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**REQUEST FOR TENDER**

The newly established Justice Community Network (JCN) is seeking an appropriate Service Provider/Consultant to support key objectives in the establishment, developing the strategic and operational plans of the network. A nominated group of three members of the JCN Steering Group will oversee the process of review of proposals and the delivery of the objectives noted below.

1. **Introduction to the Justice Community Network (JCN)**

In 2024, up to 60 organisations operating in the Irish criminal justice sector and funded by the Probation Service came together with the goal of forming a network. After months of meetings led by a Steering Committee of the organisations, the Justice Community Network was established.

These organisations, local, regional and national, referred to as Community Based Organisations (CBOs), occupy a significant role in the achievement of the Probation Service Strategy. As was noted in an independent evaluation and review of the funding programme of CBOs undertaken by Crowe, “from a strategic perspective, the allocation of funds to CBOs holds significant merit for the Probation Service. These organisations occupy a pivotal role in the reduction of criminal activities within local communities...” [[1]](#footnote-1)

The Crowe report also notes the following key finding: “The provision of services through funding provided by the Probation Service to the CBOs is of significant value and is an important element in ensuring that the Probation Service meets its statutory objectives…”[[2]](#footnote-2)

A significant finding was the need for the means for the CBOs to be supported in networking, collaborating, sharing information and working collectively for greater impact. This was extended to include the CBOs having more influence on the Probation Service, criminal justice policies and strategic decision-making.

With this endorsement, the CBOs proceeded in establishing the Justice Community Network. Led by a steering committee made up of representative from across the geographic spread of the CBOs, the JCN is now seeking to engage service providers/consultants to support key areas for development in order to progress the network more formally.

The existing vision, mission, values and objectives developed in 2025, along with the current Steering Committee are contained in Appendix 1.

# Current Requirements

The JCN requires the successful Service Provider/Consultants to undertake the following objectives:

* To examine similar models in Ireland and internationally that inform the formal establishment, business/funding model, strategy and operations of the network.
* To review the current model of membership of the network, its steering committee and other roles and advise on its development, and modus operandi of the network, its committees etc.
* To advise on the appropriate mechanism to formalise and/or legalise the network, including charity status and to secure same
* To support and deliver a three-year strategy that builds on the existing vision, mission, objectives and values of the JCN
* To advise and develop an operational plan for the JCN, including funding model, staffing and day-to day operations
* To advise and develop a communications plan, including supporting an official launch event

# Value of contract

The *estimated* value of this contract is **no more than €25,000** inclusive of VAT.

# Minimum Technical Competence

Tenderers are required to demonstrate that they have sufficient governance, financial and technical competence to be considered for thecontract. Therefore, all Tenderers are required to provide details of:

* + **Organisation Structure -** as relevant to this invitation to quote including management structure, manpower levels, skills and experience.
  + **Track Record -** Successfully delivering of two [2] previous contracts of a similar nature, scale and complexity carried out over the last 5 years. Include client names & contact details, description of work, delivery date and approx. value.
  + **Tax Compliance & Insurances** - The Service Provider should be tax compliant and have relevant insurance in place.

**Tenderers must provide all the information outlined above.**

# Instructions to Tenderers

## Format of Response

In addition to therequired information as outlined above, providers are required to submit the following as part of their proposal:

* + - **Proposed Methodology** to be employed in completing the assignment to include tasks and timelines.
    - **Expertise Of Proposed Team** – provide CVs/Bios [max 2 pages] of personnel to be employed on the contract with details of their experience and qualifications relevant to contract requirements.
    - **Contract Management -** Details of how the proposed contract will be managed, availability and time frame for delivery.
    - **Contract Requirements** - Demonstration of a clear understanding of the requirements of this contract. Demonstration of ability to address all aspects of the requirements and where appropriate experience of similar activities.
    - **Miscellaneous Charges** - All miscellaneous charges (phone calls, photocopying, etc.) should be absorbed into the overall fee charged.
    - **Value for money** - JCN is a publicly funded organisation and must ensure value for money. Please include in your submission methods which you will employ to keep costs to a minimum.

## Timetable

The expected commencement of this contract is October 2025. Proposals with all relevant attachments should be submitted to Maggie Clune, JCN Chair at [maggie.clune@paceorganisation.ie](mailto:maggie.clune@paceorganisation.ie) no later than **5pm 10th October 2025**. Any queries to be submitted to [maggie.clune@paceorganisation.ie](mailto:maggie.clune@paceorganisation.ie) or 087-612 8179 before 5th October.

