**Tender Document: Strategic Planning Facilitator**

**Issued by:**
Drogheda Women & Children’s Refuge Centre CLG
www.droghedarefuge.org

**Date of Issue:** 13th August 2025

**Closing Date for Submissions:** 4pm, Monday 1st Sept. 2025

**1. Introduction**

Drogheda Women & Children’s Refuge (DWCR) is inviting proposals from qualified and experienced facilitators or consultancy firms to support the development of a new Strategic Plan. This plan will guide our organisation’s direction, priorities, and impact over the next 3 - 5 years.

**2. Background**

DWCR provides vital support services to women and children experiencing domestic violence. Our work includes emergency accommodation, outreach, advocacy, and education. As we continue to grow and respond to evolving needs, we seek to develop a strategic plan that reflects our values, strengthens our services, and positions us for sustainable impact.

**3. Objectives of the Strategic Planning Process**

The facilitator will work closely with DWCR’s Board, management, staff, and key stakeholders to:

* Review the current organisational context, achievements, and challenges.
* Facilitate inclusive consultation with internal and external stakeholders.
* Identify strategic priorities and goals for the next 3 - 5 years.
* Develop a clear, actionable, and measurable Strategic Plan.

**4. Scope of Work**

The successful facilitator will be expected to:

* Design and deliver a participatory planning process.
* Conduct stakeholder consultations (e.g. workshops, interviews, surveys).
	+ ***Note:*** *Consultation with CUAN and others involved in shaping the next National Strategy on DSGBV will be important to ensure our alignment and responsiveness to emerging priorities.*
* Facilitate strategic planning sessions with the Board and staff.
* Draft and refine the Strategic Plan document.
* Present the final plan to the Board for approval.

**5. Deliverables**

* A detailed project plan and timeline.
* Stakeholder consultation summary report.
* Draft Strategic Plan for review.
* Final Strategic Plan (designed and formatted).
* Presentation of the plan to the Board.

**6. Timeframe**

The project is expected to commence in September 2025 and be completed by December 2025. A detailed timeline will be agreed upon with the successful applicant.

1. **Project Management**

The project will be overseen by the CEO and the Chairperson, and regular updates will be provided to them as required. The Consultant will report directly to the CEO

**8. Budget**

A approximate budget of €12,000 inclusive of VAT and expenses is available for this project. Proposals should include a detailed breakdown of costs. Price increases during the term of contract will not be accepted.

**9. Proposal Requirements**

Interested parties should submit a proposal including:

* A cover letter outlining interest and suitability.
* A proposed methodology and timeline.
* Relevant experience and qualifications.
* Examples of similar work completed.
* Names and contact details of two referees.
* A detailed budget.

**10. Evaluation Criteria**

Proposals will be considered against the following criteria:

| **Criteria** | **Weighting** |
| --- | --- |
| Relevant experience having conducted similar strategic planning and review projects, ideally with similar organisations | 30% |
| Methodology and approach | 30% |
| Value for money and price competitiveness  | 20% |
| Understanding of the sector and the need for stakeholder consultation | 10% |
| References. Please include two from similarly completed projects | 10% |

Tenders will be independently scored by two evaluators; the highest scoring submission that meets the selection criteria will be awarded the contract.

**11. GDPR**

All parties agree to hold confidential all information, documentation and other materials received, provided or obtained arising from their participation in this process.

All the information requested from you and collected by Drogheda Women & Children’s Refuge during this Tender application process is necessary and relevant to the performance of the process. DWCR will treat all information you supply with the utmost confidentiality and in line with current data protection law.

**12. Submission Details**

* Please submit your proposal by email to: manager@droghedarefuge.org
* Subject line: Strategic Planning Tender – DWCR
* Deadline: 4pm, Monday 1st Sept. 2025
* Late submissions will not be considered.

**11. Queries**

* All queries regarding this tender should be directed to:
manager@droghedarefuge.org or phone 085 8030731.
* Deadline for queries: Monday Aug. 25th