



## **INVITATION TO TENDER FOR FULL GOVERNANCE REVIEW**

**18 March 2025**

### **SUMMARY**

AdVIC (Advocates for Victims of Homicide) invites submissions from experienced service providers to conduct a comprehensive review of its governance, administrative, operational, and financial procedures for the year ending 31 December 2024.

### **ABOUT US**

AdVIC (Advocates for Victims of Homicide) is a national, non-profit registered charity (CHY 16399) (CRA 20058975). It brings together families bereaved by homicide including those affected by murder, manslaughter and fatal assault, and provides practical and psychological information and services for those families.

AdVIC is managed by an executive committee composed of volunteers (7 at the moment) who meet monthly. The organization operates without paid staff, subcontracting administrative tasks.

Currently, the only regularly remunerated positions are the Service Director—funded by the Department of Justice—and the administrative role.

Our funding comes from both public and non-public sources. Public funding includes government support for the sector. Non-public income include donations, fundraising (a small portion of our income), and grants, such as those from the Toy Show (2022 and 2023).

### **GENERAL REQUIREMENTS & RESPONSIBILITIES**

AdVIC seeks an experienced provider to review governance, administrative, operational, and financial procedures to ensure adherence to best practices, the Charities Act 2009, Charities Regulator's Code of Governance, and other relevant standards and regulations.

This review aims to assess the effectiveness, transparency, and accountability of our internal processes; identify strengths, gaps, risks, and opportunities for improvement.

The provider will report findings and actionable recommendations to AdVIC's Trustees and offer an independent assessment of whether AdVIC's governance, operational, and financial procedures:

## **SCOPE OF THE REVIEW**

### **Financial Procedures**

- Assessing the appropriateness of financial management, policies, and controls to ensure compliance with relevant regulations and best practices.
- Ensuring financial transactions align with AdVIC's mission
- Reviewing transparency and accountability in financial reporting and decision-making processes.

### **Governance**

- Evaluating the effectiveness of AdVIC's governance structure, including roles and responsibilities of the executive committee.
- Assessing adherence to the Charities Regulator's Code of Governance.
- Providing insights on decision-making processes and oversight mechanisms.

### **Administrative Practices**

- The efficiency of administrative practices, including subcontracted tasks, and recommendations for improvements

## **Operational Procedures**

- Evaluating the effectiveness of internal controls in managing risks.
- Identifying strengths, risks, and opportunities for process improvement.

## **Mission Alignment**

- Assessing AdVIC's financial and operational decisions to ensure alignment with AdVIC's mission of supporting those bereaved and affected by homicide
- Evaluating of how resources are allocated towards mission-critical activities
- Evaluation how financial and operational decisions support AdVIC's overall objectives.

## **Professionalism in Practices**

- Include an assessment of how organisational practices uphold professionalism, focusing on compliance with General Data Protection Regulation (GDPR), social, and governance (ESG) principles, and other sector-specific standards.

## **Transparency and Accountability**

- Conduct a review of AdVIC's transparency measures, including stakeholder communication, reporting practices and adherence to ethical and regulatory standards.

## **COMMUNICATION**

The selected provider will be expected to:

- Conduct an initial meeting to discuss the scope, expectations and objectives of the review.
- Ongoing communication: Provide regular updates on progress
- Present findings and recommendations to AdVIC's Trustees.
- Deliver a final report with clear recommendations for improvements.

## PROPOSAL REQUIREMENTS

Submissions should include:

1. **Examples of Experience** – Three examples of previous work conducting similar reviews.
2. **Proposed Approach** – A short proposal outlining how the provider intends to conduct the review and meet AdVIC's requirements.
3. **Cost Breakdown** – Detailed pricing information in Euro, specifying whether VAT is included or excluded.

## REQUIRED EXPERTISE

Applicants must be familiar with:

- The Charities Act 2009 and relevant regulations.
- The Charities Regulator's Code of Governance.
- Best practices in nonprofit governance and financial management.
- General Data Protection Regulation (GDPR) compliance.
- AdVIC's Strategic Plan.

## RETENTION OF RECORDS

During the course of your work with AdVIC you will have access to various documentation. You will be required to only take copies of any documentation required for review purposes and any such documentation must be destroyed upon completion of the review.

## SCORING & SELECTION PROCESS

Proposals will be evaluated based on the following criteria (100 marks total):

- **Approach & Understanding of Tender** (30)
- **Value for Money** (25)
- **Quality of Past Work** (20)
- **Knowledge of Non-Profit Sector** (15)
- **Capacity & Availability** (10)

Shortlisted applicants may be invited for an interview before the final selection.

**Closing Date**

Closing date for receipt of tender: 21 April 2025

Return tender or submit queries to: **info@advic.ie**