

**Call for Mentors for Go-2-Tender Programme**

**Guidance Pack for applicants**

**Key Guidance Notes**

1. InterTradeIreland is seeking to provide Public Tendering mentor support to eligible Small and Medium Enterprises (SMEs) throughout Northern Ireland and Ireland.
2. InterTradeIreland is seeking to establish and publish a register of approved consultants that businesses can then select from to undertake the work. Consultants will need to have experience in Public Sector tendering in Ireland and Northern Ireland.
3. The register of approved consultants will be published on the InterTradeIreland website; www.intertradeireland.com. A copy of the register will be supplied to those businesses that apply and are approved for a mentoring package support. It is the responsibility of the business to engage directly with a consultant.
4. When submitting a request to be included on the published list, consultants will be required to declare they have sufficient resource and the capacity to deliver promptly and professionally on the work within the timeframes and in accordance with the Terms of Reference.
5. The daily rate is £625 per day or €equivalent. This rate is inclusive of travel and subsistence and all out of pocket expenses. If an hourly rate is used this will be subject to a maximum of £83 per hour on the basis of a 7.5 hour working day.
6. Consultants will be limited to max of 45days work per annum for the mentor list.
7. A request to be included on the register of approved consultants must be made for each individual consultant. Firm or company wide requests will not be considered.
8. Once the Conclusion report and company feedback have been received and approved, Consultants should provide a schedule to their invoice that lists; the number of days worked and tasks undertaken.
9. The criteria for inclusion on the approved list is set out below. This is subject to a Pass/Fail assessment as detailed in Appendix 1 below:
	1. At least 3 years’ experience in the last 5 years of delivering one to one public tender bespoke mentoring support and assistance to SMEs on an all-island and/or cross border basis.
	2. Completed and returned Sectoral Matrix as detailed at Appendix 2
	3. Signed and returned declarations as detailed at Appendix 3
	4. Signed and returned Code of Conduct as detailed at Appendix 4
10. Appendix 2 details the sectors that the Consultant has relevant work experience and must be completed and returned with the Application.
11. Appendix 3 details Declarations and Appendix 4 details the Code of Conduct for working with InterTradeIreland; both forms must be signed and returned with the Application for inclusion on the approved list of consultants.
12. To ensure a comprehensive choice for companies when the programme opens to applications, consultants are encouraged to apply by 5pm on Friday 9 October 2020. InterTradeIreland will review and assess all requests for inclusion received by Friday 16 October. Consultants will be informed if they have been approved during the week commencing 19 October 2020.
13. Consultants can continue to submit requests to be included on a published list at any point up to 5pm on Friday 20th November 2020. InterTradeIreland will review and assess later applications by the Friday of the week following the submission of a consultant’s request.
14. A Panel at InterTradeIreland will be responsible for assessing requests to be included on the approved list.

Enquires and completed applications should be emailed to: **tendering@Intertradeireland.com**

APPENDIX 1

REQUESTS FOR INCLUSION: CONSULTANT BIO, WORK EXPERIENCE, SKILLS MATRIX AND DECLARATIONS

**Consultant bio**

The consultant bio and corresponding work experience examples. Each work experience example should be a maximum of 300 words. Individual candidates should structure their responses as follows:

* Consultant’s name
* Company Name
* Address, Town, County, Postcode/Eircode
* Phone numbers; Office and Mobile
* Email
* VAT No. (if applicable)
* Tax Clearance certificate number and expiry date (Ireland based consultants only)
* Number of years working with SME’s in an advisory capacity
* Number of years working with SME’s in a public tendering advisory capacity

**Work experience**Each consultant must provide work experience examples to demonstrate their experience of meeting the service requirements of this register. Examples should be provided for each category of expertise selected in the skills matrix (appendix 2) e.g. If “Consortia Development” is selected as a skill, you must provide a work example/s to support this. Examples should reflect the specific experience of the nominated consultant and not the overall track record of the firm or company. Each example must also be structured to cover the details of the assignment including:

* Company background including number of employees, sector and location.
* A summary of the services provided by the nominated consultant; Type of contract, location of contract, was it a cross border opportunity etc.
* Date the assignment commenced and the date the assignment was completed.
* Measurable outcomes to the company as a direct result of the assignment.
* The specific role of the nominated consultant.

Each work experience example should be a maximum of 300 words

The criteria for inclusion on the approved list is set out below. This is subject to a Pass/Fail criteria and each criterion will be scored as follows:

1. At least 3 years’ experience in the last 5 years delivering one to one public tender bespoke mentoring support and assistance to SMEs on an all-island and/or cross border basis.

**Pass:** Where a consultant provides examples to support the skills identified in the skills matrix undertaken in September 2015 or later, which meet the requirements of the guidance detailed under “work experience” above.

**Fail:** Where a consultant does not provide examples to support the skills identified in the skills matrix undertaken in September 2015 or later and/or the examples provided do not meet the requirements of the guidance detailed under “work experience” above.

