****

**Invitation to apply for the role of Event Organiser with the Ombudsman for Children’s Office - a temporary contract for services**

**1. Introduction**

The Ombudsman for Children’s Office (OCO) is inviting applications from suitably qualified candidates for the role of Disability Summit Event Organiser- a temporary contract for services.

Applicants for this temporary contract for services should note that:

* the successful applicant should be in a position to start in March/early April 2019
* the successful applicant will be subject to Garda vetting

**2. The Ombudsman for Children’s Office**

The Ombudsman for Children’s Office (OCO) was established in 2004 under primary legislation, the Ombudsman for Children Act 2002, as amended.

The Ombudsman has two main functions; independent complaints handling and the promotion of children’s rights and welfare. The Ombudsman for Children is an independent officer of the State and accounts directly to the Oireachtas for the exercise of his statutory functions under the 2002 Act.

Details of the Office’s work are available on the website [www.oco.ie](http://www.oco.ie).

**3. Temporary Contract for Services**

**3.1. Role description**

The 2019 Ombudsman for Children Disability Summit will take place in Croke Park on 18th/19th October 2019 with 1,000 people expected to attend.

The Disability Summit is a valuable opportunity to listen and engage with children and young people who have disabilities in Ireland. The primary aim of this event is to help change the way we think, see, talk and engage with children and young people who have disabilities.

The role of Event Organiser will require the successful candidate to lead in bringing together this exciting but complex event.

The content of the event will be determined through a series of consultations with young people and the Disability Summit Committee established by the Ombudsman for Children’s Office.

**3.2. Duties and responsibilities**

* Planning and running all aspects of the Disability Summit on behalf of the Ombudsman for Children’s Office
* Liaising with Committee and relevant stakeholders to identify and book speakers
* Planning event layout and activities programme such as workshops, seminars and demonstrations
* Contacting and liaising with exhibitors in advance of the event
* Design running order for the event in consultation with committee and OCO staff
* Source and coordinate volunteers and staffing for the day
* Coordinate with production company to design and build the event
* Ensure event is fully accessible to people with physical, intellectual and invisible disabilities
* Coordinate invitations, consents, RSVPs
* Work with OCO communications to promote the event
* Organise conference materials and catering
* Ensure legal, health and safety requirements are adhered to
* Organise car parking facilities, security and first aid
* Supervise the dismantling and removal of stands
* Proactively handle any arising issues and troubleshoot any emerging problems on the event day
* Conduct pre and post event evaluations and report on outcomes

**3.3 Key skills required**

* Experience in organising similar events of this scale
* Excellent administrative and organisational skills
* Well-developed interpersonal skills
* Teamwork
* Diplomacy
* Ability to motivate people
* Flexibility
* Analytical skills
* Experience of working with young people and/or knowledge of children’s rights would be an advantage

**3.4. Budget, Costs and Financial Arrangements**

This is a temporary 9 month contract for services as OCO Event Organiser, with the working hours being Monday to Friday from 9.00am to 5.00pm. There is an option to work from home on two days per week.

The maximum budget for this temporary 9 month contract for services is €30,000 (excluding VAT). Applicants must quote a daily rate in euro and exclusive of VAT in their application. Applicants should note that any application that:

• does not quote a daily rate in euro exclusive of VAT will be classed as ineligible for assessment;

• quotes a daily rate in euro exclusive of VAT which would see the maximum budget being exceeded will also be classed as ineligible for assessment.

In addition, applicants should note the following:

• All fees will be subject to Professional Services Withholding Tax, which is currently at a rate of 20%.

• Invoicing arrangements will be agreed between the OCO and the successful applicant. It is envisaged, however, that the successful applicant will be paid monthly in arrears and following submission of a monthly invoice to the OCO.

• The successful applicant will not be an employee of the Office of the Ombudsman for Children and shall not be paid a fee for any period in which services are not provided for whatever reason, including sickness, holidays or other commitments.

• The successful applicant will not be reimbursed for any expenses incurred in connection with the delivery of services under the temporary contract for services unless those expenses are approved in advance by the OCO’s Head of Corporate Services and relevant unit heads.

• Any discounts to which the Ombudsman for Children’s Office may be entitled must be clearly indicated, including but not limited to:

- public sector discounts

- early payment discounts

- any other discounts.

**3.5. Other Conditions of Contract for Services**

The successful applicant will be based at and required to work from the Ombudsman for Children’s Office in Dublin.

Any days when the successful applicant is not available to deliver the services required under this temporary contract for services will be agreed in advance.

