

Cre8te Limited

Invitation to Tender

Title: European Project Management Support

EU Project Oct 2011 – Sept. 2013

Publication Date: 28th^t October 2011

Application Deadline: 4th November 2011

Contract Type: Contract award - Services

Summary

Cre8te Limited has Local Enterprise Agency status. It is run on a not-for-profit basis with any surpluses being reinvested into business development, social inclusion and regeneration services. As an Enterprise Agency, Cre8te has an economic & business development remit. It provides support to new & developing social enterprises. It also supports a range of specialised enterprise initiatives that are designed to tackle barriers experienced by disadvantaged groups, helping them into sustainable self-employment.

With the award of 2 initial European projects, funded through Interreg and Erasmus, there is a need for a proven project manager to work with Cre8te and help support delivery of these projects, as well as tendering for new projects in similar fields.

The consultancy will cover a number of areas, including but not limited to:

- Implementation and project management of projects covering creative industries and female mentoring
- Process management and financial management of Interreg IVB and Erasmus progress reports and claims
- Liaison with partner agencies to maximise the benefits of the projects
- Administration of meetings and events
- Interpersonal communication such as influencing and motivation skills

Main site or location of work:

The contract will be delivered from our main offices in Craigmillar, Edinburgh, but travel may be required for events and client meetings throughout Scotland and In Europe where dictated by the needs of the project.

Award Criteria

1 Price 20%

2 Availability 40%

3 Experience 40%

Total Anticipated Value of Contract:

£39,000 Per Annum Excluding VAT Plus Expenses

Length of Project

November 2011 – December 2013

Contact Details:

For further information and to submit a tender please contact:

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