1. Completed Skills Matrix.

**Pass:** Application includes a completed and signed return of the Information Declarations as at Appendix 2.
**Fail:** Application submission does not include a completed and signed return of the Information Declarations as at Appendix 2.

1. Signed and returned Declarations.

**Pass:** Application includes a completed and signed return of the Information Declarations as at Appendix 3.
**Fail:** Application submission does not include a completed and signed return of the Information Declarations as at appendix 3.

1. Signed and returned Declarations.

**Pass:** Application includes a completed and signed return of the Code of Conduct as at Appendix 4.
**Fail:** Application submission does not include a completed and signed return of the Information Declarations as at appendix 4.

APPENDIX 2

SKILLS MATRIX

| **SECTOR OF EXPERTISE** | **YES / NO** | **EXAMPLE PROVIDED****YES/NO** |
| --- | --- | --- |
| Construction & FM |  |  |
| Supplies & Services |  |  |
| ICT |  |  |
| Utilities |  |  |
| Health & Pharma |  |  |
| Print and Stationery |  |  |
| Defence and Security |  |  |
| Education |  |  |
| Fleet and Plant |  |  |
| HR and Travel |  |  |
| Marketing and Print |  |  |
| Consortia Development |  |  |
| Other, please specify: |  |  |

APPENDIX 3

DECLARATIONS

INFORMATION DECLARATION

1. I, the undersigned, confirm that all information included within this request is accurate. I understand and agree that the inclusion of information found to be false or misleading may result in exclusion from the published list.
2. I, the undersigned, undertake to notify InterTradeIreland if there are any changes to the information provided during the course of appointment to the published list.
3. I, the undersigned, confirm that, either as an individual or company, I have and will maintain professional indemnity insurance of one million pounds (£1,000,000) during the period of appointment to the published list.
4. I, the undersigned, confirm that I will only undertake an assignment where I have sufficient full-time resource and the capacity to deliver promptly and professionally on the work within the timeframes and in accordance with the Terms of Reference.
5. I, the undersigned, confirm that I understand the register of approved consultants, including their names and contact details, will be published on the InterTradeIreland website www.intertradeireland.com for the duration of the programme.

Signed by

Print name

Date

APPENDIX 4

**Code of Conduct**

All Service Providers must read and comply with the following Code of Conduct for work carried out under this InterTradeIreland Programme.

**Service Provider name**

**As a Service Provider on the InterTradeIreland Go-2-Tender Mentoring panel. I agree to:**

1. Hold in the strictest of confidence, any and all information of a confidential and sensitive nature and not to disclose in any way directly or indirectly any such privileged information to any person or persons that may damage or cause any loss to the first party or in any way erode the integrity of the InterTradeIreland Programme Service and the relationship with small businesses.

 Agree

2. Not to gain professionally, financially or personally from any information received in the course of any assignment you undertake on the programme.

 Agree

3. Only undertake the work necessary to achieve the objectives for the project assigned to me.

 Agree

4. Immediately disclose any personal, professional, financial or conflict of interest that arise.

 Agree

5. Be straightforward and professional in all my business dealings while engaged in any work on the above programme.

 Agree

6. At all times to uphold lawful policies, practices and procedures and seek to enhance them in the interests of good practice.

 Agree

7. At all times to act in a manner that supports the overall objectives of InterTradeIreland.

 Agree

8. Ensure that I have in place the necessary professional qualifications, skills and experience to carry out the work assigned to me on the programme.

 Agree

9. Refrain from soliciting companies on the programme for any commercial benefit or purpose. This in particular refers to any information yielded through interaction with small businesses that may identify issues within those businesses. This does not preclude the small businesses from engaging a third party should they wish to do so.

 Agree

10. Not to engage with any party in respect of finders or referral fees. Any engagement in this area will result in immediate removal from all InterTradeIreland Panels.

 Agree

11. Use due diligence and exercise high standards of timeliness, appropriateness and accuracy in the information and advice provided to companies.

 Agree

12. Act within the law and not encourage, assist or act in collusion with employers, employees or others who may be engaged in unlawful conduct.

 Agree

13. Conduct all activities with the highest levels of integrity and ethical business behaviour at all times.

 Agree

14. Comply with all reasonable requests made by the InterTradeIreland for information to assist an investigation into any possible breach of this Code.

 Agree

15. Comply with the InterTradeIreland Data Protection Policy that reflects GDPR regulations. You should note that not only will you be required to comply fully with the policies, but also to ensure that any third parties or others within your organisation that work on the mentoring assignment or whom you share data with are also compliant with the InterTradeIreland Data Protection Policy. Please see full details on our website: [InterTradeIreland privacy policy](https://intertradeireland.com/site-pages/privacy-policy/)

 Agree

16. InterTradeIreland reserves the right to remove any Service Provider from the approved list if there is a failure to provide a high standard of work on the delivery of the project or any of the above conditions are not adhered to.

 Agree

17. InterTradeIreland reserves the right to withhold payment to a Service Provider until all work is completed to a satisfactory standard.

 Agree

18. **Declaration**

I the undersigned have read and understood the above Code of Conduct and agree to abide by it at all times

Signed by

Print name

Date