

TENDER

HTR Conversation Guide - Component on the Report of the Consultative Group on the Past



Status: Task specific contract
Location: Northern Ireland and Border Region
Closing date: 12pm on 2nd December 2009
Duration: 8 days at £250 per day (piece of work to be completed by end of December 2009)

Project background

Healing Through Remembering (HTR) requires the services of an appropriately skilled individual to produce an additional section to the HTR Conversational Guide on Dealing with the Past. The section will cover the Report of the Consultative Group on the Past.

The appointed individual will work under the instruction of the Healing Through Remembering Board and liaison will be with the Director of the organisation.

Specification

The successful individual should have demonstrable skills and experience in the development of training resources. They must have experience of developing resources for issues related to dealing with the past; experience of developing training resources for different audiences, a knowledge of the conflict in and about Northern Ireland; an understanding of the work of HTR and the Conversation Guide. They must also be able to commit to the stated timeframe. The proposal must represent value for money and be appropriate to the needs of the organisation.

Project activity

The successful individual will assist the organisation in producing an additional section to the HTR Conversation Guide to be used during the 'Whatever you say, say something' outreach programme workshops. Specifically this will include

- Outline development in line with HTR requirements.
- Compilation of all components of the training resource to include
 - Introductory section on the Report of the Consultative Group on the Past
 - Appropriate workshop guidance notes
 - Relevant references to other sections in the Conversation Guide
- Drafting of new text and identification of existing text to be used
- Input on design specifications

Tender HTR Conversation Guide – Component on CGoP



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A project supported by the PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium.

- Liaison with project coordinator and delivery partners throughout the process to ensure that the finished product meets HTR engagement requirements
- Liaison regarding design
- Maintaining effective record of work undertaken and feedback of all relevant information to HTR

Tendering Process

[The application process will only be available to those registered as consultants with the HTR project. See below for registration details.*]

Send the following to HTR Office (mark e-mail subject heading or envelope 'Conversation Guide - CGoP):

The successful tender will be awarded on the basis of ability to meet Healing Through Remembering's specified requirements within the timeframe and budget allocation.

Tenders should be sent to claire@healingthroughremembering.org and include the following:

- a. a brief outline of your approach to this piece of work,
- b. experience and interest in this area relative to the specification
- c. and availability

Submissions must be received by **12pm** on **2nd December 2009**.
Receipt of submission may be confirmed by telephone: 02890238844

All correspondence for this tender to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to claire@healingthroughremembering.org

***Registration on Consultants Database**

If you are not already registered on the HTR Consultants' Database then contact the HTR office to request a consultants' form or send an email to consultantsdb@healingthroughremembering.org (Subject: Consultants' Form). Return the completed form with an up-to-date copy of your cv for automatic inclusion in the consultants database.

12/11/09

AEL