Application Form

Expert / Mentoring/ Coaching Panel

**Introduction**

MIDAS Learning would like to thank you for your interest in providing Expert / Mentoring services to us and/or our clients as part of the Expert / Mentoring Panel.

The Expert / Mentoring Panel consists of professionals, experts and consultants from varied Business, Education, IT and Coaching disciplines.

As an expert in your filed, you can be allocated a client to work with, providing advice and support as required.

 Applicants are required to have significant professional experience and expertise in their chosen field to be eligible for inclusion on The Managed Business Expert / Mentoring Panel.

 **Nature of the Contract**

The duration of the Managed Business Expert / Mentoring Panel shall be given from the date of signing of a contract for an agreed period, subject to the terms and conditions set out in this application process, and the terms and conditions of a service level agreement to be entered into with MIDAS Learning.

 Individual application forms will be required from each applicant. The contract can be concluded with an organisation where the individual is an employee, director or owner of that organisation.

**Requirements of Service Providers**

The requirements of Service Providers appointed to the Panel include:

* Completion of an Expert profile detailing your expertise, experience and professional background. The profile will be used in the selection of the most appropriate Service Provider for each Expert / Mentoring assignment
* Meeting with MIDAS Learning to finalise working arrangements at the beginning and attending review meetings.
* Review and deliver the work programme contained in the Mentor Brief that will be provided before each Mentor Assignment.
* Providing two Action Summary reports to MIDAS Learning using the format presented in the Brief – one to be provided to the client, and the other for the Expert / Mentoring / Coaching initiator, i.e. the person made the initial support request.
* Professional representation of MIDAS Learning and its clients at all times when engaging in Expert / Mentoring Panel work.
* Applying for Expert Tutor roles and responsibilities either as Tutors/ Writers/ Developers

**Please note that Expert / Mentoring/ Coaching Panellists will not be permitted to promote their own business or services in any way while representing MIDAS Learning and their clients.**

**Operation of the Panel**

Selected Providers will be contracted by MIDAS Learning under a ‘contract for service’, and all work completed on behalf of MIDAS Learning Mentors will be strictly identified as contracts for services.’ **NOTE: The acceptance of this latter obligation by each applicant will constitute a prior condition to the submission and consideration by MIDAS Learning of each formal application.**

A formal contract will be agreed between MIDAS Learning and all approved Expert / Mentoring / Coaching Panel members.

Those approved to the Expert / Mentoring Panel are entitled to an invitation to deliver Expert / Mentoring and support services as required, however inclusion on the Panel is not a guarantee of work.

Approved Expert / Mentoring Panel members will be selected for Expert / Mentoring as required, based on requirement of expertise, availability, price and client needs. Other criteria deemed appropriate by MIDAS Learning may also be considered.

MIDAS Learning reserves the right to engage in further selection processes to add to the Panel if additional services are required. Performance of all Expert / Mentoring Panel members is subject to continuous review.

**Please note that MIDAS Learning’s client may attend mentor/mentee meetings.**

**Qualifications**

While there are no formal qualifications required for application to the Expert / Mentoring Panel, applicants must be able to demonstrate:

* Significant high level of professional experience and expertise in their competency areas.
* Successful delivery of business Expert / Mentoring or coaching services in organisations of a comparable scale and complexity, or an ability to demonstrate the approach that they would take in doing so.
* Provide details of successful delivery of Expert / Mentoring in the past, or problem solving within an organisation.
* Provide details of previous work experience that is comparable with the subject matter of this Expert / Mentoring Panel.

**Expert/ Mentor/ Coaching Bio**

 It is a requirement that all applicants must submit a Mentor Bio using the template provided with this application form. Applicants will not be considered for inclusion on the Expert / Mentoring Panel without completion of both the application form and Mentor Bio form, as no other form of professional profile will be accepted.

**How to Apply**

Applications to the Expert / Mentoring Panel are accepted at any time, as the panel is always open. For an application to be considered, applicants must complete this application form in full and provide all necessary supporting documentation and data as outlined by the checklist (section 10).

**Membership of the Panel**

Inclusion to the panel is not a guarantee of work, as it is allocated to mentors based on a client’s need and the mentor’s expertise and areas of competence. MIDAS Learning will select the most appropriate mentor for each assignment.

MIDAS Learning reserves the right to discuss potential assignments with one or more mentors in order to establish which mentor is most suited to the needs and required support of the client. This process of discussion is confidential and not a guarantee of work.

MIDAS Learning reserves the right to operate a competition process between members of the panel that will support the selection of the most suitable mentor for an assignment.

MIDAS Learning reserves the right to negotiate rates of pay with Mentor Panel Members. Please note that the fee rates quoted on this application will be the maximum rates of pay applicable to potential Expert / Mentoring Panel members.

**Insurance and Tax Clearance**

Applicants must confirm within this application that they have/will put the necessary insurance requirements in place. Proof of this must be included, see section 8 – Insurance of the Application Form.

