

## Invitation to Quote for External Evaluation

The National Women's Council (NWC) and Community Work Ireland (CWI) are seeking a suitably qualified evaluator(s) to undertake the evaluation of the Feminist Communities for Climate Justice (FCCJ) project.

### The Project

Women and marginalised communities are disproportionately more affected by the climate crisis and its impacts in Ireland and globally. Our project equips those most impacted with the knowledge and resources to recognise and respond to the climate crisis while highlighting the differential impacts on women, girls, and marginalised communities domestically. Feminist Communities for Climate Justice is focused on;

- amplifying, reflecting, and responding to the voices of women and marginalised communities most affected by the climate crisis
- advocating and influencing policy with women and marginalised communities
- mobilising the collective efforts of grassroots organisations via the Feminist Communities for Climate Justice National Network to ensure equal rights, opportunities, and meaningful inclusion for all in local and broader climate emergency decision-making action
- and training those working with or active within women's and marginalised groups and communities, via the delivery of the NUI Level 7 Community Work in a Changing Ireland Certificate Programme in partnership with the Department of Applied Social Studies at NUI Maynooth, developing toolkits for communities and community workers.

### Evaluation Scope

FCCJ is eager to ensure that the learning, outcomes and impact from the project is documented and disseminated. The evaluation is one of the Project outputs. There are two elements to the evaluation:

- The *process aspect* of the evaluation will help determine whether programme goals and strategies are working as they should and will provide an opportunity to highlight and address issues with implementation. It will assess the relevance, performance, management arrangements and progress of objectives, realisation of outcomes and overall success of the project on an ongoing basis, from October 2022 until July 2025.
- At the beginning of Q3 2024, the evaluation will switch focus to an *impact aspect*. It will assess the overall impact of the Project against the programme aim and objectives. It will capture the developed project model, the project process, and future applications of the project model. It will document the issues identified during the process of developing the model and suggest ways of addressing these issues using a feminist community work approach. It will identify potential future uses of the project resources and potential funding streams for action beyond the project period. The current funding for the FCCJ project will finish at the end of September 2025.

It is intended that the evaluator will support an ongoing learning cycle and based on their findings, inform how project actions could proceed beyond the project completion timeframe.



The methodologies are expected to include interviews with stakeholders, focus groups and survey.

### Evaluation timeframe

The timeframe for the evaluation is:

- Process # 1 – October 2022 to August 2024.
- Process # 2 – September 2024 to April 2025.
- Final Evaluation Report – October 2022 – July 2025.

### Outputs

- Process Evaluation Report # 1 by start of September 2024.
- Process Evaluation Report # 2 by end of April 2025.
- Final Evaluation Report by end of July 2025.

Please note that the Process Evaluation Reports are not expected to be lengthy documents.

The final documents will include a Final Report and a short 4page summary of learnings, outcomes and impact.

The Final Report, for internal use and for funders, will include (at minimum):

- Introduction and background to the Project.
- A description and effectiveness of the strategies used.
- The extent to which the objectives, outputs and outcomes have been achieved.
- The extent to which the project indicators have been achieved and to which these are replicable and scalable.
- The impact of the project flowing from the objectives of the project.
- The kinds of new developments, initiatives, changes, or unforeseen results that have emerged such as the developed project model and process, and future applications of both the model and process.
- The extent to which the objectives, outputs and outcomes have contributed to the area of feminist climate justice and to the work of the partner organisations, NWC and CWI.
- Learning for the future for the design and implementation of other related projects and programmes.

The 4page document will summarise the final report for external use and dissemination with civil society groups.

