



## **TENDER**

### **The Men's Health Forum in Ireland Ltd Evaluation of National Men's Health Week 2011**

#### **The Men's Health Forum in Ireland Ltd:**

The Men's Health Forum in Ireland (MHFI) was established in 1999 and became a Company Limited by Guarantee in the Republic of Ireland in 2010. It is a voluntary organisation that works on an all-Ireland basis to enhance the health and well-being of men and boys. It is a diverse network of individuals and organisations which seeks to identify the key concerns relating to male health and to increase understanding of these issues. It seeks to promote, influence and enhance all aspects of the health and well-being of men and boys in Ireland.

#### **The MHFI:**

- Works to preserve and protect men's health.
- Provides information in all matters relating to men's health to health professionals and the general public.
- Commissions and disseminates research.

In order to achieve its aims, the MHFI celebrates National Men's Health Week (NMHW) each year, in the week leading up to and including Father's Day (13<sup>th</sup> - 19<sup>th</sup> June 2011).

#### **Overview of Responsibilities:**

The Men's Health Forum in Ireland Ltd is, currently, seeking tenders for the evaluation of National Men's Health Week 2011.

The specific objectives of the tender are as follows:

1. Liaise with the Men's Health Forum in Ireland Ltd's sub-committee for NMHW 2011 during the development process to plan the evaluation.
2. Evaluate NMHW 2011 in keeping with the agreed plan (see [www.mhfi.org](http://www.mhfi.org) for 2009 and 2010 evaluation reports).
3. Present the final report to the Board of Directors of the Men's Health Forum in Ireland Ltd.

#### **Timeframe:**

The tender will be awarded in February 2010. While the overall timeframe for this work is eight months (report to be submitted no later than 31<sup>st</sup> October 2011), it is expected that the contact hours will equate to no more than two weeks work. The maximum budget for this work is €2,000 (inclusive of travel and other expenses).

**Submission Format - Essential Information:**

The following must be included when submitting a tender ...

- ❑ Name of the primary contact person.
- ❑ Contact details.
- ❑ Examples of work undertaken which is similar to MHFI's requirements.
- ❑ A detailed breakdown of costs for this project - all figures should include VAT.
- ❑ Names and contact details for two referees whom MHFI can contact to ask about your previous work for them.

**Management:**

The successful applicant will work closely with the Men's Health Forum in Ireland Ltd's sub-committee for NMHW 2011, and the final report will be signed off by the Board of Directors.

**Closing date for submissions:**

All tenders must be submitted by 31<sup>st</sup> January, 2011. Please send tenders, along with a detailed CV, to Dr Paula Carroll at email: PCarroll@wit.ie