

TENDER

Public Relations



Status: Task specific contract
Location: Northern Ireland and Border Region
Closing date: 4th November 12pm
Duration: November 09 – November 10

Project background

Healing Through Remembering (HTR) requires the services of a Public Relations Company on retainer for the next 12 months. The appointed company will work under instruction of the Healing Through Remembering Board and liaison will be with the Director of the organisation.

Specification

The successful company should have demonstrable skills and experience in public relations and media liaison. They must have a knowledge of the conflict in and about Northern Ireland; experience of the voluntary sector (including experience of successfully promoting events, experience of dealing with the difficult issues relating to the conflict in and about Northern Ireland, an understanding of the work of HTR and to be flexible in their available working hours. They must also have direct experience of working with media groups and other organisations working on conflict related issues. The proposal must represent value for money and be appropriate to the needs of the organisation.

Project activity

The successful company will assist the organisation in generating appropriate public and media profile of the events and in liaising with relevant individuals and groups.

- Provision of advice and expertise on the development of appropriate organisational profile of HTR
- Supporting the HTR Director in relation to the preparation of public relations activities
- Public Relations for approximately three public events
- Promotion and assistance with approximately six HTR media releases
- Liaison with individuals, organisations and media groups as identified by HTR
- Maintaining effective record of work undertaken and feedback of all relevant information to HTR

Subject to satisfactory fulfilment of this phase, there is the potential for an extension of the contract to December 2011 (or the end of the project).

PR Tender 09-10



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A project supported by PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium.

Tendering Process for Public Relations Company

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

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. Companies should repond via email at claire@healingthroughremembering.org and include the following:

- a. a brief outline of your approach to this piece of work including the proposed time allocation and the personnell involved.
- b. experience and interest in this area,
- c. costs
- c. and availability

Submissions must be recieved by **4th 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

20/10/09

AEL