



Tender Terms of Reference
Nothing About Us Without Us Women's Development
Programme

**This programme is funded by Porticus and managed by the Community Foundation
for Northern Ireland**

November 2024

1.0 About the Community Foundation for Northern Ireland

The Community Foundation for Northern Ireland is an independent, grant making trust, inspiring generosity, and achieving impact across Northern Ireland. Currently, the Community Foundation for Northern Ireland works with 65 funds, bringing change to hundreds of communities every day. The foundations vision is “a fair and equitable society for everyone” and our mission is “to work hand in hand with communities to build a better future”. You can view the full strategy [here](#).

The Community Foundation for Northern Ireland, under its 2023-2026 Strategic Plan, has identified the following priority areas.

- **Poverty:** We will invest in projects, campaigns and organisations addressing short- and long-term poverty.
- **Climate Sustainability:** We will create opportunities to educate and learn, decarbonise our operations, commit resources and manage our investments through a climate justice lens.
- **Community Transformation:** We will build and develop opportunities in support of a stronger, more resilient, and inclusive community and voluntary sector.
- **Digital inclusion:** We will commit resources and advocate for a digital strategy for NI, a new approach to digital infrastructure and improve digital support and workforce development.
- **Social Justice:** We will broaden our Human Rights support and continue to advocate for and give greater voice to those most marginalised in our community.
- **Health:** We will develop funding, policy and programmes that address enhanced mental, physical, economic, social, and environmental well-being

The Foundation’s 2023-2026 strategy commits to investing in:

- supporting communities;
- driving equity, diversity, and inclusion;
- improving well-being; and
- transformational funding.

Between April 2020 – March 2024 the Community Foundation for Northern Ireland awarded 3096 grants through 92 funds totalling £46 million, with an average grant of £14,873. During this period, our grants benefited over 3 million beneficiaries across Northern Ireland.

Values:

Ambitious	<p>Having or showing a strong desire and determination to succeed. Not doing more but doing it smarter and better in a way that puts all communities at the heart of our work.</p> <p><i>‘Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming’</i></p> <p>John R Wooden</p>
Passionate	<p>Having or showing great excitement and interest – in our work, our communities, our team and our impact on Northern Ireland society.</p> <p><i>‘What lies behind us and what lies before us are tiny matters compared to what lies within us’</i></p> <p>Ralph Waldo Emerson</p>
Integrity	<p>Adherence to moral and ethical principles.</p> <p><i>‘It takes courage to create a meaningful life of integrity. It also requires good company. And practice’</i></p> <p>Shelly Francis</p>

2.0 Background to the Nothing About Us Without Us Programme

The aim of the Nothing About Us Without Us, Amplifying the Voice of Grassroots Women’s programme is ‘to create a society in NI where women are visible, vocal, and valued and where they are proportionately and equitably involved in decision making that affects and matters to them.’

This is an ambitious programme which seeks to make a real difference to women who lack voice or opportunity to develop their confidence, capacity, and capability to help them be visible, vocal, and valued in society today. We will reach out to women, raise awareness and build capacity using a range of methods:

- Exploration and progressive debate on issues of importance connecting local women from across communities here where limited opportunities currently exist for this to take place.
- Connection between local women and women from other regions such as UK, Ireland, and Europe on regional and global issues.
- Workshops and supports that build knowledge, confidence, aspiration, and capacity to affect change.
- Convenings with key decision makers to explore and collaborate to improve the engagement and participation of women and to lobby for change where this is most needed.

- Raising the profile of the work online and in the public arena to bring attention to efforts being made, to build visibility, raise awareness, to bring new voices to the table and to encourage broader collaboration and networking across issues of importance.

Anticipated Programme Outcomes:

1. To increase the knowledge, confidence, skills, and capabilities of 400 women from grassroots communities in NI to raise their voice, use their agency and successfully influence decisions being made on issues that affect and matter to them.
2. To accelerate and improve collaboration between women and decision makers so there is more proactive and intentional engagement of women on issues that affect and matter to them.
3. To connect grassroots women with women from communities other than their own to broaden their worldview, to build their networks and supports, to create solidarity and to amplify their voice.
4. To work with local women to effectively lobby government to deliver a Women's Health Strategy for NI that fully reflects the needs of women, especially those from disadvantaged communities.