# It is the service providers’ responsibility to ensure a quote has been received before the deadline. In the absence of email confirmation, telephone 087-612 8179 to ensure that the quote has been received on time.

1. **Proposal Evaluation**

All submissions will be reviewed and appraised based on criteria such as capacity of the proposed team, methodology and quality of proposal, cost and value for money, added value and fit with the JCN.

Following the initial evaluation of quotes, based on the criteria above, the JCN may invite short listed candidates for interview. Interviews may be conducted by phone/Microsoft Teams. These interviews will be for the purpose of clarification only. If this proves necessary, Tenderers will be informed as soon as possible with regard to the proposed date for interviews.

1. **Notes to Tenderers**

If for any reason it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract JCN considers that the successful tenderer has not met its obligations, JCN reserves the right to award the contract to the next highest scoring quote on the basis of the terms outlined above. This shall be without prejudice to the right of JCN to cancel this competitive process and/or initiate a new contract award procedure as its sole discretion.

JCN will accept no responsibility for any costs incurred in formulation or presentation of proposals.

* + JCN requires that all information pursuant to this tender process will be treated in the strictest confidence.
  + All work produced by the appointed service provider(s) will be the property of JCN.
  + Prices and rates quoted should be in Euros and inclusive of VAT. VAT rates should be indicated.
  + Prices and terms quoted should be valid for 12 months from the date of receipt of tenders.
  + The Service Provider should be tax compliant and have relevant insurance in place.
  + Any conflicts of interest must be fully disclosed to JCN.
  + JCN reserves the right to terminate the contract at any time if it feels the work being undertaken by the appointed business is found to be unsatisfactory, without JCN being liable for the full cost.
  + All bidders are required to adhere to all appropriate regulations and guidelines on the collection, storage, transmission and destruction of personal data GDPR May 25th, 2018.

Appendix 1

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*Driving positive change in the Irish justice system*

**Mission Statement**

To represent and strengthen the voice of justice community organisations in Ireland

**Vision Statement**

A thriving network of justice community organisations, driving a more inclusive and safer Ireland

**Key Objectives**

1. Strengthening the network and the works of justice community organisations.
2. Fostering collaboration and information sharing.
3. Advocating for improved resourcing and professional recognition of our work
4. Influencing policy and practice to enhance the impact of the work for those we serve.

**Our Core Values**

**Steering Committee Members**

Sharan Kelly Tosú

Anne Conroy Le Cheile Mentoring

Orla McCaffrey Canal House

Maggie Clune PACE (Steering Committee Chair)

Anita Harris Coolmine TC

Ashling Golden Solas Project

Emeline le Prince Restorative Justice Service

Olive Monahan Deonach

Sheila Connolly Cork Alliance

Kathrina Moran Tuam Community Training Centre

Sharon Keogh Bridge

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| **Collaboration** We believe in the power of working together—sharing knowledge, resources, and support to strengthen our collective impact in the justice sector. | **Inclusion** We are committed to fostering a justice system that is fair, equitable, and inclusive, recognising and responding to the diverse needs of the communities we serve. |
| **Advocacy** We champion the voices of justice community organisations, advocating for the recognition, resourcing, and policy change needed to sustain and grow our work. | **Integrity** We act with honesty, transparency, and accountability in all that we do, upholding the trust placed in us by our communities, partners, and funders. |
| **Professionalism** We value and promote the specialist skills, experience, and knowledge of our sector, striving for excellence in practice and leadership. | **Innovation** We embrace learning and continuous improvement, encouraging new ideas and approaches to address the evolving challenges within the Criminal Justice system. |
| **Impact** We are driven by the goal of making a meaningful difference in people’s lives, contributing to a safer, more supportive, and restorative justice system. |  |

**Proposal Contacts: Maggie Clune, PACE/JCN Chair, Sharan Kelly, Tosú, Sheila Connolly, Cork Alliance**

1. Section 2.2.1, p.13 Evaluation and Review of the Probation Service Funding Programme for Community-Based Organisations, Crowe, November 2023 [↑](#footnote-ref-1)
2. Section 2.2.1, p. 14 Evaluation and Review of the Probation Service Funding Programme for Community-Based Organisations, Crowe, November 2023 [↑](#footnote-ref-2)