Co Wicklow Public Participation Network

Tendering Policy & Procedures

1.Responsibility for approval of policy	*Secretariat*
2. Responsibility for implementation	*Resource Worker, Secretariat,*
3. Responsibility for ensuring review	*Secretariat*
4. Date of Adoption	
5. Date for Review	

Co Wicklow PPN   Tendering Policy & Procedures

Policy Statement
From time to time Co Wicklow PPN (CWPPN) may need to engage contracted support work. Should this happen CWPPN will aim to ensure that the best person for any role is recruited on the basis of their qualifications and experience with regard to the work needed to be done. CWPPN will aim to show that all recruitment and selection procedures are fair and transparent.

Purpose
- To develop clear job descriptions.
- To ensure effective tendering, recruitment and advertising strategies reach a diverse pool of skilled candidates.
- To document the tendering/recruitment process and make sure it is fair, inclusive and transparent.
- To ensure that all applicants for a tender are selected on the basis of merit. CWPPN is committed to ensuring that applicants will not be treated less favourably on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller community.

Scope
The tendered recruitment and selection policy applies to all contracted recruitment and selection activities within CWPPN and includes the development of job descriptions, the posting of positions, and the selection process.

Glossary of Terms and Definitions
- Tender: a clear description of the supports needed, time frame for the work, and the requirements for making an application.
- Job Description: a clear job description focuses on the purpose of the post and principle responsibilities, and should include the following information: name and address for Co Wicklow PPN, title of position, a position summary including a list of principle duties and responsibilities, reporting relationship; and the key terms and conditions of the contract.
- Assessment Panel: a panel organised to manage the selection process.

Assessment and Review Prior to Tendering

A tendering process needs to be agreed by the PPN Secretariat and the following needs to be considered:

- If a tendering process is needed or should resources be allocated to sourcing support through other means such as work experience candidates, community employment schemes etc.
- What conditions will be offered for the contract
- What the job description should include.

Tender Advertising

- Where tendering is approved the selection of the contract will be made from the widest possible field, both internally and externally.
- In all cases the post will be advertised to PPN Member Groups, E-mailed to relevant networks and Intero offices as well as using social media. In some cases (and funding permitting) Co Wicklow PPN will advertise on community exchange (www.activelink.ie) and additional newspaper advertising may be employed.

Selection Process

Selection processes should include the following:

- Request that applicants complete a C.V and cover letter.
- Short-listing processes (if necessary): This is the process whereby candidates are assessed by CWPPN on the basis of information provided in the applicant's documentation in order to determine candidates who meet the criteria for further assessment.
- Short listing should be measured against the minimum qualifications outlined in the person specification.
- If a large number of candidates meet the essential criteria, those candidates who do not meet a determined number of the desirable criteria can be eliminated.
- Non short-listed candidates should be offered feedback upon request.

Interviews:
- The interview panel is responsible for the development of interview questions based on the requirements of the position. Questions should be consistent for each candidate.
- Interviews should take place in a place that is quiet, comfortable, and without interruption.
- At the start of the interview, the chair of the panel should:
  - Introduce each panel member to the applicant;
  - Explain the purpose and structure of the interview to the applicant;
  - Indicate to the applicant that the panel may take notes.
- The selection should be made based on the outcomes of all selection methods, including the interview performance and may also include:
  - Work samples; a piece of work completed by the candidates that demonstrates their skills and abilities relevant to the selection work criteria.
  - Work related tests, for example, a presentation.
- If at the end of the interviews, there isn't a clear candidate, it may be appropriate to offer a second interview. In such cases it is the responsibility of the interview panel to agree a new set of questions and any additional selection methods that may be used.

Candidate Evaluation
- Each member of the assessment panel should review the merits of the candidates based on the evaluation tools. Candidates should be recorded on score / rating cards.
- Following the interviews scores should be tallied with a view to the committee agreeing a panel of candidates (in order of scores) who have scored sufficiently as to be considered appropriate for the role. The top candidate will be offered the contract.
- Scoring may be weighted in relation to certain criteria's / competency that are essential to the post.
- When the panel has made a final decision on the person / persons to be recommended for contract, the decision should be clearly documented.
- Where the panel is of the opinion that a contract should <u>not</u> be made, the panel should document the decision.
- The committee will aim towards consensus decision making, where there is disagreement about the final decision, the chair will have the deciding vote.

