

TENDER Public Relations



Status: Task specific contract
Location: Local, Regional and National
Closing date: Monday 1st June 2009
Duration: for launch events on 10th and 24th of June 2009

Project background

The Healing Through Remembering Project (HTR) requires Public Relations service for two forthcoming launch events.

**- AT THE END OF THE DAY... Commemoration – Forward thinking into the Past
- Storytelling and Narrative - Ethical Principles**

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

Specification

The successful company should have demonstrable skills and experience in public relations and media liaison. They must have knowledge of the conflict in and about Northern Ireland; experience of the voluntary sector, demonstrable skills in generating public interest; experience of dealing with the difficult issues relating to the conflict in and about Northern Ireland, an understanding of the work of HTR and to be flexible in their available working hours. They must also have direct experience of working with media groups and other organisations working on conflict related issues. The proposal must represent value for money and be appropriate to the needs of the organisation.

Project activity

The successful company will assist the organisation in generating appropriate public and media profile of the events and in liaising with relevant individuals and groups.

- Supporting the Project Director in relation to the preparation of public relations materials and the scheduling and content of publicity for the events
- Liaising with individuals, organisations and media groups as identified with HTR and PR company;
- Liaising with other event organisers as appropriate
- Maintaining effective record of work undertaken and feedback of all relevant information to HTR

Tendering Process for Public Relations Company

Send the following to HTR Office (mark e-mail subject heading or envelope 'Public Relations'):



European Union
European Regional
Development Fund
Investing in your future

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

The successful tender will be awarded on the basis of ability to meet Healing Through Remembering's service requirements within the timeframe and budget allocation. Companies should repond via email at

claire@healingthroughremembering.org and include the following:

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

Submissions must be recieved by 5pm Monday 1st June 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

22/05/09

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