

## INVITATION TO TENDER

### National Collective of Community Based Women's Networks Strategic Plan Development 2022-2026

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#### AIM

**National Collective of Community Based Women's Networks (NCCWN)** is seeking proposals to develop our Strategic Plan 2022-2026. There are two outputs – Strategic plan and Implementation plan.

#### BACKGROUND

The National Collective of Community Based Women's Networks (NCCWN) through its 17 local Women's projects engages with women from the most disadvantaged communities in the country. As the only national programme specifically targeted at women from disadvantaged communities, the NCCWN and its community-based women's projects have demonstrated that we are an experienced and essential part of the infrastructure, both locally and nationally.

NCCWN defines itself as a women's feminist grassroots organisation. The term "grassroots women's organisations" encompasses locally based and (in most cases) women-led groups that have a mission to empower women and advance women's rights on multiple fronts. Grassroots women are regarded as the main body of our organisation's membership.

NCCWN employs 48 staff across 17 projects throughout Ireland in urban and rural communities. In 2019, the NCCWN Projects had 31,212 engagements with women experiencing disadvantage. Core funding through the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) enables the NCCWN across its 17 projects to not only employ core staff but to also lever in additional funding to coordinate and deliver needs-based community development programmes including: Equality, Health & Wellbeing, Active Citizenship, Community Education, Domestic Abuse Supports and Employment Pathways.

#### Vision

Our vision is a just and equal society for all women.

#### Mission

Our mission is to support the empowerment of and advocate for women who experience disadvantage and marginalisation; and to promote social justice, women's human rights and equality bringing about positive and sustainable changes to women's lives and society.

The NCCWN works from two core perspectives: feminism and community development. These perspectives permeate all the work of the NCCWN.

#### OBJECTIVES

Our current Strategic Plan is coming to an end in December 2021, and we are now seeking a Consultant(s) to support the development of a new plan for the next three years from 2022 to

2025. It is envisaged that the new strategic plan will need to include vision, mission, goals, objectives and clear measures of success, target groups, target areas, and activities/projects.

**To carry out a strategic planning process incorporating the following:**

- Incorporate the conclusions and learning from the Review of the NCCWN Strategic Plan 2016-2021;
- A process that will include a PEST analysis i.e. an analysis of macro environmental factors that influence the context of our work, including political, economic, societal, technological environment and climate change at Irish, European and international level;
- Develop a participative process to devise clear goals with objectives for the Organisation for 2022-2026, identifying delivery mechanisms, resources, timescales and performance indicators;
- Facilitate appropriate consultation processes with Board, staff, advisory members, participants for the development of the plan and to foster ownership of the plan;
- Initial consultation session with NCCWN Board and the NCCWN National team;
- Interview and consult with key external stakeholders;
- Develop Mechanisms to monitor progress towards set objectives including baseline and qualitative and quantitative performance indicators;
- Produce a brief and accessible version targeted at key stakeholders, funders, staff, volunteers and participants;
- Facilitate a “Vision” for the Future Day;
- Develop a participative process for up to 5 regional and thematic consultation meetings;
- Facilitate Strategic Plan Development processes with NCCWN Board and Staff.

**Devise a suitable implementation plan**

- Arising from the Plan’s goals devise objectives for the Organisation for 2022-2026, identifying internal delivery mechanisms, necessary structures to achieve them, resource issues and timescales.
- Develop Mechanisms to monitor progress including baseline and qualitative and quantitative performance indicators.
- A template to be developed and provided for all projects to complete focusing on domain of action for each strategic goal.

**Methodology**

It is envisaged that the process will include use of the following methodologies for the Strategic Plan:

- Reviews of secondary data (including reports, reviews completed to date, etc.), including Review of Strategic Plan 2016-2021;
- Meetings with the Chair and National Coordinator and on-going liaison with National Coordinator;
- Consultation with Board, Staff, advisory members and participants;
- Interview of key stakeholders;
- Draft report to Board;

## **Implementation Plan**

- Devise a process to develop Implementation plan with staff of NCCWN;
- Meetings with the National Team and on-going liaison with National Coordinator;
- Briefing to be delivered to NCCWN projects on the implementation plan for the strategic plan;
- Workshops with Board and Staff

## **Timeframes**

The entire process should be completed for end of November 2021  
(Strategic Plan October 2021, Implementation Plan end of November 2021)

## **Plan Completion**

The Complete Plan – (Strategic and Implementation) (subject to minor revisions only) is to be delivered November 2021 to the satisfaction of NCCWN. The design, editing and proofing work for Strategic Plan is the responsibility of the tenderer and document must be submitted designed and print ready. This report should be written in clear and accessible language, suitable for wide use as an information and advocacy resource by NCCWN.

