

Dublin City Volunteer Centre

Request for Tender: Development of a Strategic Plan for Dublin City Volunteer Centre 2022-2024.

1. Introduction:

Dublin City Volunteer Centre (DCVC) is a registered charity (CHY16525) and the one stop shop for volunteering, providing services for organisations and individuals in the Dublin city council area.

Our vision is to have a vibrant Irish society where every person feels connected to their community, through active participation in voluntary activities.

Our mission is to promote the value of volunteering and increase the range and quality of volunteering in Dublin city.

Our work is guided by our core values: empowering, creative, collaborative.

We serve a population base of 554,000 and have a particular focus on social inclusion and those who experience greater barriers to participation in volunteering. Principal funding comes from the Department of Rural and Community Development (DRCD). DRCD recently published Ireland's first [National Volunteering Strategy 2021-2025](#).

We are a member of Volunteer Ireland, the national volunteer development agency and support body for all local Volunteer Centres in Ireland. Volunteer Centres in Ireland have a Quality Standards Framework and are externally reviewed every three years. For more information visit <https://volunteerdublincity.ie/>

2. Context:

The previous [three-year strategic plan](#) was from 2017 to the end of 2019. Overall progress against indicators was reviewed internally at the start of 2020, with the intention to then develop a new strategic plan. Due to ongoing evolving service requests during the pandemic the Board took the decision to defer the new strategic plan until 2021. In 2020, DCVC had to pivot from volunteer referrals to the rapid mobilisation of volunteers and development/hands-on management of volunteer programmes. These new programme areas, inter alia, include a Covid-19 Test Centre, Book Delivery Scheme, Domestic Violence Supports (CRITiCALL) and Mass Vaccination Centre, which we still continue to manage. We will also be establishing a new Community Volunteers (volunteer reserve programme) in the autumn as part of a national pilot programme.

We are now looking to develop a new strategic plan to enable us to continue to strategically respond to the impact of Covid-19 on our organisation and those who use our services, and to develop strategic objectives to lead the changing landscape of volunteering in the city post-Covid. The new strategic plan needs to be fit-for-purpose, yet ambitious in scope.

3. Key Deliverables:

A finalised Strategic Plan by mid-December, which delivers on the following:

1. Literature review of relevant materials including the DCVC Constitution
2. Focused consultation/workshop with Board at start of process, followed by workshop with DCVC staff and Centre (in-house) Volunteers
3. Plan and facilitate an internal and external situational analysis (SWOT and PESTLE) through workshops/consultation events with:
 - Registered Volunteers (those registered on the database and interested in volunteering)
 - Volunteer-Involving Organisations (VIOs)
 - Stakeholders from 2-3 of the new programme areas
4. Interview up to 5 external stakeholders including funders/Local Authority etc.
5. Develop a process for the wider community to feed-in through e-consultation. We envisage this being a number of segmented surveys based on the diversity of people/groups we serve and in line with the National Volunteering Strategy.
6. Present the findings and recommendations to Board and then staff for review
7. Draft a strategic plan in plain English which includes the following: vision, mission, values, strategic goals and objectives, actions and KPIs, and Critical Success Factors.
8. Produce a final Plan, following feedback from Board.

We are interested in innovative ways to gather feedback from the consultation events such as disruptive or design thinking or other innovative methodologies. In total, we envisage 8-10 workshops/consultation sessions for the internal and external stakeholders.

4. Duration of the Project

The project should be completed between September and mid-December 2021.

5. Submission of Tenders

Experienced facilitators are asked to submit a proposal that should include the following:

1. Background information with C.V.;
2. Evidence of prior experience in delivery of similar projects with particular emphasis on experience of working with the community sector and facilitating groups of diverse stakeholders;
3. References;
4. An outline of the proposed methodology and timeline; and
5. Quotation in Euros and inclusive of VAT, including all costs associated with the work such as preparation time, travel expenses and any other expenses as required.

Dublin City Volunteer Centre shall not accept any responsibility for any expenses or loss, which may be incurred in the preparation of a Tender.

6. Selection Criteria

Proposals will be evaluated against the following criteria:

Criterion	Maximum Score Available
Qualification, Relevant Experience, Track Record	30%
Methodology, Understanding of the Brief	50%
Cost of successful project delivery and value for money	20%
Total Maximum Score Available	100%

Failure to comply with the above selection criteria will result in disqualification from the tendering process. In the event of a tie in award scoring, the cost score will be used as the deciding criteria.

7. Budget

The maximum budget for this work, inclusive of VAT, is €8,000.

8. Submissions

Interested parties should submit a brief, fully costed proposal to deliver the work outlined above, by 5pm on Wednesday 25th August. We aim to make an appointment by 6th September for an immediate start.

Please submit proposals electronically to: edwina@volunteerdublincity.ie.

Please note that late submission of tenders will not be accepted.

9. Confidentiality

All information supplied in connection with this Tender shall be regarded as confidential and by submitting an offer, the Tenderer agrees to be bound by the obligation to preserve the confidentiality of all such information.



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