

## INVITATION TO QUOTE

### Training Manager Services

5 March 2026



1. MG ALBA invites you to quote for the provision of the above services.
2. Services are expected to commence from 18 March 2026.
3. Your quote must be submitted via email to [tender@mgalba.com](mailto:tender@mgalba.com)
4. Quotes must arrive no later than **2pm** on **11 March 2026**. Quotes submitted after this may not be considered.
5. MG ALBA is not bound to accept any quote received.
6. Enquiries should be sent to [tender@mgalba.com](mailto:tender@mgalba.com)

### Background

You are invited to visit [www.mgalba.com](http://www.mgalba.com) for more information about the company.

MG ALBA employs over 40 staff. Its main business is the commissioning of audiovisual media content from media production companies and the operation of the Gaelic audiovisual service BBC ALBA in collaboration with the BBC.

MG ALBA has been awarded funding by the British Film Institute (BFI) and Creative Scotland (CS) to support and organise step-up training and knowledge sharing across two drama projects, an edit training course for content creators and training opportunities on a network entertainment show.

### Services sought

To support MG ALBA in managing short term training placements across a range of productions. The role will involve:

- Management of advert responses
- Creation of candidate shortlists and assistance in selection, which may involve interviews and liaison with production companies and MG ALBA colleagues
- Site visits to trainees where appropriate
- Gathering mentor and trainee reports
- Obtaining good quality photos of trainees on set
- Interviews (desk-based or on-site) with mentors and trainees
- Acting as a point of contact for trainees and production companies
- Setting up and managing the budget for the edit training course
- Quarterly completion of funding reports to BFI and CS via template provided

## **Skills Required**

The successful bidder will be required to have:

- Knowledge of different production roles
- Excellent communication, report writing and planning skills
- Proven ability to complete projects by a set deadline
- Strong commitment to confidentiality and data protection
- Ability to communicate in Gaelic is essential – fluency is desirable

## **Timescale**

The contract will begin on 18 March 2026 and end on 26 June 2026. It is expected that the average commitment will be 2 days per week.

## **Contract Management**

The main point of contact will be MG ALBA's Director of Content or such other MG ALBA representative as required.

## **Pricing**

MG ALBA has set aside up to £9,600 excluding VAT for this work, with an expectation of 30 days' work over the term of the contract.

## **Enquiries and Submission**

Proposals should be no more than 1 page, not including cost breakdown or credentials.

You may submit your proposal in the format that best suits you (e.g., Microsoft Word, PowerPoint etc).

You may be invited to meet with MG ALBA representatives to discuss your quote, following the closing date.

Please submit any enquires associated with this invitation by email to [tender@mgalba.com](mailto:tender@mgalba.com).