

Mentor Lot	
Date Received	
Time Received	
App Ref No	

Local Enterprise Office Tipperary | Application Form | Mentor Panel 2024-2025

1. MENTOR LOT (Please complete this form for each lot tendered)

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2. MENTOR / COMPANY CONTACT DETAILS

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



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3. AREAS OF EXPERTISE

Please select (tick) a maximum of 6 competencies below and under “Experience in Selected Competencies” (further down in this document), indicate 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 & Prototype Development	
Employee Retention		Production - Food	
Environmental Management Systems		Production – Engineering & Fabrication	
Exporting		Project Management	
Family Business		Raising Finance	
Financial Management		Sales	
Information Technology		Social Media for Business	
Franchising		Strategic Planning	
Human Resources		Taxation/VAT	
Intellectual Property		Tendering /Procurement	
Interviewing and Recruitment		Time Management	
Leadership Skills		Web Optimisation	
Animation		Sourcing	
Creative/ Multimedia		Gaming	
Other (detail areas not included in the above)		Graphic design	

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	



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Engineering		Tourism	
Environment/Green Technologies		E Commerce	
Other			

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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		Name	
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		Phone	
		Email	
Comprehensive details of contract / service provided demonstrating comparability with subject matter of panel in question.			
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6. EXPERIENCE IN SELECTED COMPETENCIES

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

7. OPTIONAL VOLUNTARY EDUCATIONAL SUPPORT

Please indicate your willingness to partake in a voluntary education panel for the Tipperary Schools Enterprise Programme. 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
Name	Name
Email	Email
Phone	Phone

9. RATES OFFERED AND SERVICES REQUIRED (tick any services you are interested in providing)

Type of mentoring and required experience	Rates	Tick this box if you are interested in providing this service
LEO Tipperary General Mentoring Programme Usually, nine hours are allocated to a client, divided into three mentor visits / sessions.	€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 Co. Tipperary.	
LEO Tipperary Industry Specific Mentoring Programme	€900 per day maximum plus VAT Note: mileage cannot be charged for, as all assignments take place in Co. Tipperary.	
Business Advice Clinic Days Our Business Advice Clinics provide our clients with one to one business advice. Six client meetings are held over the course of a Business Advice Clinic day.	€58 per hour / €435 per day. Six client meetings, one hour each, take place during a Business Advice Clinic day.	



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<p>We require a panel of approximately six 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 days throughout the year.</p>		
<p>Microfinance Ireland Applicant Mentoring</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 in assisting 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>€58 per hour up to a maximum of four hours per client.</p>	



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<u>Specialist Other</u>	Please define rate applicable including rate per hour and maximum day rate	
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10. AVAILABILITY

All County Tipperary <input type="checkbox"/>	North Tipperary only <input type="checkbox"/>	South Tipperary only <input type="checkbox"/>
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11. PROPOSAL CHECKLIST - PROPOSAL SUBMITTED MUST INCLUDE THE FOLLOWING INFORMATION:

- A profile of your company / training entity.
- An outline of the programme to be delivered.
- Local Enterprise Office Tipperary 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. Subcontracting 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 Local Enterprise Office Tipperary, 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 Madeline Ryan (052 616 6200) madeline.ryan@leo.tipperarycoco.ie

SUBMISSION OF TENDER: The closing date for submission of all applications is **12 noon on Friday 1st December 2023.**

Applications can be submitted **by email only** together with supporting documentation to leotender@tipperarycoco.ie

When submitting your application and supporting documentation, 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.