### Tender Requirements

#### Required Qualifications

- Knowledge and experience in project assessment and evaluation, including experience of EU evaluation requirements
- Understanding of climate crisis with a demonstrable insight into gender and women's equality

- Understanding of the community and voluntary sector and its relationship with State policy and decision making and insight into issues of civil society engagement and participation
- Experience and/or understanding of the higher education sector
- Excellent and Accessible to wide audiences Writing Skills
- Strong communication skills with an ability to engage with a range of diverse audiences

#### Tender proposals should include:

- A statement or narrative demonstrating understanding of the project aims and objectives
- A demonstrated understanding and awareness of the requirements of the project
- A work plan identifying the approaches and methodologies to be used in carrying out the evaluation, demonstrating how the scope of the work will be achieved
- An outline of the skills and experience of the evaluator/evaluation team
- A demonstration of the arrangements for effective communication to ensure that the objectives of the evaluation are being achieved
- The provision of one example of a similar evaluation report
- A demonstrated ability to meet project timelines and to keep within the budget specified
- Contact information for three recent clients who may be contracted for references in relation to this tender

#### Project Budget

The total budget for the evaluation is €13, 500 inclusive of VAT and all expenses. A payment schedule will be agreed with the successful candidate

#### Costs

- All costs must be inclusive of VAT and expenses
- Demonstrate value for money
- Set out any issues which may impact on the cost
- Breakdown of costs showing the number of days required to complete the task, the number of days for each person if there is more than one person involved, the cost per day. The fee quoted should include travel and subsistence costs

#### Applying

Proposals should be submitted for the attention of Collette McEntee [collettemc@nwci.ie](mailto:collettemc@nwci.ie), marked *Feminist Communities for Climate Justice External Evaluation* by close of business on Monday 13<sup>th</sup> May 2024.

#### Evaluation of Tenders

Only tenders that meet both below qualifying criteria, will be eligible for inclusion in the award process. Tenders will be evaluated initially with reference to

- Completeness of tender documentation
- Stated ability of tenderer to meet the requirements of the Invitation to Tender

The contract will be awarded from the qualifying tenders based on the most economically advantageous tender applying the following award criteria, not necessarily in this order:



- Understanding of the project and demonstrated ability to carry out the evaluation
- Cost effectiveness
- Relevant experience of the designated personnel
- Timeframe for completion

#### Please note

- All quotations will be considered by FCCJ in line with internal policies, budget and specific requirements
- FCCJ is not bound to accept any quotation
- FCCJ is not obliged to provide reasons for decision
- The decision taken is final
- Any contract awarded is for the duration of the actions specified within this Project

#### Conditions of Tender

- a) Feminist Communities for Climate Justice reserves the right not to award a contract in the event that no proposal is deemed to be suitable
- b) Feminist Communities for Climate Justice requires that consultants will treat all information provided pursuant to this invitation to tender in strict confidence
- c) Information supplied by tenderers will be treated as contractually binding. However, Feminist Communities for Climate Justice reserves the right to seek clarification of any such information.
- d) All material gathered and all outputs arising out of the proposed contract will remain the sole property of Feminist Communities for Climate Justice. **Tenderers must agree to this condition in their proposals.** All information and knowledge acquired during the review will be treated as confidential and should not be divulged to any unauthorised person or used for any purpose whatsoever without the prior approval of Feminist Communities for Climate Justice.
- e) Feminist Communities for Climate Justice will ensure that the final report gives due credit to the evaluator(s) for evaluation, textual and editorial work undertaken in its preparation. Any subsequent use of the material shall also give due credit.
- f) It will be a condition for the award of a contract that the successful contractor(s) (and agent, where appropriate) will be promptly required to produce a Tax Clearance Certificate from the Irish Revenue Commissioners. In addition, contractor(s) must retain records of tax reference numbers for any sub-contractor(s), whose payments exceed €5,000, including VAT. All payments under the contract will be conditional on the contractors being in valid possession of valid certificates at all times.
- g) Tenders that are delivered late will not be considered.
- h) Any conflicts of interest involving a contractor (or contractors in the event of a group or consortium bid) must be fully disclosed to Feminist Communities for Climate Justice, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
- i) Feminist Communities for Climate Justice will not be liable for any costs incurred in the preparation of the tender.
- j) Payment for all services covered by this Invitation to tender will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier(s), subject to the terms of the Prompt Payment of Accounts Act (27 of 1997).



- k) Payment of all services covered by this invitation to tender will be based on the agreed contract price, completion of agreed stages of the work plan and upon the submission of the appropriate invoices.
- l) Feminist Communities for Climate Justice will own the completed evaluation and will retain copyright. Feminist Communities for Climate Justice will retain the right to publish as deemed appropriate. The consultant(s) will be acknowledged in the inside cover of the publication.