



Request for Proposal:

Digital media skills workshops x 10

Issued: Wednesday, 14 February 2018

Responses to be received no later than noon on Wednesday, 28 February 2018

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

MakeMatic is an educational content company based in Derry~Londonderry, creating innovative professional learning content for teachers through the use of high impact short videos.

THE PROJECT

As part of the Urban Digital Futures project, in partnership with Belfast City Council and the Urban Villages Initiative, we are seeking to appoint a suitably qualified individual, team or organisation to plan and deliver 10 x 3-hr digital media skills workshops for teachers (primary & secondary) in the Belfast area.

The project's aim is to support and develop the digital skills of teachers and students, in the context of key growth sectors. As part of the project, teachers are required to support their students in the development of a digital media project.

The objective of these workshops is to serve as an introduction for teachers, to multiple digital media tools and platforms - e.g. film, audio, animation etc... - in the context of classroom-based digital media projects.

Each participating teacher will attend 2 workshops - one in March 2018 and one in May 2018.

SERVICES REQUIRED

1. Attendance at a project initiation meeting in Derry-Londonderry
2. Delivery of project plan within 1 week of appointment
3. Design and delivery of 10 x 3hr digital media workshops in the Belfast area
 1. 5 of which to take place between March 26-29. These 5 workshops should address the use of common video and video editing tools in the classroom
 2. 5 of which to take place between May 7-11. These 5 workshops should address the use of other digital media tools (non-video) in the classroom (eg audio, animation, gaming etc...)
4. Workshops should be suitable for classroom teachers at both primary and secondary level - and be accessible to a non-technical audience.
5. It is anticipated that the successful applicant will propose, and agree with Makematic, the content and format of each workshop.
6. Delivery of a detailed post-project evaluation within 10 days of the final workshop.

As a condition of contract, the successful bidder will also provide in due course, evidence of relevant policies, procedures and insurances (eg Public Liability / Professional Indemnity etc).

FORM OF PROPOSAL

Please forward your proposal, inclusive of all costs, via email to fiona@makematic.com by NOON on Wednesday 28th February.

Please reference WORKSHOP FACILITATION in the subject line

1. You **MUST** include a BRIEF summary of relevant experience and/or similar projects undertaken. This summary should not exceed 2 pages (A4) in length but may include web links to further information, examples or testimonials.
2. You **MUST** include a BRIEF overview of the proposed workshop content and format. This overview should not exceed 2 pages (A4) in length.
3. Please ensure that each of the required elements, and all travel costs, are included in your quotation. You **DO NOT** need to include venue hire or catering in your costs. Please note within your quote details of proposed payment terms and where VAT is applicable.
4. Additional workshops may be added over time, so please also include a cost per workshop in addition to the 10 x initial workshops

Quotations received after the deadline will not be considered. All enquiries should be addressed to Fiona Corvan via email to fiona@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.