



Coordination Services

Administration Services

Horizons (Cope Foundation) is seeking the provision of services for **The Right to Make project**. Lot 1: **Coordination Services**. Lot 2: **Administration Services**.

1. About the Project

The Right to Make: A Creative Access Project is an initiative of Horizons in partnership with Cork City Council, supported by Creative Ireland through the Creative Health and Wellbeing in the Community 2026-2028 fund.

The project will engage intellectually disabled adults across Cork City through Horizons' Suisha Inclusive Arts, offering a structured programme of artist-led creative workshops in multiple artforms within supported Horizons locations and connected community contexts. Facilitated exchange sessions between participating artists, independent creatives, and Horizons staff will build shared understanding, sectoral capacity and stronger creative identities.

Participants, facilitators and artists will co-produce creative outputs and wellbeing-focused explorations, leading to an accessible, co-curated artistic installation, and opportunities to share outcomes with the public.

2. Contract Duration

The initial contract duration is approximately 4 **months**, subject to external funding the contract will be extended to a maximum overall contract duration of **16 months**.

3. Location of Services Delivery

The services will be delivered remotely and independently of Horizons' premises. The Service Provider(s) will be required to attend in-person meetings, events and project activities as necessary to support the delivery of the services. Regular in-person meetings will take place at locations within Cork City.

For the purposes of this Contract, Horizons Cork city locations shall be regarded as the principal service location.

4. Timeframe and Payment Rates

- Coordination Services

2026: Estimated 3 days per week (September to December) based on a maximum daily rate of €300.

2027: Estimated 2 to 3 days per week for a total of 24 weeks in four blocks (55 days total) based on a maximum daily rate of €300.

- Administration Services

2026: Estimated 2.5 days per week (September to December) based on a maximum daily rate of €170.

2027: Estimated 2/3 days per week for a total of 24 weeks in four blocks (55 days total) based on a maximum daily rate of €170.

Please note:

- Contractors are responsible for discharging their own tax liabilities.
- Rates are inclusive of all applicable taxes and exclusive of agreed out-of-pocket expenses.
- Indicative budgets, expenses and full details are available in the **Request for Tender** linked below.
- Submissions and queries can be directed via eTenders on the below link.
- For applicants who may be new to the tendering processes, please refer to the **eTender instruction document** link below

Request for Tender link	European Dynamics - View CfT Workspace
eTender instruction document	love-me-tender_cork-city-council-2026.pdf
Closing Date for Queries	12pm 21st August 2026
Closing Date for Tender Submissions	12pm 27th August 2026
Contact for Queries	Messaging facility on www.etenders.gov.ie