

Invitation to Tender: Local Enterprise Office, Tipperary, Mentor Panel.

The Local Enterprise Office (LEO) Tipperary has the primary function of promoting enterprise and assisting the development of micro-businesses (businesses employing 1-10 employees) at local level. LEO supports include financial assistance (subject to eligibility), business advice, management development training, business to business networking and mentoring.

The Mentor Programme is designed to match up the knowledge, skills, insights and entrepreneurial capability of experienced business practitioners, with managers/owners of small businesses who need practical and strategic one to one advice and guidance.

The Local Enterprise Office, Tipperary would now like to invite experienced and qualified Business Mentors to tender for inclusion on our mentor panel. This is not an application for a position of employment. Successful applicants will engage with LEO, Tipperary as contractors for the supply of services.

The panel will be established for a 2-year period and during that time mentors will be selected from the panel for client mentoring assignments. Applications are invited from mentors with appropriate skills and experience who wish to be included in the LEO, Tipperary mentor panel. Selection criteria apply as outlined in this document and not all applicants may be awarded a place on the panel.

Role/Purpose:

The role of the mentor is to share wisdom gained from experience and learning. They help the clients explore their goals and ideas for the future and help them realistically appraise their current situation. As plans develop the role is to challenge and support the execution of the client's plans and to assist them keep track of their objectives.

Mentors are not encouraged to solve the problems for the client; rather to help clients develop the capability to solve their own problems. Mentors do not carry out the work on behalf of the client but can be a source of guidance and advice for them. The mentor may offer advice and opinion, but the mentor is not a consultant. Responsibility for decision-making rests solely with the client.

How the Mentor Programme Works:

Clients seeking a mentor complete a mentoring application form, informing their Local Enterprise Office of their specific mentoring need. Each request for a mentor from a client will be dealt with on an individual basis.

The selection of the mentor will be made by the LEO, Tipperary based on the type of mentoring required by the client/company and experience and expertise of the various mentors on their panel, to select the most suitable mentor available for the particular project. Where more than one expert mentor is identified as suitable, work will be allocated on a rotation selection basis.

Should assistance be required in more than one field of expertise, one or more mentors may be assigned to the client/company. However, the combined total number of mentor visits must not exceed that agreed.

During the mentor visits, the mentor will help the client/company to develop by advising and mentoring, helping to identify areas for improvement and assisting in developing an action plan and offering guidance in implementing such a plan.

The mentoring service is a professionally delivered service for which a payment at a **maximum pro rata rate of €175 per visit (€58 approx per hour)** lasting up to 3 hours excluding travel time shall be available to mentors for each visit related to an assignment. This rate is set nationally by Enterprise Ireland.

Each consultation/session is considered as being one mentor visit and the length of each visit will be up to 3 hours duration. The mentor shall provide the Local Enterprise Office with a typed report after each mentoring visit.

The Local Enterprise Office, Tipperary prohibits mentors from serving simultaneously as a mentor and as a paid consultant to a client/company.

Experience Required: The mentor will possess some or all of the following: -

- At least three years experience working in/or with micro-enterprise.
- Relevant managerial experience.
- Relevant experience working in an area where particular professional or technical skills may have been developed that are transferable to micro-enterprise.
- Previous experience of delivering mentoring assignments to micro-enterprise clients.
- Good knowledge of the business environment in Ireland, particularly around the supports available for the development of the micro-enterprise sector

Panel Requirements & Panel Duration:

- LEO Tipperary will form a panel of mentors who will be required to take on mentor assignments and be available for other assignments involving LEO, Tipperary activity.
- Applicants must provide evidence of professional indemnity insurance and a valid Irish Tax Clearance Certificate when requested.
- The panel will be established for a 2-year period subject to funding being available. Successful panel members will need to update their CVs/profiles annually should there be any changes to same.
- Mentors will be retained on the panel for the 2-year period, subject to satisfactory performance and professional behaviour. Should the LEO, Tipperary identify a gap in expertise in the panel during the 2-year period, mentors with the required expertise may be invited to apply for consideration for inclusion in the panel.
- Individual mentor performance will be monitored over the term of the contract and quality of service will be the main criteria for measuring performance. The successful tenderer will ensure an excellent quality of service, which will be measured by client satisfaction rankings and adherence to a Code of Conduct.
- Before the conclusion of the 2-year term, a review will take place which will examine current mentoring procedures and the performance of mentors on the panel.

Mentors will automatically be included on the subsequent panel, unless there are grounds for their removal based on performance evaluation.