## **TENDER REQUIREMENTS**

Tender proposals should include the following:

- A statement demonstrating understanding of the tender requirements;
- A demonstrated understanding and track record in Strategic Planning and the development of Strategic Plans/Implementation plans for organisations;
- A demonstrated understanding and awareness of the requirements of the project
- An outline of skills, qualifications, and experience in the area;
- Required to have a working knowledge of online communication forums for example Zoom or Microsoft teams
- A work plan identifying the approaches and methodologies to be used in carrying out the project;
- Demonstration of the arrangements for effective communication with designated personnel so as to ensure that the objectives of the project are being achieved, that the project does not overrun on time or cost and that any other problems that arise can be resolved;
- Costs
  - Set out any issues which may impact on the cost;
  - All costs must be inclusive of VAT and expenses;
  - Demonstrate value for money;
  - Breakdown of costs showing the number of days required to complete the task, the number of days each person, if there is more than one person involved, will be employed on the task, the cost per day;
  - The fee quoted should include travel and subsistence costs;
- A list of recent clients who may be contracted for references in relation to this tender;
- Confirmation of ability to meet the timeframe of the project;
- Completed document involves the design, proofing and editing.
- 30 Print copies required.

## Project budget

The total budget for the research project, inclusive of VAT and all expenses is €10,000 to include all costs, including VAT. This fee will include the preparation of a final plan.

## Conditions of Tender

- a) NCCWN reserves the right not to award a contract in the event that no proposal is deemed to be suitable.
- b) NCCWN requires that researchers will treat all information provided pursuant to this invitation to tender in strict confidence.
- c) Information supplied by tenderers will be treated as contractually binding. However, NCCWN reserves the right to seek clarification of any such information.
- d) All material gathered and all outputs arising out of the proposed contract will remain the sole property of the NCCWN. **Tenderers must agree to this condition in their proposals.** All information and knowledge acquired in the course of the review will be treated as confidential and should not be divulged to any unauthorised person or used for any purpose whatsoever without the prior approval of the NCCWN.
- e) NCCWN will ensure that the final report gives due credit to the consultant(s), textual and editorial work undertaken in its preparation. Any subsequent use of the material shall also give due credit.
- f) It will be a condition for the award of a contract that the successful contractor(s) (and agent, where appropriate) will be promptly required to produce a Tax Clearance Certificate from the Irish Revenue Commissioners. In addition, contractor(s) must retain records of tax reference numbers for any sub-contractor(s), whose payments exceed €5,000, including VAT. All payments under the contract will be conditional on the contractors being in valid possession of valid certificates at all times.
- g) Tenders that are delivered late will not be considered.
- h) Any conflicts of interest involving a contractor (or contractors in the event of a group or consortium bid) must be fully disclosed to NCCWN particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
- i) NCCWN will not be liable for any costs incurred in the preparation of the tender.
- j) Payment for all services covered by this Invitation to tender will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier(s), subject to the terms of the Prompt Payment of Accounts Act (27 of 1997).
- k) Payment of all services covered by this invitation to tender will be on the basis of the agreed contract price, completion of agreed stages of the work plan and upon the submission of the appropriate invoices.
- l) NCCWN will own the completed report and will retain copyright. NCCWN will retain the right to publish as deemed appropriate. The tenderer(s) will be acknowledged in the inside cover of the publication.

## Evaluation of Tenders

Tenders will be evaluated initially with reference to the following qualification criteria:

1. Completeness of tender documentation
2. Stated ability of tenderer to meet the requirements of the Invitation to Tender

Only those tenders, who meet both of these qualifying criteria, will be eligible for inclusion in the award process.

The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous tender applying the following award criteria, not necessarily in this order:

- Understanding of the project and demonstrated ability to carry out the work – 25%
- Cost effectiveness – 25%
- Relevant skills, expertise and experience of the designated personnel – 25%
- Timeframe for completion – 25%

Tenderers are advised that they may be required to make a formal presentation of their proposal.

### **Submitting an Application**

Proposals should be submitted by email to Laura Maloney [lauranccwn@gmail.com](mailto:lauranccwn@gmail.com) and marked Strategic Plan Development, to arrive no later than **5pm Friday 14<sup>th</sup> May**.

*All information provided to NCCWN in response to this request will be treated in strict confidence.*