



Quote Request:

Facilitation of 12 x 3hr professional development workshops

Issued: Tuesday, 12 December 2017

Responses to be received no later than Thursday, 21 December 2017

All correspondence to The Annex, 13 Pump Street,
Derry, BT48 6JG - jobs@makematic.com

FACILITATION OF 12 x 3hr PROFESSIONAL DEVELOPMENT WORKSHOPS

Makematic develop online courses for teacher professional development.

As part of an ongoing blended-learning project we are seeking a workshop facilitator to deliver a series of 3hr face-to-face training sessions in schools in the Belfast City Council area.

The project is supported by Belfast City Council and the Urban Villages Initiative

Services Required:

- Liaise directly with participating schools to schedule 12 x 3hr on-site workshops with their staff, to take place in January - February 2018
- Deliver the 12 above workshops using a pre-designed workshop template and materials.
 - We would suggest that 2 workshops can be delivered on each working day (i.e. one school in AM and one school in PM)

Form of quotation:

Please forward your quotation, inclusive of all costs, by email to jobs@makematic.com before NOON on Thursday, December 21st.

Please reference WORKSHOP FACILITATION in the subject line

Please ensure that each of the required elements, and all travel costs, are included in your quotation

Please note within your quote where VAT is payable.

Additional workshops may be added over time, so please also include a cost per workshop in addition to the 12 x initial workshops

You MAY include a BRIEF summary of relevant experience and similar projects undertaken. This summary should not exceed 1 page (A4) in length but may include web links to further information, examples or testimonials.

Quotations received after the deadline will not be considered. All enquiries should be addressed to Mark Nagurski via email to jobs@makematic.com

Please note that Makematic is under no obligation to accept the cheapest, or any, quotation and that all quotations will be assessed on the basis of both cost and the expertise of the individual or team.