**4. Application Process**

Applicants must complete the application form in full and submit their completed form by email to: ocotenders@oco.ie

Applicants should enter ‘Contract for Services – Event Organiser’ in the subject line of their email.

Applicants should note that it is not necessary to submit any documentation or material other than a completed application form.

Completed applications must be submitted by 5pm Wednesday 23 January 2019. Applicants are responsible for ensuring that their application is submitted on time. Any application received after 5pm Wednesday 23 January 2019 will not be considered.

Shortlisted applicants will be invited to interview at the Ombudsman for Children’s Office in Dublin. Applicants should note that interviews are likely to take place on or close to 12 February 2019. Applicants should also note that travel expenses to attend for interview will not be paid by the OCO.

**5. General Conditions**

1. Documentation should be prepared in English and is subject to the following:

This invitation to apply for a temporary contract for services with the Ombudsman for Children’s Office shall form part of the contract documents. This invitation and all applications shall be governed and constructed in accordance with the laws of Ireland and the work carried out shall be deemed to be carried out in Ireland.

The Ombudsman for Children’s Office will use its best efforts to hold confidential any information provided by applicants subject to their obligation under law, including the Freedom of Information Act which came into force on 21st April 1998. Applicants should indicate in their application what, if any, parts of their application are commercially sensitive and they consider should be kept confidential should an FOI request be received. The Ombudsman for Children’s Office will consult with applicants about any such sensitive information before making a decision on any FOI request received. Similarly, the Ombudsman for Children’s Office requires that all information provided pursuant to this invitation to apply will be treated in strict confidence by applicants. The successful applicant will be required to enter into a confidentiality agreement in respect of any confidential information provided.

Applicants should be aware that national legislation applies in other matters such as Official Secrets, Data Protection, and Health and Safety.

Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing applications in response to this invitation to apply for a temporary contract for services.

Information supplied by applicants will be treated as contractually binding. However, the Ombudsman for Children’s Office reserves the right to seek clarification or verification of any such information. Failure to provide a satisfactory response may lead to that applicant’s exclusion from the process. The Ombudsman for Children’s Office reserves the right to check all information for accuracy. Statements which are subsequently found to be incorrect or incapable of fulfilment may be found by the Ombudsman for Children’s Office as a reason to exclude that applicant from the process. The appropriate course of action to be taken in any event shall be decided by the Ombudsman for Children’s Office in its absolute discretion.

Any conflicts of interest involving an applicant must be fully disclosed to the Ombudsman for Children’s Office, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the applicant.

Before a contract is awarded the successful applicant (and agent, where appropriate) will be required to promptly produce a Tax Clearance Certificate, or in the case of a non-resident applicant, a statement from the Revenue Commissioners confirming suitability on tax grounds. Non-residents should contact the Office of the Revenue Commissioners, Revenue Residence Section, Government Offices, Nenagh, Co Tipperary. In addition, contractors must retain records of tax reference numbers for any subcontractors where payments exceed €650 (incl. VAT).

Applicants should note that the provisions of Department of Finance Circular 43/2006 apply and the Ombudsman for Children’s Office will require sight of Tax Clearance Certificates for any subcontractor where payments exceed €2,600. Forms may be obtained from the following address: Office of the Revenue Commissioners, Sarsfield House, Limerick. Where a Tax Clearance Certificate expires within the course of the contract, the Ombudsman for Children’s Office reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor(s) being in possession of a valid certificate at all times.

The successful applicant is obliged to effect and maintain where necessary employers liability, general third party liability and professional indemnity insurance. Where requested to do so the successful applicant is required to produce evidence of payment of such insurance premiums.

The successful applicant shall be responsible for the delivery of all services provided for within the contract on the basis of the fixed fee. Prices quoted in the application cannot be increased during the term of the contract for services. Similarly, terms and conditions cannot be altered.

The Ombudsman for Children’s Office retains the right to terminate the contract and to withhold payment where a contractor has failed to meet his/her contractual obligations in relation to the delivery of the required services.

The Ombudsman for Children’s Office will not be liable in respect of any cost or expenses incurred by applicants in the preparation of applications or any associated work effort.

The Ombudsman for Children’s Office reserves the right not to proceed with the procurement process and is not bound to accept the lowest fee or any application submitted.

The Ombudsman for Children’s Office will have copyright ownership of any reports, documents or other materials produced under the contract.

Applications must be completed in accordance with the format specified in section 5 of this document.

Applications that are considered to be incomplete will not be evaluated.