

TENDER

The Carlow Men's Health Project Co-ordination for Carlow "Men's Shed" initiative

The Carlow Men's Health Project:

In response to health issues impacting on men's lives in Carlow town and county, a number of local services have adopted an integrated approach to support vulnerable men to improve their health. The Carlow Men's Health Project (CMHP), which began in June 2007, is presently represented by Carlow County Council - RAPID, Health Promotion Department, HSE South Area, Carlow County Development Partnership, St. Catherine's Community Services Centre, Men's Development Network, County Carlow Sports Partnership and Waterford Institute of Technology.

The overall aim of the CMHP is to support vulnerable men in Carlow Town and County to achieve optimum health and well being via a health promotion approach. To date, the CMHP has engaged in a variety of activities to raise awareness among men of their health and to support them to be proactive about caring for their health. These have included a 'Healthy Dads Day' and health awareness raising days, health checks and health needs assessment, health and physical activity programmes, a radio broadcast, a six-week men's health series in the Carlow Nationalist newspaper, and the production of a Men's Health Booklet.

Men's Shed Initiative:

A Men's Shed is any community-based, non-commercial organisation which is open to all men, where the primary activity is the provision of a safe, friendly and inclusive environment where the men are able to gather and/or work on meaningful projects at their own pace, in their own time, and in the company of other men, and where the primary objective is to advance the health and well-being of the participating men. Men's Sheds may look like a shed in your back yard, but they can be seen as an innovative mix between community education and health promotion projects.

The CMHP wishes to establish a Men's Shed in Carlow town in keeping with the Men's Shed movement nationally. For further information, see <http://www.menssheds.ie>

Overview of Responsibilities:

The CMHP seeks a tender for co-ordination of a Men's Shed with responsibility for;

- Recruiting a group of men at risk of vulnerability/disadvantage to participate in the Carlow Men's Shed;
- Organising activities with an emphasis on health promotion to be held in the Shed in consultation with the men. Specifically, this will involve delivering certain elements of the Carlow Men's Shed programme using a community education approach. Supporting course tutors in the development of training materials appropriate to the needs of the participants.
- Liaising with tutors, statutory and community organisations in relation to the development and delivery of Carlow Men's Shed;
- Managing the Carlow Men's Shed facility;

- Carrying out the completion of all administrative tasks related to the Carlow Men's Shed;
- Reporting, in writing, on a monthly basis directly to the steering committee, and liaise with the chairperson or his/her nominated representative;
- Initiating a self-evaluation process of the work of the Carlow Men's Shed;
- Supporting the CMHP in reporting on progress to their funders.

Timeframe:

The tender will be awarded in May 2011. It is envisaged that the successful tenderer will carry out the work over a minimum of 2 days per week until December 31st 2011 (8 months in total). A short listing process may apply and selected candidates will be asked to attend for interview. The maximum budget for this work is €6,000 (inclusive of travel expenses and VAT).

Submission Format: Essential Information

The following must be included when submitting a tender:

- Contact details.
- Examples of work undertaken which is similar to CMHP's requirements.
- Experience in community development, adult education and working with men should be detailed.
- Names and contact details for two referees whom CMHP can contact to ask about your previous work for them.

Conditions of Tender

The following conditions apply in respect of this tender:

- The steering group reserves the right not to award a contract, in the event that no proposal is deemed suitable.
- Tenders which are received after the closing date will not be considered.
- Payment of all services covered by this invitation to tender will be on the basis of the agreed contract price, completion of agreed stages of the work plan, and upon the submission of the appropriate invoices.
- Evidence, in writing, that the successful applicant is responsible for their own tax affairs and has appropriate insurance.

Management:

The successful applicant will work closely with the CMHP's steering group and report directly to its Chair.

Closing date for submissions:

All tenders must be submitted in writing by 5pm, Friday May 6th. Please send tenders both by post and electronic mail to Margaret Nolan, Chairperson Carlow Men's Health Project c/o Carlow County Council, Athy Road, Carlow. Email: mnolan@carlowcoco.ie.