- Note: each successful applicant will be provided with the Local Enterprise Office, Tipperary mentor manual and a Code of Conduct document.
- All mentors engaged by Tipperary Local Enterprise must submit a current Tax Clearance Certificate or equivalent ,
- All mentors engaged by Tipperary Local Enterprise must submit a copy professional indemnity insurance and
- All mentors engaged by Tipperary Local Enterprise must submit a copy of Health and Safety statement.
- Compliance with GDPR Regulations
- Professional Services Withholding Tax will apply
- Mentoring assignments work can be adhoc, with the timeline on some assignments spread over a couple of months, at the end of each visit a report template is provided which needs to be furnished with the invoice for payment. Client evaluation is required for each assignment.

Lot	Sector	Potential Business Clinics
Lot 1	Business Strategy	Agri Tourism, Alternative Farm Enterprise
	Business Strategy	Brexit Planning
	Business Strategy	Business Advisory & Training Services
	Business Strategy	Business Coaching
	Business Strategy	Business Development/food marketing
	Business Strategy	Business development/innovation
	Business Strategy	Business Management
	Business Strategy	Business Planning
	Business Strategy	Craft Business Marketing and PR
	Business Strategy	Craft Business Planning
	Business Strategy	Social Enterprise
	Corporate Organisation	Business skills development/Human Resource Management
	Corporate Organisation	Business Training Consultants
	Corporate Organisation	Communications
	Corporate Organisation	Corporate Identity
	Corporate Organisation	Event management
Lot 2	Corporate Organisation	HR & Recruitment
	Corporate Organisation	HR Consultant
	Corporate Organisation	HR Management
	Corporate Organisation	Legal services
	Corporate Organisation	Mentor consultancy/training
	Corporate Organisation	People Management, Conflict Resolution
	Corporate Organisation	Personal development/Life Coach
	Corporate Organisation	Training & performance Management
	Corporate Organisation	Training, safety, customer care
Lot 3	Distribution	Exporting/Sales & Marketing

Lot 4	Financial Planning	Accountancy
	Financial Planning	Finance, Business advice
	Financial Planning	Finance/Computerised Accounts
	Financial Planning	Finance/Costing/Pricing/Trouble Shooting/Restructuring
	Financial Planning	Financial Projections, Marketing, Business Plans
	Financial Planning	Microfinance
	Financial Planning	Project Management
	Financial Planning	Succession Planning/Taxation
	Financial Planning	Tax and Vat Obligations
	Financial Planning	Tenders
Lot 5	Information Technology	Digital Marketing/social media
	Information Technology	Graphic Design
	Information Technology	Gaming
	Information Technology	Animation
	Information Technology	Information Technology - social media
	Information Technology	Information Technology - website health check
	Information Technology	Management Systems
	Information Technology	Web Dev/SEO/Digital Marketing
	Information Technology	Web development
Lot 6	Marketing & Promotion	Design
	Marketing & Promotion	Digital Branding
	Marketing & Promotion	Digital Marketing
	Marketing & Promotion	Management Development
	Marketing & Promotion	Management Development/ sales/market research
	Marketing & Promotion	Marketing
	Marketing & Promotion	Marketing, Sales, Business advice
	Marketing & Promotion	Marketing/ Sales/ PR / Advertising
	Marketing & Promotion	Marketing/Business Plan
	Marketing & Promotion	Marketing/sales
	Marketing & Promotion	Media Production
	Marketing & Promotion	Public relations/marketing
	Marketing & Promotion	Tourism Consultant/sales & marketing
Lot 7	Production Planning	Engineering/Manufacturing
	Production Planning	Manufacturing and Innovation
	Production Planning	New Product Development
	Production Planning	Pharma Consultants
	Production Planning	Product Development
	Production Planning	Sourcing Raw Materials
	Production Planning	Idea Generation
	Production Planning	Innovation/ Product Development

Assessment Criteria:

- Applications will be assessed and mentors selected on the basis of the information submitted in response to the call for tender under the criteria below. Applicants must achieve the minimum score for each individual qualitative criterion for consideration.
- All applicants must complete and submit all required documentation by the closing date to be considered for the panel, even if LEO, Tipperary already has documentation on file or has used the applicant’s services as a mentor previously.

Mentor Recruitment Evaluation Form:

Award Criteria	Qualifications	Mentoring Competences	Work Experience	CEB Experience/ Other state agencies	Total Score	
Percentage Weighting	20%	30%	25%	25%	100%	
Base Score	40	60	50	50		
Multiplier 0= no evidence or info; 1=poor; 2=average, 3=good, 4=very good, 5=excellent					Max Score	
Maximum Score	200	300	250	250	1000	
Name/ Company Name					Total Score	Rank

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 14th 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.

If you are submitting your application and supporting documentation by email please ensure that your name or company name together with the specialist field 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.