Recommendation for Contract
- The Resource Worker has the responsibility of contacting the successful applicant with an offer of contract pending references and if appropriate verification of qualification.
- If the candidate would like a written offer prior to tendering their resignation and allowing contact with their referees, this will be facilitated with an inclusion of the following statement: "the offer is subject to proof of relevant qualifications and satisfactory references".
- Upon successful receipt of verification of qualifications and references, the successful applicant will be given a written offer.
- If the successful applicant does not have satisfactory verification of qualifications, or references, the offer pending is withdrawn.
- Unsuccessful candidates who were interviewed will be informed that they were not successful.
- Candidates who are deemed suitable, but were not the final candidate can be kept on a reserve list. In such circumstances, permission will be sought for people to be placed on the reserve list and also how long the reserve list will last for.

Interview Panels
- The interview panel should include a chair that will be responsible for selecting the panel and managing the process. Both sexes should be included, as representation on the panel should represent the organisation.
- The standard interview panel will consist of a minimum of two people from the following: the Resource Worker, a Secretariat member, a funder or an external interviewer with the relevant skills experience.
- Conflict of interest:
    - Panelists should avoid involvement in interviewing or hiring decisions for immediate family. If these circumstances arise the individual should resign from the panel and a replacement found.
    - If a member of the interview panel has a friendship or other form of relationship with the candidate, they should inform the other panel members prior to the commencement of the short-listing and interview process. If the chair of the panel judges that the individual's relationship with the candidate may compromise their ability to be neutral, the individual will be judged inappropriate for the process.
    - The interview panel must be present for all interviews.

Documentation

- The selection, decision and any supporting evidence must be documented.
- For each tender, a file must be kept for 12 months from the date of appointment with the following:
  - Job description.
  - Person specification.
  - Job advertisement.
  - All application forms.
  - Written records of candidate assessments.
  - Any correspondence with candidates.

Feedback and Grievances

- The panel will notify all successful candidates in writing on the result of their application and that they can request feedback.
- Any candidate who feels they have been discriminated against has the right of a complaint, which can be exercised by writing to the PPN Secretariat. Furthermore a tender applicant who considers that he or she has been discriminated against in respect to their treatment in a tender selection may lodge a complaint with the Equality Authority.

Appendix 1 - Sample Tender Document

Co Wicklow Public Participation Network: Contract for Tender

Background: In 2014, under the direction of the Dept. Environment, Community & Local Government, Public Participation Networks (PPNs) were set up to be the main link through which local authorities connect with community & voluntary, social inclusion and environmental groups and organisations. The PPNs replaced the Community Fora. The aim of the PPN structures and processes is to facilitate and enable people and organisations to express a diverse range of views and interest within the local government system.

Requirements: Co Wicklow PPN is looking for someone with community development work skills and/or administration skills, who can be called upon from time to time to support the PPN Resource Worker in implementing the actions of the PPN work plan.
Candidates must be responsible for their own tax affairs; a tax clearance certificate will be required. There will be no entitlement to travel or other expenses.

Time Frame: It is envisaged that the successful candidate will work one day per week for 10 weeks initially with the possibility of further work as the need arises. Due to the nature of the work involved a degree of flexibility will be required by both parties.

Requirements for the Expression of Interest: Through submission of a CV and covering letter please provide:
Evidence of knowledge & understanding of the public participation network
- Evidence of working with community groups.
- Evidence of developmental/administration experience.
- Evidence of experience in relation to the required duties as laid out in the Job Description.
- The names of 2 organisations where the tenderer has provided similar services and contact details of who may be contacted for references.

Submissions should be emailed to: countywicklowppn@gmail.com

Closing date for application

Notes:
- Project implementation is subject to funding availability.
- Should your tender be unsuccessful Co Wicklow PPN is not liable for any cost incurred for preparation and/or submission.

Appendix 2 - Sample Person Specification

Name of Position: _____

	Essential	Desirable
Qualifications	▪ ▪ ▪ ▪ ▪	▪ ▪ ▪ ▪
Skills	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪
Work Experience	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪
Other Factors	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪

Appendix 3 - Sample Job Description

Title: Co Wicklow PPN Support Worker

Main Purpose:

To support Co Wicklow PPN to develop structures and processes that will engage communities in inputting into local and national decision making and planning.

