

TENDER

HTR 'New Perspectives' presentation – Resource



Status: Task specific contract
Location: Northern Ireland and Border Region
Closing date: **Wednesday 25th November 12pm**
Duration: 8 days at £250 per day

Project background

Healing Through Remembering (HTR) requires the services of an appropriately skilled individual to produce a multi-media training resource for the organisation based on work to date on new perspectives. 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 developing presentation concepts for creative purposes. They must have experience of using the arts relating to dealing with the past, a knowledge of the conflict in and about Northern Ireland; an understanding of the work of HTR and to be flexible in their available working hours. The proposal must represent value for money and be appropriate to the needs of the organisation.

Project activity

The successful candidate will assist the organisation in producing a presentation for use as a resource in the work of Healing Through Remembering. It is envisioned that this will involve orated text and a slide show. Specifically this will include

- Concept development in line with HTR requirements
- Script writing and storyboarding
- Liaison with individuals, organisations and groups as identified by HTR for participation in the presentation
- Liaison with Project Coordinator and Delivery Partners throughout the production process to ensure that the finished product is compatible with HTR conversational workshops.
- Management of both technical and non-technical production processes.
- Participation in promotional activities.
- Maintaining effective record of work undertaken and feedback of all relevant information to HTR

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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.

Application Process

[The application process will only be available to those registered as consultants with the HTR project. The registration process is open – please see below for details.*]

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

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.

Tenders should be sent to 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 in relation to the specification
- c. and availability

Submissions must be received by **Wednesday 25th 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

***Registration on Consultants Database**

If you are not already registered on the HTR Consultants' Database then contact the HTR office to request a consultants' form or send an email to consultantsdb@healingthroughremembering.org (Subject: Consultants' Form). Return the completed form with an up-to-date copy of your cv for automatic inclusion in the consultants database.

9/11/09

AEL