

## **Fixed Term: Part time CRNI Virtual Trade Fair project manager**

### **About Community Resources Network Ireland (CRNI)**

As CRNI is the only community based reuse, repair and recycling network in Ireland, it plays, along with its members, a unique and valuable role in the development of resource efficiency and circular economy initiatives at both local and national levels. With over 45 members, our aim is to promote community based, sustainable waste management as a practical and effective way of tackling Ireland's growing waste problem.

### **Brief synopsis of the project**

With support from the Regional Waste Management Plan Offices, CRNI has developed a Virtual Trade Fair featuring reuse, repair and recycling goods and services. The aim of this Trade Fair, the first of its kind in Ireland, is to facilitate market dialogue with procurement agents which is a key driver for circular procurement in an emerging market.

This virtual event space provides a creative and innovative online interaction that is needed among many competing online activities to attract and engage a wide audience. The Virtual Procurement Trade Fair was launched in September 2022, with the aim of being permanently accessible. It can be used in a variety of ways to showcase the reuse and repair goods and services on an ongoing basis.

This phase of the project is to further promote the Virtual Trade Fair to both the public and private sectors, enhance its visibility through CRNI members, and ensure its ongoing maintenance. The project will involve targeted outreach, promotional activities, event participation, and regular updates and improvements based on user feedback.

### **Key Dates**

**Issue Date:** 10 July 2024

**Closing Date for Quotations:** 23:59, 31 July 2024

**Start Date:** August 2024

**End Date:** 31 March 2025

**Contact for Queries:** [chris@crni.ie](mailto:chris@crni.ie)

## Scope of work

### Event co-ordination

- **Outreach:** Identify and engage public sector & private sector procurement decision-makers through targeted communication.
- **Zoom Sessions:** Organise introductory sessions for prospective procurement decision-makers.
- **Sectoral Event:** Host a launch event for private sector stakeholders.

### Promotion of the Trade Fair

- **PR Opportunities:** Identify and leverage PR opportunities for the virtual trade fair and CRNI members green and social procurement opportunities.
- **Promotional Materials:** Refine and develop promotional materials for CRNI members.
- **Speaking Opportunities:** Supporting to identify speaking engagements for CRNI members at relevant events.
- **Case study development:** Produce case studies of green procurement examples from CRNI members

### Platform Maintenance

- **Member Outreach:** Support the Network Manager to regularly update procurement services information from members.
- **Stall Updates:** Supporting the maintenance of platform content updates.
- **User Feedback:** Collect and analyse feedback from public and private users for platform improvements as part of project evaluation.

### Project Evaluation

- **Stakeholder Feedback Sessions:** Gather insights and feedback from public and private sector representatives, CRNI members, and platform users
- **Compile project evaluation:** Feasibility study for the project's continuation

## Budget & timeframe

- The maximum budget for this work is €25,000 (to include VAT). The contract will be awarded on the basis of a fixed price contract.
- 2-3 day week, eight-month contract

## Award Criteria

Proposals from suitably-qualified contractors are sought for this project.

The response should include:

- How the tenderer's skills, qualifications and experience meet the requirements of the Scope of Work
- Copy/proof of Tax clearance, professional indemnity cover and public liability insurance which covers the duration of this work contract.
- Cover letter with name, address, telephone number and email address of the tenderer.

Tenders will be assessed to determine which is the most economically advantageous tender in accordance with the award criteria. Each complete submission will be scored on the basis of the information supplied in accordance with the following criteria and weighting:

- 25% - Suitability and qualifications
- 35% - Relevant experience
- 20% - Quality of response
- 20% - Value for money

The Contracting Authority reserves the right not to award the contract.

### **Copyright**

All documents prepared by the provider on foot of this appointment will be considered the property of the contracting authority. The person(s) appointed will be required to assign their copyright of the report and any materials generated. The contracting authority reserves the right to use said materials at any time, including for use in other projects, without the prior approval of the provider.

### **Submission of Quotes**

The Closing Date for receipt of quotes is 23:59 on Wednesday 31 July 2024. Quotes shall be emailed to [chris@crni.ie](mailto:chris@crni.ie). Only quotes received before the closing date will be accepted.