Anticipated Outputs:

1. To recruit a suitably qualified and experienced project worker who has a strong and coherent vision to successfully deliver the programme.
2. To provide effective management support and mentoring for the project worker to successfully deliver the programme.
3. To oversee the development and delivery of the programme, in compliance with grant stipulations.
4. To work in partnership with the codesign group to facilitate, access and engage women from grassroots communities in programme activities.
5. 400+ women will participate in programme activities.
6. The programme will facilitate an ongoing series of discussions with stakeholders pa, such as elected representatives, council and government department representatives and funders to accelerate women's involvement in decision making that affects and matters to them.
7. Provide bursaries to support 15 women from grassroots communities each year to enhance their knowledge, skills, leadership and capacity to influence and affect change.
8. To develop resources (such as tool kits) which improve the awareness, knowledge, understanding and capacity of women to speak out on issues of importance and which support them to effectively engage with decision makers on same.
9. To build the numbers of local women involved in challenging government to prioritise the development and delivery of a women's health strategy that reflects the needs of women and addresses health inequalities experienced by them.
10. To deliver 10-12 workshops and themed discussions per annum, bringing together local women and a range of other stakeholders.

Planned Activities

1. Building Confidence, Skills, Capabilities & Supporting the Emergence of New Voices

CFNI will support the development of capacity building and leadership for local women. We anticipate new and emerging voices of women coming forward from grassroots communities across a range of issues because of the programme. It is our intention to support capacity building of women in a practical sense, to develop their confidence, skills, knowledge, and capacity to influence and challenge. We plan on contributing £10k per annum to the existing Women's Fund operating within the Foundation to enable this. Bursaries to support the mentoring, learning, development, and training of new and emerging voices will be available.

2. Understanding Civic Structures

Grassroots women are being held back from engaging more effectively with decision making that affects and impacts them due to a lack of understanding of how government works. They are put off by terminology and processes they do not understand. It is our intention to work with the codesign group to design a resource to help address this. It will explain complicated terminology in straightforward language, it will debunk structures and processes linked to government including how a 'Bill' is developed and the stages it goes through to become legislation. It will provide insight into how individuals and groups can influence these processes.

The resource will be promoted through the Foundation's grantee and community networks. The programme worker and codesign group will actively organise and lead discussions in grassroots communities using the resource. This will build the capacity of local women to understand civic structures better. Guest speakers from local government departments, elected representatives and councils will provide insight into how government works in NI at these events. Speakers from other regions such as Ireland, UK and Europe will be invited to discuss how grassroots women from their regions engage with democratic structures, highlighting lessons learned.

3. Engagement with Decision Making (and others) on Issues that Affect and Matter to Grassroots Women

CFNI will host an ongoing programme of issue-based workshops, designed to connect, and engage women from grassroots communities on issues that affect and matter to them (such as good relations/diversity, poverty, violence against women, climate change). The aim is to grow confidence, understanding, and support women to build their own agency to affect change. Women will connect with peers from across communities, bringing a range of diverse voices and lived experiences together. We will use our networks to bring the voices of other women into discussions. It is hoped exposure to experiences from UK, Ireland, and Europe will support local women to expand their worldview, gain confidence and understanding, to experience solidarity and become better connected to global issues.

4. Support & Protection for Women Online

There are countless examples of abuse of local women who have used social media to give their views, raise their voice and highlight issues. It has impacted women on our Porticus funded Grassroots Leadership Programme. These experiences were reinforced during feedback from women at the 'Nothing About Us Without Us' event. Many are being put off engaging in online debate and discussion because of this. Women can lack the know-how

and experience to use various social media platforms, to protect themselves or to tackle abuse when it is directed at them. It is our intention to host a range of discussion workshops with women in their communities to explore this issue. We will use existing resources to support this such as 'Staying Safe Online' developed by Women's Aid and develop other resources where this may be necessary (short film and infographics) using straightforward language. We will support grassroots women to come together, to raise and add their voice to campaigns such as "End Violence Against Women" to address the issue.

5. Call to Action for a Women's Health Strategy in NI

Women participating on the programme will be encouraged and supported to become actively involved in a 'Call to Action' to challenge Stormont to prioritise the development and implementation of a NI Women's Health Strategy. During the codesign process for the November 2022 Nothing About Us Without Us event, it became apparent that every other UK region has a women's health strategy except for NI. At the event, those attending expressed their concern regarding the absence of this strategy. As part of the programme, CFNI will support the codesign group to lobby on this issue, as well as build the agency of women in grassroots communities to join this 'call'. We will support women to advocate for a codesign process to be implemented by local government to effectively engage with women from grassroots communities on the strategy to ensure their needs are addressed within it.

6. Profile Building of Issues of Importance & Promotion of Programme Work

CFNI will build the 'Nothing About Us Without Us' branding and in the process create strong visibility regarding progress and programme activities. We will do this in a bid to promote the programme to women in grassroots communities to encourage their participation. We will proactively engage decision makers by profiling work being undertaken. We will engage with local media to highlight issues of importance to women involved in the work. We will profile the women involved in the work so their voice and influence grow on issues of importance.

