

Tender Application Pack



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**For the review of the DIY Committee Guide Content**

<p><b>1. Background</b></p>	<p>Volunteer Now is the lead organisation for promoting and supporting volunteering across Northern Ireland. We build recognition for volunteering and celebrate the contribution volunteers make. We provide access to opportunities and encourage people to volunteer. We are a resource for volunteer involving organisations providing support on involving volunteers, governance and safeguarding.</p> <p>The work of Volunteer Now is diverse and responds to the wide-ranging nature of volunteering in Northern Ireland. With a legacy stretching back 50 years, we work in partnership with an ever-growing number of organisations across the voluntary and community, public and private sectors.</p> <p><b>The diycommitteeguide</b></p> <p>The diycommitteeguide.org was originally developed in 2005 by the Volunteer Development Agency (now Volunteer Now) in partnership with 14 other organisations. It provides a central point of access to a wide range of practical, user-friendly resources developed by groups across the sector and beyond.</p> <p>The DIY Committee Guide also provides clear support for groups implementing the Code of Good Governance for the Voluntary and Community Sector. The site structure follows the principles of the Code. This work has been carried out in partnership with the <a href="#">Developing Governance Group</a>. The group is made up of a range of sector support organisations with a remit for governance support.</p>
<p><b>2. Objectives</b></p>	<p>Volunteer Now seeks an appropriately qualified and experienced individual or consortium of individuals to undertake a review and refresh of content of <a href="https://www.diycommitteeguide.org/">https://www.diycommitteeguide.org/</a> the online governance resource, working closely</p>

	<p>with the Developing Governance Group and staff in Volunteer Now.</p> <p>This work is required to ensure that the website has been updated to match the content of the updated Code of Governance and to ensure that all materials are relevant, accurate and fresh.</p> <p>Aims:</p> <ol style="list-style-type: none"><li>1. To provide an effective on-line governance resource for N Ireland mapped to the Code of Governance.</li></ol> <p>Objectives:</p> <ol style="list-style-type: none"><li>1. Review and revitalize existing material to ensure it is relevant and accurate and appropriate for a wide range of organisations.</li><li>2. Draft updated and new materials.</li><li>3. Re-organise content to mirror the updated Code of Governance.</li></ol> <p>Performance indicators:</p> <ul style="list-style-type: none"><li>• Content review completed in agreed timeframe.</li><li>• Accuracy of content produced.</li></ul>
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<p><b>3. Methodology</b></p>	<p><b>Step 1: Review</b> existing material to give overview and assist in planning.  <b>Step 2: Objective setting</b> - Agree SMART objectives to plan for update of materials.  <b>Step 3: Deliver</b> – Map current materials to revised Code, review, revitalise and update current materials, create new materials to fill any gaps created by new aspects of updated Code of Governance, provide fully updated materials including accurate links in word format for uploading onto the new site, co-ordinate with website developers to ensure timely handover.  <b>Step 4: Reporting</b> – monthly reporting against objectives set.</p>
<p><b>4. Budget</b></p>	<p>Budget up to £5,000 including VAT and expenses – to be paid monthly in arrears following report submission of satisfactory activity against targets / KPI's.</p>
<p><b>5. Reporting</b></p>	<p>Report templates to be agreed once KPI's defined and set.          Submission dates and monthly meetings with Developing Governance Group secretariate will be agreed to manage progress.</p>
<p><b>6. Tender Process</b></p>	<p><b>Credentials Document</b></p> <p>Organisations/individuals who wish to be considered for this review should submit a credentials document that covers the following key areas:</p> <ul style="list-style-type: none"> <li>• <b>The Organisation/Consortium</b></li> <li>• <b>The Team:</b> Experience/ability of the proposed team/individual who will be working on the project in relevant areas e.g. governance and project management.</li> <li>• <b>Case Studies:</b> Provide 2 short case studies that demonstrate a proven track record in relevant work.</li> <li>• <b>Fee Structure:</b> Outline costings for the delivery of the project.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Consideration of potential conflicts of interest if any.</b></li> </ul> <p><b>Proposal Document</b></p> <p>Organisations are asked to also submit a detailed proposal (no more than 6, A4 pages) clearly outlining:</p> <ul style="list-style-type: none"> <li>• <b>Proposed project methodology.</b></li> <li>• <b>Timings and reporting plan for development and delivery of the work</b></li> </ul>
<p><b>7. Criteria</b></p>	<ul style="list-style-type: none"> <li>• <b>Ability/expertise</b> <ul style="list-style-type: none"> <li>○ Governance in the voluntary and community sector in Northern Ireland.</li> <li>○ Experience/Ability in producing publications and online materials.</li> </ul> </li> <li>• <b>Appropriateness of proposal submitted.</b></li> <li>• <b>Value for money.</b></li> </ul>
<p><b>8. Submission Date</b></p>	<p>Submit response by no later than <b>2.00pm on 14th September</b> to <a href="mailto:denise.hayward@volunteernow.co.uk">denise.hayward@volunteernow.co.uk</a> or by delivery to Volunteer Now, Skainos Centre, 239 Newtownards Road, Belfast, BT4 1AF. Late submissions will not be considered and will be returned unopened to sender.</p> <p>Start Date: October 2021 TBC</p>

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