



Invitation to Tender: Facilitator for Capacity Building Seminars for Programme Refugees's Service Providers

Project Name: STIRE

Contact Person: Maria Gonzalez

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1. Purpose of the Project

In 2019, Development Perspectives as part of a consortium of European partners received funding from the European Union's Asylum, Migration and Integration Fund (AMIF) for our 'Supporting the Integration of the Resettled' project, also known as [STIRE](#). The overall goal of STIRE is to foster the integration of Third Country Nationals (TCNs) into their respective host communities in Austria, Ireland, Croatia, Italy, Romania and Slovenia by contributing to their support pre-departure and post-arrival, capacity building in the receiving communities and promoting cooperation and partnership between resettled TCNs and host communities in different ways.

2. About us: Development Perspectives

Development Perspectives (DP) is an independent Development Education non-governmental organisation (NGO) and registered charity (CHY 18555). Based in Drogheda, Co. Louth, Development Perspectives works both nationally and internationally, with the mission to contribute to lessening poverty, inequality and climate change through transformative education and active global citizenship.

3. Background and Rationale of the Project

When people that go through the resettlement process (programme refugees) move into a new country and community, they are in a position of great need for accurate information and appropriate services that can guide them to a rightful integration into their communities. One of the STIRE project objectives is to strengthen the capacity and knowledge of service providers of refugees in order to enhance their understanding of cultural differences and



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intercultural skills. Based on this, a needs analysis (research) was completed in 2019 through focus groups and one to one interviews to identify what were the needs of service providers in order to be better prepared to support programme refugees in their integration process. With the research results, the STIRE team developed a curricula which has been adapted into the Irish context. This activity now aims at delivering this curricula through 3 different capacity building seminars. Host communities will benefit through increased intercultural competence of people working with TCNs and community development and diversity will be enhanced.

4. Deliverables of the consultant

- To support the DP team in the planning and organisation of the seminars
- To facilitate the three seminars having a participatory approach. It is envisaged that each workshop would last 1 full day
- To make an evaluation report after the seminars

Please note: the consultant won't have the responsibility of creative input. As content curricula and evaluation template will be provided, the consultant will only need to facilitate the seminar.

5. Target Groups of the Seminars

- Decision makers
- Community multipliers
- Volunteers
- Other Service providers

THE METHODS AND WORKSHOP STRUCTURE

The same methodology will be applied in each workshop. Non-formal approach will be used in order to express themselves and to create a good atmosphere within the group. A group session using the participatory learning in action methodology was chosen for implementation. This was to ensure that participation was maximized, language issues were minimized and that weighting of issues was considered.



A sample workshop outline can be found below. Tenders which have a different workshop structure are also welcome once they reach the objectives of the project.

Seminar Outline			
Duration	Module Name	Hours	Materials
1 full time day	Culture	2	Sheets of paper; Pens; Flip-chart; Cardboards; Scissors
	Interculturality	2	
	Communication	2	

RESPONSIBILITIES OF THE CONSULTANT

The successful candidate will be responsible for:

- Supporting the planning of the three capacity building seminars
- Supporting the recruitment of participants for the seminars
- Delivering the three capacity building seminars
- Develop the evaluation report

6. Reporting and Contract Arrangements

The contract for this work is between the chosen consultant and Development Perspectives, whose point of contact is Maria Gonzalez (Project Coordinator).

Support

Three meetings will be scheduled between the Project Coordinator/s and the consultant – beginning of the contract, mid-way and following completion of draft. Ideally, these will be done in person but Skype calls can also be arranged.

Timeline

The timeframe and key milestones for this consultancy are:

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- **Deadline for application: March 16th, 2020**
- Decision on Tender: March 25th, 2020
- Commencement of work: April 1st, 2020
- Completion of final seminar workshop and evaluation: Mid June, 2020

7. Budget

The tender should include the proposed daily rate, which should include all labour costs, attendance at meetings (up to three meetings in Drogheda/Dublin), costs related to recruiting participants and any other expenses. The total fee should be inclusive of appropriate VAT and the successful tender will need to submit a Tax Clearance Certificate from the Irish Revenue Commissioners within 7 days of offer. No contract will be awarded until a Tax Clearance Certificate is received. Price increases during the term of contract will not be accepted. All costs must be quoted in Euro. Other costs not included in the proposal and that arise during the work must be approved by Development Perspectives before being incurred and in order to consider eligibility. The cost stated must be the best and full offer. Please note errors will not be corrected.

Payment breakdown

Payments will be made on receipt of invoices:

- Payment one: Instalment one will be paid at the beginning of the contract.
- Payment two: Instalment two will be paid on the successful completion of the report.

8. Skills and Qualifications

Skills & Experience

- Facilitation skills
- Experience working with migrants communities and service providers

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9. Award Criteria

The contract will be awarded from the qualifying tender in accordance with the award criteria set out below:

- Approach and proposed methodology (20%).
- Experience/qualifications of key personnel (30%).
- Experience of similar projects (40%).
- Price (20%).

Development Perspectives is not bound to accept the lowest tender or any tendered offered.

10. Tender Methodology

Please submit your CV and your tender proposal under the following headings:

1. Contact information
2. Relevant experience
3. Proposed methodology
4. Work plan including timeframe
5. Budget – including daily rate of consultant
6. Two references (including telephone numbers and emails)

Maximum tender document: 4 pages

Deadline for receipt of applications: 5pm on the March 16th, 2020

Commencement of work: April 2020

Submit to: maria@developmentperspectives.ie with the subject line 'STIRE Seminar Facilitation Tender'.

Tenders that are delivered late or incomplete will not be considered. Tenders should be received at the above email address by March 16th 2020. Please note that the successful consultant will be required to overview DP's code of conduct about working with vulnerable populations and follow DP's safeguarding policy.





11. Further Information

Any questions regarding this request for tender can be directed by email to: paul@developmentperspectives.ie or maria@developmentperspectives.ie