The insurance requirements are:

* Employer’s Liability Insurance with an indemnity limit of €13,000,000
* Professional Liability Insurance with an indemnity limit of €1,300,000
* Public Liability Insurance with an indemnity limit of €6,500,000.

 **Interview**

Applicants may be invited by to attend an interview with MIDAS Learning before being accepted onto the Expert / Mentoring Panel.

**Cost of Application**

The responsible for any costs or expenses incurred by the applicant in connection with the preparation or delivery of this application or interview attendance will be that of the applicant, and not of MIDAS Learning.

APPLICATION FORM

Managed Business Expert/ Mentor /Coaching Panel

1. Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |   | **Surname** |   |
| **Address** |   |
| **Phone** |   |
| **E-mail** |   |

1. Professional Details

|  |  |
| --- | --- |
| **Business Name** |  |
| **Current Position and Role** |  |
| **PREVIOUS EXPERIENCE (Please give brief details)** |
| **From – To** | **Employer** | **Role & Responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|   |   |   |
|   |   |   |
| **LANGUAGE COMPETENCIES (mark on a scale of 1 - no competence to 5 – most competent)**  |
|  | **Written** | **Spoken** | **Reading** |
| **English** |  |  |  |
| **Irish** |  |  |  |
| **Other: \_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |

3. Areas of Expertise

Please select from the lists below the areas of expertise and competence that you can provide. To note, this should reflect the previous experience outlined under Professional Details above.

**Business Planning, Strategy and Review**

|  |  |
| --- | --- |
| Business Planning |   |
| Developing Business Resilience |   |
| Funding Bids and Proposals |   |
| Financial Management for Capital Projects |   |
| Business Planning & Strategy |   |
| Project Management |   |
| Project Evaluation |   |

**Business Performance**

|  |  |
| --- | --- |
| Revenue and Distribution Management Channel Management  |   |
| Pricing and Cost Management |   |
| General Operational Management |   |
| Supervisory Management  |   |
| Operational Skills and Techniques |   |
| Facility Management |   |
| Retail and Merchandising |   |
| Customer Service and Engagement |   |
| Mystery Shop |   |
| Quality Assurance |   |
| Managing Teams / Staff Retention |   |
| Employment Law |   |
| GDPR |   |

**Facilitation**

|  |  |
| --- | --- |
| Facilitation of Destination Clusters  |   |
| Facilitation of Internal Teams |   |
| Inter-agency Facilitation |   |
| Community Facilitation and Development |   |
| Facilitation of Strategy/Planning Sessions |   |

**Sales and Marketing**

|  |  |
| --- | --- |
| International market research |   |
| Development of B2C and B2B Marketing Plans |   |
| Development of B2C and B2B Sales Plans |   |
| Channel Management |   |
| Lead Generation |   |
| OTA Management |   |
| Pricing for B2B |   |
| Contracting B2B |   |
| CRM and Database Management |   |
| Face to face selling at In Market Events |   |
| Coaching on verbal pitch for B2B Selling |   |
| Coaching on written pitch for B2B Selling |   |

**Market Specific Expertise**

Please tick or list the specific countries or markets that you have professional experience and knowledge of working with. (Please insert others if not listed)

|  |  |
| --- | --- |
| Domestic |   |
| Northern Ireland |   |
| Great Britain |   |
| Germany |   |
| France |   |
| Italy |   |
| Spain |   |
| US |   |
| Canada |   |
| China |   |
| Nordics |   |
| Australia |   |
| Middle East/GCC |   |

**Digital**

|  |  |
| --- | --- |
| SEO Auditing |   |
| Digital Strategy Development |   |
| Social Media Audits |   |
| Social Media Strategy |   |
| Website Content and Usability Auditing |   |
| Website Design and Project Management Advice |   |
| Website Brief/Spec Writing |   |
| Advice on out-sourcing Digital Marketing |   |
| eCommerce Great Britain |   |
| eCommerce Germany |   |
| eCommerce France |   |
| eCommerce Italy |   |
| eCommerce Spain |   |
| eCommerce US |   |
| eCommerce Canada |   |
| eCommerce China |   |
| eCommerce Nordics |   |
| eCommerce Australia |   |
| Middle East/GCC |   |
| Video content development/management |   |
| Video marketing |   |

**Developing Brilliant Visitor Experiences**

|  |  |
| --- | --- |
| Product Audits |   |
| Visitor Attraction Interpretation and Action Planning for ‘fit for purpose’ product offerings |   |
| Saleable experience development around products and events |   |
| Story writing for businesses |   |
| Tour Guide script writing |   |
| Tour Guide audience engagement coaching |   |
| Content writing for the web/storyboards/promotional material |   |
| Live interpretation advice and coaching |   |
| Benchmarking (please state specific product types) |   |
| International and national fam visit advice |   |

