



Request for Quotation

Léargas manages funding for international and national exchange programmes in education and training, youth, sport and community work. Our programmes connect people and communities across borders, adding an international dimension to organisations in Ireland. We are the National Agency for Erasmus+ in schools, youth, sport, adult education and vocational education and training.

As part of our work, we implement and deliver a wide range of training activities both nationally and internationally. The range of activities includes but is not limited to, once off events on thematic priority areas in the fields of youth, education, training, early years, sport, solidarity and volunteering. Specialist long term strategic activities to support programme development and provide evidence-based outcomes. Various networking activities to meet and support emerging needs.

Due to the demands and changing nature of the programme we have completed a review of our requirements so that we are fully equipped to respond and deliver cutting edge training, cooperation and network activities in the future.

Introduction to the project:

Léargas is inviting proposals from qualified and experienced professionals/ organisations in Project implementation. The successful bidder, will be responsible for implementing the recent training needs review recommendations, developing processes and procedures to enhance our training programs across various activities. These include national and international training programmes, Strategic National Agency Cooperation Activities (SNACs), Long Term Activities (LTAs), the Discover EU learning cycle program, Training and Evaluation Cycle programme for volunteers and Léargas national activities, we deliver and implement several national and European training activities supported under the Erasmus+ and European Solidarity Corps Programmes.

Léargas is seeking proposals to deliver the following project:

1. Implement review recommendations to improve processes related to trainer engagement, outsourcing, and quality management.
2. Establish the structures to support a new Léargas Training Steering Group.

3. Create systems, processes and tools for maintaining a small data base to support recruitment of a new trainers' panel, including an Expert Facilitator Panel, a Subject-Matter Expert (SME) Panel, Coordinators, and Researchers.
4. Develop an internal and trainers' platform for publishing trainer profiles, expertise, and training needs.
5. Improve and document processes for recruiting, engaging, managing and supporting trainers.
6. Create various templates and processes for assessing trainer suitability for various activities
7. Review and enhance current processes and trainer/ facilitator contracts in line with the recommendations outlined in the review.
8. Foster a platform for trainers to share best practices and access European events and opportunities.
9. Define roles of trainers beyond expert facilitation.
10. Develop communication methods for future engagement with trainers.
11. Devise reporting templates/ tools to better reflect evaluation and impact needs.

Budget:

- Vendors are requested to submit a detailed budget along with proposal that reflects the cost of delivery.
- The best value for money is key consideration but we are flexible in terms of budget to offer based on service delivery within a certain monetary limit.

Duration: Timeline between September 2024 and February 2025

Proposals need to demonstrate:

- Project Management Expertise
- Evidence of delivery of similar projects
- Timeline work plan for the delivery and completion of the project
- Budget breakdown
- Methodologies that will be used to prepare and implement various aspects of the project
- Expected outputs

Submission Requirements

1. A detailed proposal as per the requirements.
2. A summary of relevant experience and qualifications.
3. Examples of previous work in similar areas.
4. Contact information for at least three professional references.

Evaluation Criteria

Proposals will be evaluated based on:

- Delivery of the project as outlined
- Relevant experience and expertise
- The comprehensiveness and feasibility of the proposed approach.
- Identified key deliverables and timelines
- Demonstrated delivery in similar projects.
- References (may be requested)

Submission Deadline

All proposals must be submitted by 30th August 5pm to cmartin@leargas.ie

Contact Information

For any inquiries or further information, please contact akadzik@leargas.ie