



Invitation to quote for the provision of employment specialist / career coaching services for Family Carers Ireland 'Working Care Out' Project

Background

'Working Care Out' is a new initiative of Family Carers Ireland (FCI), delivered with funding approved by Government with support from the Dormant Accounts Fund.

Taking on caring responsibilities while also working in paid employment or being in full-time education can present significant challenges for family carers. Recent research undertaken by FCI shows that half (55%, n=1,250) of carers had left employment to care, citing stress, time pressures and a lack of supports as drivers. One respondent said *"I miss work and the social aspect of it very much"*. Whilst FCI's Caring Employers programme works with a number of large employers to enable the retention of the 57% of carers in Ireland who are in the labour force (CSO, 2016); research and evidence from our ongoing work with carers suggests the need for supports for those out of the workforce, especially since working carers are not as exposed to some of the risks of caring e.g. isolation and the negative psychological impacts. Young and young adult carers also often experience various economic and social disadvantages and difficulties, including restricted educational opportunities and employment and difficulties in meeting the demands on them in third-level education. Evidence from our established Young Carer Programme echoes these findings, emphasising the need to identify young adults under the most burden who are adversely affected and in urgent need of help not to support their caring activities but to support them and their mental health, education, and other ways in which they are impacted.

The Working Care Out project aims address these issues by identifying and supporting current and former family carers engaging in employment activation and/or education by assessing their wellbeing and delivering tailored interventions to support a sustainable care, work and/or education routine. Using a strengths-based approach, the Working Care Out Project Manager will support approximately 125 family carers aged under 65 (including young adult carers aged 18-25 and former family carers) who are preparing for, or who are engaged in, employment activation and/or education. Each person will work with the project manager to complete the Carers Outcome Star, with a view to developing a person-centred action plan. This plan may involve referral of the person to an employment specialist / career coach.

Invitation to quote

Family Carers Ireland is now seeking quotations for the provision of services from a suitably qualified and experienced employment specialist / career coach who will support Family Carers Ireland to implement the Working Care Out Project.

The closing date for submission is Friday 5th March 2021 at midnight. Completed submissions should be sent by email to mconway@familycarers.ie with the email subject line reading QUOTATION FOR PROVISION EMPLOYMENT SPECIALIST / CAREER COACHING SERVICES on or before the closing date.

The quotation should include the following:

- Consultant/organisation name, address, phone number(s), email address(es) and CRO number.
- Individual or company profile including personnel and resources necessary to satisfy suitability criteria.
- Details of qualifications and relevant experience including CV.
- A breakdown of tasks and days / hours of associated work.
- Pricing to carry out study including any VAT.

Scope of Work

The successful person/company will:

- Develop, deliver and evaluate 30 x 3.5hr 'Working Care Out' Employment and Education Virtual Clinics for family carers (including young adult carers) referred through the outcome star assessment. The aim of the clinics is to provide information and guidance/coaching to family carers interested in returning to work / education.
- Develop, deliver and evaluate 5 x 'Working Care Out' online experiential 4-week group programmes to support family carers (including young adult carers) to identify their unique strengths and skillsets, the potential barriers they face in accessing or engaging in employment and/or education and to brief them on the employment and educational opportunities available. Each weekly session will be 2 hours duration.
- Based on the strengths and barriers identified above, develop, deliver and evaluate a series of up to 15 'evergreen' webinar workshops / masterclasses to address the issues raised e.g. time management, CV preparation, making a presentation, study skills, career exploration, where to find a job, your social media profile, networking, using technology, interview skills, finding the right education programme. Max duration 30 mins per webinar.

Meetings, Milestones and Reports

The successful candidate will be required to attend a two hour project meeting on a monthly basis for the first quarter, and every 2 months thereafter.

Agreement will be reached regarding the timeframe for delivery of the actions outlined between April 2021 and June 2022 with 75% of the work delivered in 2021.

Monthly activity metrics and final evaluation reports as required.

Skills & Experience

The applicant is required to demonstrate knowledge and experience of similar work including experience and knowledge of working with family carers and adults in a guidance capacity.

Associated Documents

- a. General Conditions – Appendix A
- b. Award criteria and scoring used in the assessment of quotations – Appendix B
- c. Scope of work

Any queries should be addressed to Dr. Kathleen McLoughlin, Head of Innovation and Strategic Partnerships kmcloughlin@familycarers.ie Mobile: 0860333163



'This project was approved by Government with support from the Dormant Accounts Fund'.

Appendix A General Conditions

1. The lowest cost proposal received is not a guarantee of award of contract.
2. FCI will ascertain that the provider has tax clearance – Please supply your Tax Clearance Access Number (TCAN) and either your: Tax Reference Number or Personal Public Service Number (PPSN).
3. Payment for services covered by the proposed contract will be on foot of appropriate invoices, which will be based on agreed deliverables. Invoicing arrangements will be agreed with the successful proposer, following the award of contract.
4. All costs must be quoted in Euro. The total estimated costs should be clearly stated and must be a single fixed figure quotation.
5. The supplier will be required to have adequate insurance in place and to indemnify Family Carers Ireland against all risks associated with the activities outlined in the quote.
6. The contracting organisation will not be bound to accept any of the proposals received or may decide to enter into negotiations or discussions with one or more of the invited potential providers.
7. Any conflicts-of-interest involving must be fully disclosed to Family Carers Ireland. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light.
8. The award of a contract does not give rise to any enforceable rights by the successful bidder. Family Carers Ireland may cancel the quotation process at any time, prior to a contract being entered into.
9. No additional fees or costs, other than those originally quoted by the organisation for the services when quoting for the project, will be paid and any additional fees or costs will be borne by the consultants themselves.
10. Family Carers Ireland will not be liable in respect of any costs incurred by consultants in the preparation of quotations, or any associated work effort.
11. It is anticipated that work will commence in April 2021 and will run to June 2022.
12. Consultancy and related costs inclusive of any VAT shall not exceed €20,000 (€15,000 in 2021 and €5,000 in 2022).

Appendix B

Award Criteria and Scoring to be utilised in the assessment of the quotes.

Quotations will be assessed under the following criteria

Criterion	Max Score	%
Key project personnel, qualifications & experience of proposed consultants. Demonstrated range and depth of previous relevant experience and quality and level of resources to be applied to the project	30	30%
Demonstrated understanding of requirements; quality of submission in response to requirements; proposed approach, including creative/innovative interpretation of the requirements, proposed management, deliverables and measures for ensuring quality	40	40%
Proposed Cost	30	30%
Total Max Score	100	100

