



Title: Contract of Services for **Community Engagement and Event Coordination**

Contract: 6 months with a possible extension to 12 months

Background

Over the next 6 months, the Dingle Peninsula Creativity and Innovation Hub / Dingle Hub is seeking to manage and deliver a series of events associated with a number of projects managed within the hub (see below for further detail). We are seeking services to develop, promote and coordinate these events as well as to engage with the community in all aspects of event planning and implantation. We envisage approximately two large scale/national audience events and a number of smaller scale community-based events during the period.

Requirements

This contract will involve working closely with the Dingle Hub team and with project partners to deliver these events. In developing them, the service provider will be required to work in a truly developmental and collaborative way, which reflects the diversity and wisdom of local communities, acknowledging that they hold answers to address issues within their community. The service provider will engage with partners and key audiences to co-develop and facilitate a series of events related to the projects outlined below. The key requirements for this contract are:

1. Working with the team at Dingle Hub (and project partners) to understand the range of events that are required and the specific aims and context of these events. The Hub team includes communications and marketing staff, technical and admin support, and the project partners include researchers, evaluators and community development personnel.
2. Engaging with the key communities for each event to ensure their active involvement and participation. Ensuring the events are fit for purpose and that communities are consulted with to co-create agendas and event formats. This work will be carried out in collaboration with all project partners including NEWKD, the local community development organization, working on the co-design and co-hosting of community events which foster social inclusion.
3. Event coordination and liaising with outside providers for the events (e.g. catering, transport, accommodation and service providers) to arrange all aspects of the event's logistical requirements.
4. Supporting the Hub in preparation for visits by Ministers, civil servants, state agency representatives, funders, and other key stakeholders.
5. Supporting procurement processes where relevant.

6. Administering brief surveys/evaluation questionnaires at the end of each event. Collate the documentation and enter on to excel spreadsheets.

Assessment Criteria to be utilised in the assessment of the tenders

- Demonstrated range and depth of previous relevant experience and quality and level of resources to be applied to the project. Examples of previous work should be provided.
- Demonstrated understanding of requirements; quality of tender in response to requirements; proposed approach, including creative / innovative interpretation of the requirements, proposed management and measures for ensuring quality
- Cost of the tender. Tenders are asked to provide a daily rate for this work. Please also provide an approximate cost/base level of service for different types of events (e.g. small, medium, large event).

The Context

The mission of the Dingle Hub is to build a creative, livable, sustainable and inclusive community, fostering a vibrant and diverse ecosystem of stakeholders to facilitate the creation and maintenance of well-paid, year-round incomes on the Dingle Peninsula. We have developed an innovative model of Rural Community Innovation and Transition anchored in four strategic platforms.

- *Platform 1:* Dingle Hub provides general office space and facilities for individuals and companies. Currently, up to 40 co-workers regularly use the space along with 190+ intermittent users and there are plans for further expansion to accommodate demand.
- *Platform 2:* We facilitate projects that build the antecedents for new employment under three thematic pillars: Sustainability and the Green Agenda, Digital Transformation and the Creative Industries.
- *Platform 3:* To build on the emerging eco-system, we leverage the projects to aggregate critical base demand enabling the establishment and scaling of new local companies.
- *Platform 4:* To promote, nurture and convene the work-from-home and learn-from home community, there are over 150 people connected into our hub community which includes film, animation, sustainable energy, digitisation, creative and business collaboration networks where members support each other and identify and pursue mutually beneficial economic opportunities.

The events involved will be associated with the following projects (and potentially others)

- **EU Ploutos Project** – A project involving 36 farmers to explore how technology can support and further encourage sustainable short supply chain businesses.
- **SFI Discover Project** - support has been received from Science Foundation Ireland (SFI) Discover for a two-year project to drive and enable more community-led climate action, delivered through innovative community engagement and co-creation methods.
- **Creative Climate Action Project** – A project working with 10 local farms to creatively look at ways in which farmers on the peninsula can diversify to address climate change.
- **Sectoral Sustainable Energy Communities (SEC)** – The Dingle Hub assists the West Kerry Dairy Farmer's SEC where needed and will support the emerging Tourism and Hospitality sector SEC.

- **Sustainable Travel Pilot Project** – funding is being sought to enable a Project Manager to engage the local community to provide local, viable travel solutions.
- **Anaerobic Digestion** – a feasibility study for AD on the Dingle Peninsula has been completed and pathways are now being sought to move to development phase for this project.
- **New Projects** – we will continue to drive, support and enable the development of new projects, for example, a local EIP scheme, home retrofit market priming etc

The Community Engagement and Event Coordination contract of services will be managed by Mol Teic (trading as The Dingle Hub) and MaREI, the SFI Research Centre for Energy, Climate & Marine, University College Cork.

Application Process

Informal enquiries are welcomed; please contact Deirdre at deirdre@dinglehub.com up to 48 hours before the application deadline.

Closing date for tender submissions is **23.05.2022**