

Request for tender for the provision of Board Effectiveness Review services

1. Summary of Specification

A request for tender for the provision of Board Effectiveness Review services to the Boards/Trustees of between 5 – 10 small charities in the NYCI Shared Services Programme.

2. Organisational Background

NYCI is the representative body for voluntary youth organisations in Ireland. NYCI is a membership organisation that represents the shared interests of voluntary youth organisations and uses our collective expertise to act on issues that impact on young people. We do this by:

- Representing the shared interests of voluntary youth organisations.
- Building solidarity among our members.
- Advocating on issues that impact on the lives of young people.
- Promoting the development of evidence informed high-quality specialist youth work practice.
- Capacity building and professional development.

NYCI is committed to promoting inclusion in our work with the youth sector, supporting youth organisations to create welcoming, accessible, and equitable opportunities for all young people.

3. Shared Services

The Shared Services Programme was established by NYCI to provide member organisations, who had limited resources and smaller numbers of admin/management staff and were facing similar shared support needs, with access to key finance and governance supports.

Following a review of governance needs in 2025, the participating shared service organisations have identified a value in accessing board effectiveness supports for their organisations.

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4. Key Objectives

- To carry out a Board Effectiveness Review process for the Shared Services organisations based on an agreed effectiveness assessment framework
- To provide each of the participating organisations with a summary of key findings
- To facilitate in-person workshops for each participating organisation to review the findings
- To provide a bespoke report to each participating board detailing conclusions and recommended next steps

5. Request for Tender

NYCI is seeking proposals for a board effectiveness review process which will provide a foundation upon which the boards, from the participating member organisations on the Shared Services programme, can enhance their effectiveness. It will highlight areas of strength and areas where improvements can be made. It will also act as a baseline against which to measure the impact of initiatives that will increase board effectiveness and organisational performance.

A Board Effectiveness Report will be prepared for each board's sole and exclusive use. This report will reflect the perceptions of respondents who participated in the survey, one-to-one interviews and a Board Effectiveness Workshop during the period leading up to the date of the report.

Workshop focussed discussions will be framed to:

- Identify key strengths – what is working well and needs to continue and/or deepen?
- What is not going so well yet and needs attention and actions? (stop/start actions)
- Who will lead on agreed actions and when

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As part of the offering to participating organisations, NYCI will also support boards to assess the engagement of young people in their governance structures and to develop a bespoke engagement plan based on their organisational profile and needs, in line with best practice and the expectations of funders. While this additional work does not need to be factored into the proposal budget, it is expected that the successful tenderer will work closely with the NYCI Youth Participation Specialist who will lead out on this aspect of the support work, where requested by the participating organisation.

6. Milestones and Timescales for the project

Once identified, the Board Effectiveness Review service will be required to begin immediately. The planned timescale will be up to the end of 2027. The commencement of the process with up to 3 participating organisations in 2026 is required.

7. Eligibility and Submission Requirements

The contract for service rests with NYCI. The primary point of contact for the successful tenderer will be Mick Ferron, CEO of NYCI, mick.ferron@nyci.ie. Interested applicants must provide:

- A detailed proposal of the board effectiveness review services they will provide.
- Evidence of relevant experience.
- A budget breakdown and timeline for project completion.
- References from previous Board effectiveness review work.

The successful tenderer will be expected to:

1. Provide regular progress updates to NYCI.
2. Liaise closely with the nominated contacts in each participating shared services organisation.
3. Be flexible and responsive to the needs of the shared service organisations as they arise.
4. Maintain regular contact with the CEO of NYCI.
5. Work closely with the NYCI Youth Participation Specialist where required.

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8. Tender Guidelines:

Tender documents/proposals should include the following information, and the scoring will be based on same:

- Demonstrate the tenderer's understanding of the task, their ability to meet the objectives and deliver the outputs (out of 20)
- Clearly set out the proposed approach to the work and outline the timescales and deliverables (out of 20)
- The capacity to deliver within the proposed timeline (out of 10)
- Include personnel details for staff working on the tasks including experience, qualifications, contact details and two referees (out of 10)
- A budget with all appropriate costs including all labour (including secretarial services), travel and subsistence and other expenses, VAT and taxes, overheads, insurances, liaison with all relevant individuals and authorities and all subcontractors' fees. The appropriate VAT rate should be shown separately if applicable. The budget should reflect a cost per participating organisation. (out of 20)

9. Schedule of payments

- 33% will be paid on signature of the contract, 33% at the halfway point and the balance on completion of the project.

10. Reservation of Rights

NYCI reserves the right to seek clarification, request additional information, modify the tender process, or take any other action reasonably considered necessary to support a fair and effective evaluation and procurement process.

11. Deadline for Submission

- All proposals must be submitted by 5pm Monday, October 5th, 2026 to Heather Ryan at heather@nyci.ie. Late submissions will not be considered.
- Tenders will be accepted by email only. The onus is on the applicant to ensure their tenders have been received on or before this deadline.
- Requests for further information and completed proposals should be marked for the attention of:

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Heather Ryan – Executive Administrative Officer

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We look forward to receiving proposals from individuals or organisations.

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