

Invitation to Quote to Facilitate Sligo Women in Business Programme



Terms of Reference

Introduction

Local Enterprise Office is seeking quotations the facilitation and management of Sligo Women in Business Network for a twelve month period.

Local Enterprise Office Sligo

The 2012 Action Plan for Jobs set out a series of measures to deliver an enhanced, expanded and more integrated support service for micro and small business. As part of these reforms new Local Enterprise Offices (LEOs) have been created within Local Authorities and the 35 existing County & City Enterprise Boards have been dissolved. The new Local Enterprise Offices will build on the significant achievements of the County and City Enterprise Boards to date and we will continue to offer an expanded range of supports through Local Enterprise Office Sligo.

Background to project

Research has shown that women see business start up as a way out of poverty, as a supplement to family income, a remedy to job loss or a remedy to the 'glass ceiling' etc. Compared to male owned businesses, women's businesses are under-capitalised and suffer from poorer access to human and social capital. Before entering self-employment and business ownership, women have less managerial experience, inferior access to finance and other networks and, as a result of wages differentials, less capital to invest in their business.

There is an ongoing need for 'women only' initiatives to be added to the general system of enterprise provision, targeting specific issues and plugging the identified gaps which are currently present. Women in Enterprise Programmes have been proven to be successful when designed to assist women to undertake the personal transition to set up or expand in business.

Summary

The Board is seeking quotations for the facilitation and management of the network for a twelve month period

The responsibilities of the contract are as follows:

1. Facilitation of twelve monthly network meetings to cover arrangement of topics, speakers, group networking and venue.
2. Contacting database of over 300 members of meetings through e-mail/post of meetings and topics and other information relevant to female entrepreneurs.
3. On-going management of Women in Business database.
4. Ongoing communication and assistance with female entrepreneur queries
5. Monthly reports of meetings held and feedback on future supports for Women in Business.
6. Promotion of the network to include liaison with local media and regular preparation of press releases.
7. Updating of SWIBN website.
8. Management and updating of all SWIBN Social media sites including Facebook, LinkedIn SWIBN group, Twitter etc.
9. All administration costs associated with the above.

Objective of Programme:

The objective is to provide network supports for women in existing business and women considering starting in business.

Duration of Programme:

Proposed start date: March 2016

Proposed completion date: March 2017

Please note that future contracts are dependent on funding being available to the Local Enterprise Office.

Method of delivery of programme

The actions set out in the above will be carried out by a consultancy that will be charged with the facilitation and reporting to Local Enterprise Office Sligo. The type of business will be determined by the evaluation process but will take the form of a consultancy preferably with experience in the delivery of 'women focused' programmes and/or enterprise related programmes. The Board may have a direct involvement in determining the programme content and the most appropriate methods of delivery.

Structure of proposal

Please include the following in the quotation document

1. Background/profile of applicant
2. Details of relevant projects carried out by applicant
3. Proposed actions of applicant throughout project
4. Total project cost of delivery of programme

Deadline for Submissions

Submissions must be received by midnight Friday 29th January 2016. Submissions marked 'SWIBN Facilitation' to be e-mailed to localenterprise@sligococo.ie or posted to:

Local Enterprise Office
City Hall
Quay Street
Sligo

Freedom of Information/Confidentiality

Local Enterprise Office Sligo undertakes to use its best endeavors 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 quotation should not be disclosed should identify this sensitive information clearly and specify the reason for its sensitivity. Local Enterprise Office Sligo 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 Sligo also requires that all information made available to the successful applicant during the course of this project be treated in strict confidence unless indicated otherwise in particular instances.

Notes

1. Those submitting a quotation should include costs for the full delivery of the programme and provide a breakdown for each element of the programme.
2. All quotations for the programme should include any VAT element or show the VAT element.
3. Programme costs should include all travel, subsistence etc.
4. Programme costs should include any meetings with and reporting to the Local Enterprise Office.
5. Those submitting will be required to ensure that at all material times there is in force an adequate policy of Professional Indemnity Insurance. The trainer will not make any claim against the Local Enterprise Office in respect of any injuries or other losses suffered during the course of the training.

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