

**INVITATION TO TENDER**  
**Parenting and Welfare to Work Facilitator Panel | November 2017**

**Commissioning Body: One Family**

**1. Background and Context**

One Family is Ireland's organisation for people parenting alone, sharing parenting or separating. We provide support, information and specialist family support services to all members of all one-parent families, as well as to those experiencing an unplanned pregnancy and to professionals working with one-parent families. One Family's vision is that every family in Ireland will be cherished equally, and will enjoy the social, financial and legal equality to create their own positive future.

**Course Descriptions**

One Family has developed manualised programmes which are delivered by facilitators in both our Parenting and Programmes services.

Within the Parenting Service we offer:

- Positive Parenting for Changing Families
- Family Communications, Coping with Family Life and Communication with Teenagers
- Parenting through Stressful Times and Self-Care
- Personal Growth when Parenting Alone
- Parents Plus Parenting when Separated.

Within the Programmes Service we offer:

- New Futures (leading to QQI Level 4 in both Personal & Interpersonal Development and Career Planning)
- New Steps
- Pre-College Preparation Programme.

**2. Purpose**

Our parenting courses are aimed at supporting parents to parent as effectively as they can, ensuring quality outcomes for children in all families. The welfare to work programmes aim to support lone parents to meet the challenges of parenting alone or sharing parenting and progress into sustainable training, education and employment opportunities. One Family are seeking tenders from suitable applicants to form a panel of facilitators who will help to deliver these aims.

**3. Key Tasks**

The successful facilitators will be expected to complete the following tasks:

- To deliver the relevant training programme, contracted to deliver each term
- To facilitate and support participants to complete the training successfully
- To work within the policies and procedures of One Family
- To attend meetings with One Family staff as required
- Make referrals to other One Family Services
- Maintain relevant records
- To work both in-house and in community locations where One Family offer parenting supports and delivery of welfare to work programmes
- To liaise appropriately with host community organisations as required

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#### **4. Key Competencies**

The successful tenderers for this panel will be able to demonstrate the following skills and experience:

- Hold a relevant third level qualification in psychology or equivalent subject area
- Have a proven track record in training and facilitation
- Have experience of working with parents
- Have experience of working with vulnerable families
- Be enthusiastic, motivated and innovative
- Have a client-focused perspective
- Experience in the development of training materials.
- Experience and training in Children First guidelines
- Demonstrate an awareness of mental health issues.

#### **Additional skills specific to Parenting Facilitators**

- Be an accredited trainer with One Family or be in a position to become accredited within the first six months of starting a contract with One Family
- To be trained by Parents Plus to offer the *Parenting when Separated* programme.

#### **Desirable Skills & Experience**

- Excellent communication skills and professional boundaries
- Excellent writing skills
- Have experience of co-facilitation
- Have experience of delivering QQI accredited programmes
- Have an understanding of participatory evaluation techniques
- Have knowledge of the issues facing one-parent families and those sharing parenting in Ireland
- Have a familiarity with the work and ethos of One Family.

#### **5. Time Scale**

Successful tenders will be placed on a panel and facilitation work will be offered on an ongoing rolling basis depending on programmes running at One Family each term and the availability and expertise of facilitators on the panel.

#### **6. Terms and Conditions**

One Family, and not any third party funders, will hold the contract with the successful candidates. The successful candidates will be contracted for varying time frames throughout their time on the facilitator panel depending on the needs and schedules of the services, so flexibility will be required. Placement on the panel does not guarantee the successful applicants will be offered facilitation work. The successful candidates will report to and be supported by the relevant managers in each service when carrying out facilitation work for One Family.

#### **7. Proposal**

Tenders should provide the following information:

- A statement demonstrating an understanding of the courses and programmes offered and necessary approaches to facilitation with our client group
- An overview of the skills and experience of the applicant taking into account the key competencies listed above
- Details of at least three relevant references where similar work has been carried out. Details should include the name, address and telephone number of the organisation for

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which this work was carried out, including a specific contact person in each case. Contact may be made with these referees as part of the assessment of tenders process.

#### 8. Financial Information

All costs must be quoted in EURO (€). Tenders must quote an hourly facilitation rate and the sum should include all costs associated with the preparation and delivery of the programme. V.A.T., where applicable, should be shown separately – but must appear on the proposal.

The figure quoted must be the best and final offer for the award of the contract and must be a single fixed figure quotation. The hourly rate quoted (inclusive of all expenses, additional costs, taxes or duties incurred) should not exceed €48. As noted above, the budget will be linked to the needs and requirements of the individual services so will be flexible; €48 per hour is the maximum budget available. One Family may cover additional costs such as travel to locations other than our main office in Dublin 7 and attendance at internal meetings.

#### 9. General Conditions

The commissioning body does not bind itself to accept the lowest tender. It reserves the right to reject in whole or in part any or all tenders received.

The commissioning body will not be liable in respect of any costs incurred in the preparation of tenders.

An electronic copy of the proposal and accompanying documents (including the applicant's CV) should be submitted to:

Valerie Maher,  
Programmes Manager, One Family  
[info@onefamily.ie](mailto:info@onefamily.ie)

and marked clearly **One Family Tender - Facilitator Panel**.

**Final date for submission of proposals is 5pm on Friday, 8 December 2017. It is expected that interviews will be held on January 16 2018.**

Queries should be directed to:

Valerie Maher,  
Programmes Manager, One Family  
[vmaher@onefamily.ie](mailto:vmaher@onefamily.ie)  
016629212

**Please Note: The award of this contract is contingent on continued receipt of funding.**

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*The Parenting & Programmes services are subsidised by:*



***One Family is an equal opportunities employer***