

Tender for the provision of governance support to Mayo North East LEADER Partnership Company t/a Mayo North East

About

Mayo North East LEADER Partnership Company t/a Mayo North East is a Company Limited by Guarantee (CLG) and registered as a charity with the Charities Regulator. It is a Local Development Company (LDC)¹ established in 2010 with a voluntary Board of Directors.

The company manages and delivers programmes on behalf of Government Departments and Agencies that assist communities and disadvantaged persons/groups with personal development and well-being, social inclusion, employment training and placement, enterprise and social enterprise, community development, environment and climate action.

Mayo North East LEADER Company (the Company) requires the services of a suitably qualified and experienced consultant to provide the board and associated sub-committees with support in the areas of governance compliance as it relates to being a Company Limited by Guarantee and a Registered Irish Charity.

Details of Tender Specification

The following sections outline the requirements that need to be covered in the tender submission by the interested parties.

Term

The duration will be 6 months from June 3rd – November 30th 2025.

Services

Areas of support include, but are not limited to, the following services:

- To deliver a Board Training & Development Workshop and to provide a report on the outcome of the workshop to the board
- Ensure the charity is compliant with the requirements of the Charity Regulatory Authority

¹ Local Development promotes area-based, integrated community-led interventions based on participative democracy to address long-term unemployment, economic marginalisation and social exclusion.” (*Government of Ireland, Sustainable, Inclusive & Empowered Communities, 2019, p.16*)

- Continue the development of processes to support the company in meeting its obligations in complying with the Charities Governance Code and the requirements of the Companies Act 2014
- To act in an advisory capacity to the Governance sub-committee and to attend meetings as required
- To provide governance and compliance support to the HR, Finance and other sub-committees as may be convened from time to time
- To provide governance and compliance support to the Board and attend meetings where necessary
- Support the development of in-house expertise in the areas of governance and compliance
- Support the updating of select Policies & Procedures
- Provide support to the CEO and senior management as required
- Provide support for other such governance and compliance requirements where required and as requested by the company within the scope of the Consultant's knowledge and expertise

Location of Services

- The Consultant will at various times perform services at the company's headquarters in Foxford, Co. Mayo, and at other company facilities in Mayo and at the Consultant's own premises
- The Consultant will perform the services at various times and for various durations
- The Consultant agrees that some of the services may be required outside of normal working hours

Reporting structure

The Consultant will report to the Chairperson of the Governance Subcommittee (or their nominated person) on the operational and delivery of the services under this tender.

Requirements for Submission of Tender

Tenderers must provide information on:

- The approach that they will take, including key actions.
- Outline timetable and indicative actions
- Proposed budget (including VAT, if relevant) for delivery of governance supports as outlined in the Services section.
- The proposed budget should also include a section (separate from the direct support costs) that will give costs for Travel and Subsistence. This should be calculated on the basis of the number of in-person visits to Mayo to deliver on the support requirements. The Tenderer should be cognisant of access to meetings via online platforms and this option should be used where possible to keep costs to a minimum.

- Curriculum Vitae to include details of relevant experience and qualifications.
- The names and contact details of at least two referees in relation to recent pieces of relevant work must be provided. These referees may be contacted as part of the tender assessment process.
- Any other relevant details.

Travel & Subsistence

Travel costs between the consultant's office and the company's office at Lower Main Street, Foxford, will be the responsibility of the Consultant and should be included in the costs quoted for the delivery of services.

If the company requires the Consultant to travel to any other destination, that would not be reasonable under the terms of the tender, the company and the Consultant will agree the travel costs in advance of the travel being undertaken. At a maximum, the Consultant will be paid for travel and subsistence costs in line with current Civil Servant rates and in line with the requirements of the Revenue Commissioners.

Insurance and Tax Clearance

The Consultant will provide evidence of Public Liability and Professional Indemnity Insurance and confirmation of tax clearance from Revenue Commissioners with their tender submission.

ASSESSMENT OF TENDERS

The tendering process will be managed by the CEO and Governance Subcommittee of the Board of Mayo North East

Criteria for selection stage:

The selection criteria for tenders are:

- Minimum of three years' experience of governance compliance in line with the requirements of the Charities Regulator.
- Background in delivering similar supports to Local Development Companies; Community & Voluntary sector organisations with a minimum of three years' experience.
- A clear understanding of the brief
- Skills and knowledge required to deliver the service successfully.
- Experience of successful delivery on comparable projects.
- Capacity and resources to deliver the services required within the available budget and timeline for the project.
- Overall costs (Mayo North East does not commit itself to accepting the lowest of any tender). All submissions will be assessed on the basis of the award criteria listed in the table below. Once the tender has been accepted, any price increases during the term of contract will not be accepted.

Criteria for award stage:

Metric	Weighting
Quality of tender proposal	35%
Demonstrated ability to carry out tender successfully	40%
Price and value for money	25%

Please note that a clarification meeting, including a presentation by, and interview of, the tenderers may form part of the tender award process if deemed necessary by the assessment panel.

Submission of tenders

Electronic Tenders/proposals must be submitted FAO Gerry Murray, Chairperson, Mayo North East Governance Subcommittee by email to info@mayonortheast.com in .pdf format

Closing date for receipt of tender submissions

4pm, Friday May 16th 2025

Contact For Further Information

Any queries in relation to the tender specification must be put in writing (by email) to:

Justin Sammon, CEO, Mayo North East

Email: justinsammon@mayonortheast.com

Checklist for Documentation to be submitted

Tender Response document including costs	
CV	
Copy of relevant insurance policies	
Copy of Tax Clearance Certificate	

Mayo North East LEADER Partnership Company T/A Mayo North East
Lower Main Street, Foxford, Co Mayo, F26 V226
Company Registration Number 459282
CRA 20070595