

## Invitation to Tender

### 1. CONTRACT SPECIFICATION

#### European Projects Co-ordinator

**Reporting To:** Head of Innovation & Development Programmes

#### **Context:**

The Design and Crafts Council of Ireland recently received funding for two European Projects:

1. **CRAFTSCODE** – is funded under Interreg V and aims to affect regional and national policies to increase the level of innovation and access to appropriate supports for craft based SMEs. The Design & Crafts Council of Ireland are leading on the communication and dissemination plan for the project.

<https://www.interregeurope.eu/craftscore/>

Project partners include:

- Municipality of Florence IT (Lead Partner)
- Vaasa University of Applied Sciences, Finland
- Artesis Plantijn University College Antwerp
- EOI Foundation, Madrid
- Budapest Foundation for Enterprise Promotion
- RAM Central Stara Planina

2. **CRAFTING EUROPE** – is funded through Creative Europe. Its activities will strengthen the professional and business capacity of creative craft entrepreneurs, makers, micro and small businesses and craft organisations through co-operation and policy development. The Design & Crafts Council of Ireland are the lead partner for this project.

The partnership is comprised as follows:

- Design & Crafts Council Ireland (Lead Partner)
- Artex, Italy
- Crafts Council, UK
- Limerick School of Art and Design, Ireland
- Centro de Formacao Profissional para o Artesanato e Patrimonio, Portugal
- Fundación Escuela de Organización Industrial, Spain
- Crafts Council, Netherlands
- Handicraft Chamber of Ukraine
- Georgian Arts and Cultural Centre, Georgia

**Contract Type:** Independent Contractor

Contract may be issued to one individual as a full-time contract or as two separate part-time contracts to two individuals' dependant on the nature and type of

applications.

Applicants may apply for a full-time (5 days or 39 hours per week) or part-time role, (2.5 days or 19.5 hours per week)

Applicants applying for a part-time role are asked to indicate which project they are applying to manage. i.e. CRAFTSCODE or Crafting Europe.

**Duration:** September 30<sup>th</sup> 2019 – November 30<sup>th</sup> 2022

**Location:** Contractor may work remotely but will be required to report from time to time in person to the Design and Crafts Council of Ireland at Castle Yard, Kilkenny. This role will involve international travel.

## **2. OBJECTIVE OF INVITATION TO TENDER**

The Design & Crafts Council of Ireland (DCCol), wish to contract a dynamic project co-ordinator to oversee the delivery and administration of two European funded projects: **CRAFTSCODE** and **Crafting Europe** that have recently received funding through Interreg and Creative Europe respectively. Key responsibilities will include:

- Oversight and co-ordination of the communication and dissemination plan for **CRAFTSCODE**
- The management of and co-ordination of activities for **Crafting Europe** on behalf of DCCol, the project lead.

## **3. TASKS**

### **Common to both projects**

- The day to day co-ordination of both projects
- Preparation and submission of regular progress reports based on project deliverables
- Management of project partners to ensure effective communication and delivery
- Management of project events and meetings in line with project objectives, budgets and timelines
- Communicate and animate interest in the projects at local, national and international levels.

### **TASKS SPECIFIC TO CRAFTSCODE**

- Development of a communications plan to ensure effective dissemination of the project across print and on-line media
- Regular updating of the CRAFTSCODE website
- Co-ordination and preparation of media content – videos, blogs, podcasts, animations etc.
- Management of social media accounts
- Development of project press kit and press releases as appropriate

### **TASKS SPECIFIC TO CRAFTING EUROPE**

- Work with the Head of Innovation in the overall delivery and realisation of the project
- Work directly with project partners to co-ordinate project activities
- Develop a procedures and compliance manual to ensure effective delivery of the project

- Development and submission of interim and final reports
- Monitor and co-ordinate paperwork for financial claims
- Work with the Finance manager on submission of financial claims to Managing Authority

#### **4. REQUIREMENTS**

- A good understanding and working knowledge of European programmes
- Experience in delivery of previous EU programmes
- Knowledge of current DCCoI strategy and craft sector
- Excellent organisational and project management, communication and public relations skills.
- Excellent people and interpersonal skills with the ability to work on one's own initiative and in teams.
- Ability to manage and devise action plans and workflows to ensure timely delivery of objectives.
- Driving license and own transport.
- Willingness to travel internationally.

