

Age Action / Irish Senior Citizens' Parliament: Request for Tender for External Facilitator (<https://www.activelink.ie/node/114885>)



Introduction

Age Action Ireland and the Irish Senior Citizens' Parliament are engaging in a joint project with the aim of building a stronger, more participative, voice for older people in Irish public policy.

The project aims to explore ways of strengthening the participation and impact of older people in social and economic public discourse and thereby achieve a greater impact on public policy decisions affecting ageing and older people, including by, but not limited to, merging the two organisations and/or other collaborative working arrangements.

- **Build older people's participation in public policy debate**
- **Better reflect the diversity of people who are older**
- **Increase older people's participation in policy deliberation & formation**
- **Build stronger advocacy & campaigns with older people**
- **Increase influence on public policy on ageing & older people**

The organisations have secured some project funding to conduct this work, and a Steering Group representative of both organisations is in place. The Steering Group meets approximately every six weeks.

In line with our values, we aim to demonstrate via this project a model of professionalism, consultation and collaboration to increase impact, which can be replicated by NGOs in other sectors. Accordingly, we wish to secure the services of an external Facilitator to conduct consultations with our stakeholders and support both organisations in implementing agreed actions emerging from the project.

Project Requirements

The project seeks expressions of interest from a qualified external Facilitator to support the Steering Committee and undertake project tasks, primarily:

- Facilitating consultation with respective stakeholders to explore how best to develop more impactful and effective participation of, and representation for, older people in the public policy process, to include both organisation's established networks, structures and processes, as well as the wider ageing and older person's sector. The consultation should identify risks, benefits and critical success factors for any models of working proposed to achieve the project goal;
- Preparing a report on the findings of the consultation, summarising the models of working proposed to build a stronger, more participative, voice for older people in Irish public policy;
- Supporting the project Steering Group to conduct due diligence in relation to agreed actions emerging from project learning, including but not limited to an assessment of legal, financial, reputational, and human resource issues arising.

The Facilitator will be supported throughout the project by an Executive Committee comprised of the Chairs and CEOs of both organisations.

The Facilitator will support the Steering Group by;

- Developing a project plan to meet the identified aims;
- Considering how best to successfully combine the respective cultures and values of both organisations;
- Considering the staffing, leadership, and sustainable funding implications of the recommended working arrangements emerging from the project;
- Conducting other areas of due diligence, as required;
- Preparing brief written progress reports in advance of Steering Group meetings and supporting ongoing recording of

- the project;
- Making recommendations in relation to an evaluation of the project.

The Facilitator will be required to attend meetings of the Steering Group, which occur approximately every six weeks over the project duration, which is expected to conclude in September 2025, to:

- Agree the project plan;
- Provide progress updates and receive feedback;
- Agree next steps and follow up actions;
- Provide any additional information and/or materials for review and consideration at the next meeting.

Envisaged outputs include:

- A detailed project plan to achieve the objectives outlined;
- Mapping the relevant (existing and potential new) stakeholders of both organisations;
- Stakeholders of both organisations include older people (including the Voice Forum); members, staff & volunteers; funders; other organisations concerned with ageing (including both advocacy and service provision organisations); civil society partners, trade unions, selected policy makers;
- A summary report of the findings of meaningful consultations with stakeholders;
- A framework for due diligence assessment;
- A description of the potential benefits, risks, and associated mitigating strategies, of recommended actions emerging from the consultations;
- An outline implementation plan for any agreed actions emerging from the project.

Budget

A budget in the order of €15,000 is available for this work.

Timelines

The deadline for submission of Expressions of Interest is 5pm on Monday 21st April 2025; tenders should be submitted to camille.loftus@ageaction.ie (<mailto:camille.loftus@ageaction.ie>) and marked 'Expression of Interest: External Facilitator'.

It is envisaged that this work will be conducted over the May-September period 2025.

Assessment of tenders

Expressions of interest will be assessed using the following criteria

- Cost and value for money - 30%
- Quality of proposals - 70%

The quality of proposals will be assessed using the following criteria and weighting:

- Explanation of proposed approach and delivery method for the project - 35%
- Prior experience of facilitation and working with similar organisations and on relevant tasks, including at least two examples of similar deliverables - 20%
- Details of consultant's or organisation's Vision, Mission & Values; alternatively, how the values of Age Action and the Irish Senior Citizens Parliament are reflected in your work - 15%
- Detailed breakdown of costs - 30%

Region

Nationwide

Date Entered/Updated

3rd Apr, 2025

Expiry Date

21st Apr, 2025

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