3.0 Tender Specification

3.1 Purpose:

The Community Foundation is seeking a suitable individual or organisation to conduct a formative and summative evaluation of the Nothing About Us Without Us Programme.

3.2 The objectives of the contract are as follows:

1. To tell an independent story of the Nothing About Us Without Us Programme
2. To measure the impact of the programme
3. Identify key policy lessons for wider dissemination, setting the work and impact of the funds in the wider policy context
4. To listen and identify learning as well as make recommendations for how future funds and programmes could be adapted to incorporate this learning
5. To assess the longer-term impact of the Nothing About Us Without Us Programme within the wider community

The key outputs to be delivered will be as follows:

- Collate qualitative and quantitative data to report on innovation projects,
- Measure the impact of the programme on the target communities and on the wider policy environment
- Organise and facilitate thematic conversations and learning events with beneficiaries, and other relevant stakeholders
- Provide an interim report on year one, by March 2025, which will include an Executive summary, key findings and recommendations, highlights learning and best practice (including use of case studies), measures the impact of the programme and outcomes for the beneficiaries.
- Provide a final report on year two by February 2026 which will include an Executive summary, key findings and recommendations, highlights learning and best practice (including use of case studies), measures the impact of the programme and outcomes for the beneficiaries.

4.0 Delivery Timeline (against contract outputs)

Activity	
Mid January 25	Contract initiation meetings
Mid February 25	Data collection tools & data collection plan developed
Mid February 25- March 25	Undertake data collection, meet with beneficiaries, and attend regular meetings with the Foundation and other key stakeholders
April 25	Collate data and finalise interim report
End April 25	Draft of interim report with CFNI
Early May 25	Draft interim report agreed
Mod May 25	Final draft interim report submitted
August - end November 25	Undertake further data collection and meet with beneficiaries
Jan 26	Draft of final report with CFNI
Jan 26	Draft final report agreed
Feb 26	Final report submitted

5.0 Copyright

The individual or organisation will be acknowledged. However, the copyright, and any other intellectual property on materials provided by the Community Foundation, or produced on their behalf, shall vest with the Community Foundation. All materials received and created in the course of this project, should be returned to the Community Foundation at the conclusion of the project, in an agreed format.

6.0 Selection Criteria

Tenders will be selected for their ability to demonstrate a high quality and professional approach that offers value for money to the Community Foundation. You should highlight your suitability to fulfil the brief using examples of contracts/roles you have worked on over the last five years.

6.1 Pass or Fail Criteria

NB. Failure to meet the below criteria will result in a proposal not proceeding to scoring

- Demonstration of knowledge and experience in conducting high quality evaluations of programmes or projects within the VCSE sector, using specific examples from within the past 5 years
- Confirmation of capacity to deliver the work over the specified timeframe

6.2 Weighted Scoring Areas

Criteria	Score
Level of experience in undertaking similar previous work – in line with criteria in section 6.1	30%
Understanding of the brief – including demonstration of delivering a comprehensive evaluation, measuring impact and identifying learning	20%
Methodology – description of approach to the delivery of the contract outputs	40%
Value for money	10%

* In the event of more than one strong tender, the Foundation may invite the individual/organisation who will be delivering for an interview, following shortlisting. The person/organisation appointed will report to the Community Foundation’s Programmes Director in the first instance.

7.0 Making a Response

You should respond to the invitation by supplying a maximum 6 page proposal, via one electronic copy, sent via email to ddawson@communityfoundationni.org that should inter alia include the following components:

- A statement of experience detailing your work in this area
- Your understanding of the brief
- Your proposed methodology to meeting the tender specification and set against each of the contract outputs
- A detailed budget set against the delivery of key activities
- Any comments you wish to make on the proposed approach

- Your ability to fulfil all the tasks and deliver the outputs in the timeframe outlined
- Who will be involved in delivery of the work with respective CVs
- The names and addresses of two clients for whom you have completed similar assignments (detailing the nature of the work undertaken for them). Please note the maximum budget available for this work is £7,000 inclusive of VAT and reasonable travel expenses required to deliver support. It is imperative that the successful applicant provides a flexible and robust approach, alongside excellent value for money.

7.0 Further Information Contact:

Danielle Dawson Women's Development Officer. Email: ddawson@communityfoundationni.org or dshackels@communityfoundationni.org

Queries will only be accepted via email.

8.0 Closing Date

The closing date for receipt of tenders is **12 noon on 8th January 2025**. Tenders received after the closing date and time will not be considered. * Note that the Community Foundation is not obliged to appoint the lowest, or any tender

Questions or queries regarding this piece of work will only be accepted up to 12th December 2024.