#### **Desirable**

- Fluency in English and working knowledge of 1 or more languages
- Understanding and knowledge of the craft and design sectors is desirable
- A high level of initiative, energy and motivation

#### **5. TIMELINE**

The timeline for this project is as follows:

Issue of tender:	<b>Wednesday, 21<sup>st</sup> August, 2019</b>
Deadline for submission of tenders:	<b>Monday, 23<sup>rd</sup> September, 2019</b>
Appointment of contract:	<b>Monday, 30<sup>th</sup> September 2019</b>

#### **6. AWARD CRITERIA**

The contract will be awarded from the qualifying tenders on the basis of the proposed approach to meeting the brief outlined and range and depth of previous relevant experience and cost effectiveness.

#### **7. FORMAT OF TENDER**

The tender must contain the following information:

- a) Outline of experience in the administration and delivery of relevant programmes and projects
- b) Your C.V. detailing relevant qualifications, skills and experience
- c) A breakdown of the overall cost for the contract including annual rate

## 8. DELIVERY

Delivery 30<sup>th</sup> September 2019 – 30<sup>th</sup> November 2022

## 9. BUDGET

The indicative budget for this contract is €45,000 - €60,000 per annum for the duration of the contract.

The fee will cover all delivery costs along with contractors' service administration expenses incurred, **including** office rental, equipment, energy costs, telephone expenses, travel to and from DCCol offices and daily subsistence costs. But **excluding** overnight travel and accommodation costs within Ireland and overnight accommodation and subsistence costs and international travel costs.

## 10. SELECTION CRITERIA

The successful tenderer will be required to provide a current Tax Clearance Certificate and all appropriate insurances. Tenders must be able to demonstrate prior relevant experience in the successful execution and delivery of equivalent projects.

Tenders will be evaluated on the following criteria:

	Criteria	Weighting
1.	Understanding and Interpretation of the contract. Overall suitability to fulfil stated requirements	40
2.	Relevant prior experience detailing key expertise	30
3.	Price	30
		100

**Tender responses** should address each of the award criteria as well as the contract specifications comprehensively.

## 11. TENDER PROCEDURE

Queries relating to this tender should be submitted to Louise Allen, Head of Innovation and Development Programmes

Contact email: [louise@dccoie.ie](mailto:louise@dccoie.ie)

**Cut-off for receipt of queries is 5pm on Friday 6<sup>th</sup> September, 2019**

All queries will be answered in one document thereafter.

**Proposals must be submitted by email along with a copy of your CV to:**

Louise Allen, Head of Innovation and Development Programmes

Contact email: [louise@dccoie.ie](mailto:louise@dccoie.ie)

**By: Monday, 23<sup>rd</sup> September, 2019**

**Contact Address:** The Design & Crafts Council of Ireland, Castle Yard, Kilkenny.

## **11. CONTRACT TERMS**

Payment terms are 30 days from receipt of invoice.

Contract is issued subject to the availability of funding on an annual basis.

**About DCCol:** The Design & Crafts Council of Ireland (DCCol) is the representative voice and main champion of the design and craft industry in Ireland, representing all disciplines of craft practitioners and product related designers. Its objectives are to foster the growth and commercial strength of the design and craft sector, communicate its unique identity and stimulate quality, design, innovation and competitiveness. It is funded by the Department of Jobs, Enterprise & Innovation through Enterprise Ireland. Further information on DCCol is available at [www.dccoi.ie](http://www.dccoi.ie)