



Stronger Charities.
Stronger Communities.

TRAINER SCORING SHEET

Criteria	Standard	Weight (%)	Rating (1-5)	Score
Relevant Experience	Clear experience delivering structured training for adult learners, with experience in the nonprofit sector in Ireland	20		
Subject Expertise	Strong knowledge in the chosen topic area (e.g. leadership, governance, fundraising, HR, finance, social enterprise, policy) and awareness of and how subject relates to nonprofit sector	20		
Training Approach	Evidence of learner-centred, participatory and interactive approaches	15		
Professionalism & Alignment	Training content is well-prepared and tailored to The Wheel’s membership; trainer shows accountability, openness to feedback, and alignment with The Wheel’s mission, values, and governance codes (including the Charities Governance Code)	15		
Accessibility & Inclusion	Training design and delivery use plain English, accessible formatting and inclusive practice, with sensitivity to diversity, equity, and inclusion (DEI)	10		
Digital & Technical Skills	Ability to deliver both in-person and online sessions (Zoom, Teams, etc.) using engagement tools such as polls and breakout rooms	10		
Evidence of Impact	Testimonials, participant feedback or other evidence of successful past delivery provided in the proposal	10		
Total		100		

Rating scale: 1 = Poor; 3 = Meets Standard; 5 = Excellent.

Threshold for acceptance: Minimum average score of 3.5 across criteria

Example for how scoring is calculated:

Score= (rating / 5) x weight (total is out of 100)

Criteria	Weight (%)	Rating (1-5)	Score Calculation	Score
Relevant Experience	20	2	$(2/5) \times 20$	8
Subject Expertise	20	5	$(5/5) \times 20$	20
Training Approach	15	3	$(3/5) \times 15$	9
Professionalism & Alignment	15	5	$(5/5) \times 15$	15
Accessibility & Inclusion	10	3	$(3/5) \times 10$	6
Digital & Technical Skills	10	2	$(2/5) \times 10$	4
Evidence of Impact	10	1	$(1/5) \times 10$	2
Total	100			64

Convert to average score out of 5: Total/20= X

$64/20=3.2/5$ and therefore does not pass the proposal threshold to be considered