**Food**

|  |  |
| --- | --- |
| Facilitation of food clusters |   |
| Scripting content for food businesses |   |
| Saleable experience development |   |
| Food and Beverage Pricing and Costing |   |
| Food and Beverage for International Visitors |   |
| Menu Planning and Design |   |
| Achieving greater efficiencies in food businesses |   |

**Festivals**

|  |  |
| --- | --- |
| USP Development |   |
| Festival specific coaching for international sales |   |
| Sourcing sponsorship |   |
| Merchandising for festivals |   |
| Event management and operations |   |

 **Sector Specific Experience**

Please tick or list the specific sectors that you have professional experience and knowledge of working with. (Please insert others if not listed)

|  |  |
| --- | --- |
| Hotels |   |
| Food businesses (please be specific on type) |   |
| Attractions |   |
| Activities |   |
| Transport |   |
| Retail |   |
| Craft |   |
| Festivals |   |
| Business Tourism |   |
| Incentive and MICE |   |
| Event Management |  |

1. Previous Experience

Please demonstrate previous experience of successfully delivering services similar to those that will be required under this contract. Please give minimum 3 examples.

|  |  |
| --- | --- |
| **Business Type** |  |
| **Date services delivered** |  |
| **Description of the problem to be solved** |  |
| **Approach taken** |  |
| **Results achieved** |  |

|  |  |
| --- | --- |
| **Business Type** |  |
| **Date services delivered** |  |
| **Description of the problem to be solved** |  |
| **Approach taken** |  |
| **Results achieved** |  |

|  |  |
| --- | --- |
| **Business Type** |  |
| **Date services delivered** |  |
| **Description of the problem to be solved** |  |
| **Approach taken** |  |
| **Results achieved** |  |

1. Specific Skills

Please list your top three skills for Expert / Mentoring /coaching and for each demonstrate your experience in that skill.

|  |  |
| --- | --- |
| **Specific Skills** | **Detail your experience**  |
|   |   |
|   |   |
|   |   |

1. References

Please provide 2 external references that MIDAS Learning may contact:

|  |  |
| --- | --- |
| **Name** |  |
| **Company** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Company** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

1. Fees

Please complete the tables relating to both Rate Structure 1 and Rate Structure 2 below.

**Rate Structure 1:** Onsite with client (fees exclusive of VAT)

|  |  |  |
| --- | --- | --- |
|   | Full Day | Half Day |
| **Less than 100km from base** |   |   |
| **More than 100km from base** |   |   |
| **On-Site Visit for Program Personalisation** |   |   |

**Note:** The agreed fee must include all travel, subsistence (accommodation and food), staffing, communication, printing and all other costs associated with the Expert / Mentoring service that you provide.

**Rate Structure 2:** Development; Desk Research; Consultancy, Client Liaison etc carried out from your normal base of business (fees exclusive of VAT)

|  |  |
| --- | --- |
| Full day rate | Half day rate |
| **€550** | €250 |

**Note:** The agreed fee must include all travel, subsistence (accommodation and food), staffing, communication, printing and all other costs associated with the delivery of the Expert / Mentoring service that you provide.

1. Insurance

Please enter details of insurance cover that you have in place:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Employers Liability** | **Public Liability** | **Professional Liability** |
| Limit of Indemnity |   |   |   |
| Excess |   |   |   |
| Name Of Insurance Company |   |   |   |
| Policy or Reference No |   |   |   |
| Expiry Date |   |   |   |

If appointed to the Mentor Panel you will be required to have the following levels of Insurance Cover in Place:

* Employer’s Liability Insurance with an indemnity limit of €13,000,000
* Professional Liability Insurance with an indemnity limit of €1,300,000
* Public Liability Insurance with an indemnity limit of €6,500,000.

If you do not have these levels of insurance in place at present are you prepared to acquire them if appointed to the panel (please tick)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |   | No |   |

1. Tax Clearance

Please provide a copy of a valid Tax Clearance Certificate. This may be obtained from the Irish Revenue Commissioners ([www.revenue.ie](http://www.revenue.ie/)). Alternatively, please provide the details below to enable online verification of your Tax Clearance status via the Revenue Commissioners website [www.revenue.ie](http://www.revenue.ie/)

**Registration Number:**

**Certificate Number:**

|  |
| --- |
|   |

**If a current tax clearance cert is not available, please tick here**

A valid tax clearance certificate will be required before being allocated any work as a member of the Expert / Mentoring Pane

1. Application Checklist

 Please ensure that:

 You have answered all questions on the application form.

You have completed in accordance with the template provided with this application form a Mentor Bio.

1. Declaration

I declare, that to the best of my knowledge, the information provided in this application form and associated attachments are true and accurate. I declare that I am free from any commercial agreements or considerations which might in any way affect the impartiality of any judgments or recommendations relating to client development projects.

Signed:

Name: (Block Capitals)

Date: