination of the delivery of schools workshop/mentoring sessions to participant schools.

January – March - Co-ordination of the delivery of a more intensive session with only those who are serious about progressing to the county final which will be delivered by a specified panel of mentors. A requirement possibly of shortlisting entries per category, per school in advance of the county final.

Final work on business reports and posters to judges for county finals, assist on business reports and posters with county winners to cover team interview and display stand/Powerpoint Presentations. Finalists come together to make a pitch at the onsite or online county final, the winners of which must be supported to the online national final.

March – May – Additional work and co-ordination with assigned panel of mentors for the delivery of onsite/online visits with county final winners to prepare for the online national final. National finals, general evaluation of the programme and provision of the final report for the LEO.

We anticipate and aim for participation levels of circa 21 schools for the year 2021/2022. When preparing your tender submission, please provide a detailed breakdown of programme delivery and costings for the co-ordination for both onsite and online delivery options.

As previously stated, we anticipate that there will be participation levels of circa 21 schools. LEO Mayo cannot guarantee what the uptake will be in 2021 so if the participating rates increases or decreases greatly, then LEO Mayo reserves the right to renegotiate the rate on a pro rata basis.

The proposal must be accompanied by:

1. CV outlining relevant qualifications, background & experience
2. Evidence of your current professional indemnity and public liability insurance policies
3. Reference number to access a current Tax Clearance Certificate

All submissions will be evaluated and ranked in accordance with the following criteria;

- (a) Co-ordination of Programme Delivery - Comprehensiveness and quality of the co-ordination of programme delivery to address the needs and requirements of the students/teachers. Clearly demonstrate and outline on how you will co-ordinate the delivery the programme for both onsite and online delivery options (70%)
- (b) Cost of Programme - Overall cost for the co-ordination and administration of the delivery of the Student Enterprise Programme in County Mayo including a breakdown for both onsite and online delivery options (30%)

Please submit a digital version of your proposal, along with the required supplementary information to leoprocurement@mayococo.ie Hard copies should be posted to Local Enterprise Office Mayo, Mayo House, Moneen Road, Castlebar, County Mayo F23 no later than **4.00 p.m. on Monday 26th July 2021**. Proposals received after that date or incomplete proposals will not be considered.

If you have any queries about the process, please do not hesitate to contact the office on 094 906 4299.

Yours sincerely,

Elaine Moyles
A/Head of Enterprise

FREEDOM OF INFORMATION/CONFIDENTIALITY

Local Enterprise Office Mayo undertakes to use its best endeavours to hold confidential any information provided by respondents, subject to its obligations under law, including the Freedom of Information Acts, 1997 and 2003.

Respondents who wish that any of the information supplied in their tender should not be disclosed should identify this sensitive information clearly and specify the reason for its sensitivity. Local Enterprise Office Mayo will consult such respondents before making a decision on disclosure of the information concerned on foot of any relevant Freedom of Information request, which may be received.

Local Enterprise Office Mayo also requires that all information made available to the preferred tender in the course of this project be treated in strict confidence unless indicated otherwise in particular instances.

Data Protection:

The Local Enterprise Office is committed to protecting and respecting your privacy. Our Data Protection Notice tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us. Please refer to <https://www.localenterprise.ie/Mayo/Legal/> for copies of our privacy notices.