

# TENDER

## HTR Outreach Programme Promotional Guide



**Status:** Task specific contract  
**Location:** Northern Ireland and Border Region  
**Closing date:** **Monday 16<sup>th</sup> November 12pm**  
**Duration:** 6 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 a promotional guide for the outreach programme of the 'Whatever you say, say something project'. 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 and related promotional materials. They must have experience of developing resources for issues related to dealing with the past, a knowledge of the conflict in and about Northern Ireland; understanding and experience of communication on complex issues; an understanding of the work of HTR and the Conversation Guide and to 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 a promotional guide to be used to inform introductory discussions on the 'Whatever you say, say something' outreach programme workshops. It is envisioned that the format for the promotional guide will be four sides of A4. Specifically this will include

- Outline development in line with HTR requirements
- Drafting of new text and identification of existing text to be used
- Selection of appropriate images
- Liaison with project coordinator and delivery partners throughout the process to ensure that the finished product meets HTR engagement requirements
- Liaison regarding design
- Completion of outline and front cover by 26<sup>th</sup> November 2009

Tender HTR WYSSS Promotional guide – Outreach Programme



**European Union**  
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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.

- Maintaining effective record of work undertaken and feedback of all relevant information to HTR

## ***Tendering Process***

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

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](mailto: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 **Monday 16<sup>th</sup> November 12pm**.  
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](mailto:claire@healingthroughremembering.org)

2/11/09

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