Responsibility For:
- Supporting Co Wicklow PPN to develop, organise and run community consultations, seminars and information events.
- Supporting Co Wicklow PPN to develop and maintain facilitative structures and processes for consultation and information provision.
- Supporting the development of Co Wicklow PPN submissions and policies.
- Ensuring that good information and communication procedures are followed.

Responsible To:
- Co Wicklow PPN Secretariat.
- Co Wicklow PPN Resource Worker.

Duties:
- Organise and run community consultation, seminars, workshops and information events with the PPN Resource Worker.
- Facilitate Co Wicklow PPN members to actively engage with the PPN through varying means including physical interaction i.e. meetings and electronic interaction e.g. using website, Facebook, Email, online forums etc.
- Support the PPN Resource Worker in maintaining the PPN database and communicating effectively with members.
- Support the development of the Co Wicklow PPN Update E-bulletin.
- Support the development of internal policies and procedures and external submissions.
- To support the PPN Resource Worker to implement the Co Wicklow PPN Work Programme.

Requirements:
- Some knowledge & understanding of the public participation network.
- Substantial work experience working with community & voluntary organisations.
- Excellent communication skills including fluency in written & spoken English.
- Excellent facilitation skills.
- Excellent IT skills.
- Research and report writing skills.
- Full clean driving licence & access to own transport to attend meetings.
- Ability to work on evenings and/or weekends if necessary.
- Experience of working with a Voluntary Committee.
- Ability to work as part of a team.

Working Environment:

It is expected that the majority of the work will take place in the home of the appointee; however there will be a requirement to attend meetings and events at various locations throughout Co Wicklow.

Appendix 4 - Example of Minimum Qualifications Score Sheet (shortlisting criteria)

Name of Candidate: _____

Position Applied For _____

Date: _____

	Evaluation Criteria	Weight	Does not Meet	Meets	Exceeds
	Essential Criteria				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Desirable Criteria				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Does the individual meet or exceed the essential requirements for the position?

Yes _____   No _____

Appendix 5 – Example of PPN Support Worker Interview questions:

Thank you for coming. This interview is designed to allow us to get to know your experience and relevant skills. We will be asking everybody the same questions in line with our equal opportunities policy. We will be taking notes to remind us of your answers, but don't let that put you off.

Overall suitability based on CV & personal presentation

1. Would you like to start by taking us through your C.V., specifically what you think might be most relevant for this position. If you can start with your most recent or present experiences.

2. From your current or past experiences what do you think would be most useful if you were successful in getting this position?

Knowledge of Governance Code/Experience in Policy Development

3. What is your understanding of the Code of Good Governance for Community & Voluntary groups?

4. In your experience what is the most difficult aspect of policy development?

Facilitation Experience

5. Can you give us an example of where you have facilitated a group? What satisfied you most from the experience and what did you find the most challenging?

Knowledge/Experience of the Community & Voluntary sector incl. PPN

6. What experience do you have of working in a community/voluntary context?

7. What do you know about Co Wicklow PPN?

Teamwork, Support & Supervision

8. What support or supervision do you think you might require to do this piece of work?

9. What are the most important factors involved with team or group work?
(liaison, cooperation, communication, collective & individual responsibility)

10. Why should we offer this position to you?

Appendix 6 – Sample Record of Interview & Assessment

Record of Interview & Assessment						
Post			Co Wicklow PPN			
Name of Candidate			Date			
Selection Criteria	Rating Criteria				Total	Constructive Comments
	No real evidence of competency in this area 1-50	Showed some evidence of competency in this area 51-100	Clear evidence of competency in this area 101-150	Excellent performance 151-200	Total Marks	
Overall suitability based on CV & personal presentation						
Knowledge of xxxxxx & Experience in xxxxx						
Facilitation Experience						
Knowledge/Experience of the Community & Voluntary Sector incl. Co Wicklow PPN						
Teamwork, Support & Supervision						
				Total Marks		

Signed:_____
Co Wicklow PPN

Signed:_____
Co Wicklow PPN

Signed:_____
Independent Interviewer