

Mentor Lot	
Date Received	
Time Received	
App Ref No	

**Application Form**

**Local Enterprise Office, Tipperary Mentor Panel 2019-2020**

1. Mentor Lot : (Please complete this form **for each lot tendered**)

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2. Mentor/Company Contact Details:

<b>Name:</b>	
<b>Business Name</b>	
<b>Postal Address:</b>	
<b>Eircode</b>	
<b>Email address</b>	
<b>Contact Phone Number</b>	
<b>Website if available</b>	
<b>Tax Access Number</b>	
<b>Company Registration Number if applicable</b>	
<b>VAT Registration Number if applicable</b>	
<b>Contact person and contact information for this tender submission (if different from above)</b>	

### 3. Areas of expertise

Please select (tick) a maximum of 6 competencies below and indicate under the Experience in selected Competencies further own in this document, samples of recent work relevant to the proposed mentoring services for the competencies that you tick below:

Accounting Software		Legal	
Accounting/Bookkeeping		Market Research	
Branding		Marketing	
Business Planning		Negotiation Skills	
Costing/Pricing		Networking	
Customer Care		Presentation Skills	
Digital Marketing		Problem Solving	
Distribution		Product Design	
Employee Retention		Production	
Environmental Management Systems		Project Management	
Exporting		Raising Finance	
Family Business		Sales	
Financial Management		Social Media for Business	
Information Technology		Strategic Planning	
Franchising		Taxation/VAT	
Human Resources		Tendering /Procurement	
Intellectual Property		Time Management	
Interviewing and Recruitment		Web Optimisation	
Leadership Skills		Sourcing	
Animation		Gaming	
Creative/ Multimedia		Graphic design	
Other (detail areas not included in the above)			

### 4. Sector Specific Expertise (note this section will not be scored – for information purposes only)

Business Services		Financial Services	
Clothing/Fashion		Food Sector	
Communication, Media and Entertainment Services		Manufacturing	
Craft/Design		Medical Devices	
Customer Services		Online Trading/Ecommerce	
Digital Sector		Packaging Manufacturing	
Education		Retail/Hospitality	
Electronics		Software/IT	
Engineering		Tourism	
Environment/Green Technologies		E Commerce	
Other			



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## 5. Previous Experience:

Applicants must demonstrate that they have successfully delivered business mentoring services/training and development services in organisations of a comparable scale and complexity to LEO, Tipperary. Evidence must be provided of the successful delivery of three mentoring sessions within the previous five years.

Date	Contracting Organisation	Details of contact person in contracting organisation	
		Name	
		Position	
		Phone	
		Email	
Comprehensive details of contract / service provided demonstrating comparability with subject matter of panel in question.			

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# Local Enterprise Office

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## 6. Experience in selected Competencies:

Competency	Justify why this is your chosen competency. Detail your experience/qualifications in this competency.



# Local Enterprise Office


### 7. Optional Voluntary Educational Support:

Please indicate your willingness to partake in a voluntary education panel for the Tipperary Schools Enterprise Programme i.e. activities include in-schools talks, trade fair, judging competitions/events, other educational activities.

YES
NO

### 8. Please provide details of two referees

Referee 1	Referee 2
<b>Name</b>	<b>Name</b>
<b>Email</b>	<b>Email</b>
<b>Phone</b>	<b>Phone</b>

**9. Rates offered and services required: (Please tick services you are interested in delivering)**

Type of Mentoring and experience required	Rates	Tick this box if you are interested in providing this service
<p><b>LEO, Tipperary General Mentoring Programme</b></p> <p>Generally 9 hours are allocated to a client to be spread over 3 mentor sessions.</p>	<p>€ 58 per hour. This can include phone and email correspondence undertaken between face-to-face meetings. Note: mileage cannot be charged for, as all assignments take place in the Tipperary area.</p>	
<p><b>Business Advice Clinic Days</b></p> <p>Our Business Advice Clinics provide our clients with one to one business advice. 6 client meetings are held over the course of a Business Advice Clinic day.</p> <p>We require a panel of approx. 6 mentors with broad business skills and experience, excellent communication skills, understanding of financial planning and financial accounting, and ability to deal with a broad range of business types and stages from a variety of sectors. Applicants will be assessed for competencies required to provide this service through their application form and CV.</p> <p>Applicants interested in providing this service must have the flexibility to be available for a number of full-days throughout the year.</p>	<p>€ 58 per hour. 6 client meetings during a business advice clinic day. Current day fee is € 435 to cover 6 – one-hour sessions with clients and including breaks.</p>	
<p><b>Microfinance Ireland Applicant</b></p>	<p>€ 58 per hour up to a maximum of 4-</p>	



# Local Enterprise Office

<p><b>Mentoring</b></p> <p>The Local Enterprise Offices process applications for MFI loans on behalf of clients and clients often require assistance in the preparation of their applications, in particular in relation to their business plan and financial projections.</p> <p>We require a panel of 2-3 mentors with extensive knowledge of the requirements of lending institutions, and the required financial training/qualifications/experience to enable them to assist with the preparation of financial projections and business plans.</p> <p>Applicants will be assessed for competencies required to provide this service through their application form and CV.</p>	<p>hours per client.</p>	
<p><b><u>Specialist Other</u></b></p>	<p>Please Define Rate applicable including rate per hour and maximum day rate</p>	

## 9. Availability

All County Tipperary <input type="checkbox"/>	North Tipperary only <input type="checkbox"/>	South Tipperary only <input type="checkbox"/>
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## **10. Proposal Checklist - proposal submitted must include the following information:-**

- A profile of your company/ training entity.
- An outline of the programme to be delivered.
- Tipperary Local Enterprise Office reserves the right to end a contract if in its professional opinion the quality of work produced by the mentor is of an unacceptable standard, the mentor fails to meet agreed deadlines or in the event of misconduct.
- Mentors selected and appointed to the delivery panel require the prior approval in writing of the Local Enterprise Office to substitute mentors. Sub Contracting is not permitted under any circumstances.
- Tax Clearance Certificate or Tax Access Number
- Professional Indemnity Insurance
- Health and Safety Statement
- All questions on application form completed

	Yes	No
1. Do any trading/consulting restrictions apply to you?		

### Declaration

I declare, that to the best of my knowledge, the facts are true and accurate and will form the basis of my business relationship with the Local Enterprise Office or any of its partner organisations. I further declare that I am free from any commercial agreements or considerations which might in any way affect the impartiality of any judgments or recommendations relating to client development projects, unless admitted in writing prior to carrying out any work being supported through the Local Enterprise Office.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name (Block Capitals)

\_\_\_\_\_  
Date



**Enquiries:**

If you have any queries or require additional information please do not hesitate to contact Ms. Fiona Crotty (0761 06 6223).

**Submission of Tender:**

The closing date for submission of all applications **is 12 noon Wednesday 14<sup>th</sup> November 2018**

Applications can be submitted **by post** together with supporting documentation to

Mentor Panel 2019.2020  
Tipperary Local Enterprise Office,  
Ballingarrane House,  
Cahir Road,  
Clonmel,  
Co. Tipperary  
E91 E183

Or by **e-mailing** [quotations@leo.tipperarycoco.ie](mailto:quotations@leo.tipperarycoco.ie).

If you are submitting your application and supporting documentation by email please ensure that your name or company name together with the course reference is in the subject line of the email.

**Please Note:**

- (1) Quotations received after the closing deadline will not under any circumstances be considered.
- (2) Only fully completed applications that have all the necessary supporting documentation enclosed will be considered.