

REQUEST FOR PROPOSAL STRATEGY DEVELOPMENT SERVICES

June 2026

Closing date for receipt of tender: 30 June 2026

Return tender to: sarah@wheel.ie

Queries to: sarah@wheel.ie

Summary

The Wheel invites tender submissions from interested parties to provide strategic development services for our next organisational strategy.

Details of the tender are set out in this document which is comprised of four parts:

- Part 1: About The Wheel
- Part 2: Requirements
- Part 3: Tender process
- Part 4: General tender terms and conditions.

Interested suppliers should submit a proposal by email by **30 June 2026**.

It is expected that this work would commence in **Q3 2026** and be fully completed by early **Q1 2027**.



Stronger Charities.
Stronger Communities.

PART 1 – ABOUT THE WHEEL

The Wheel is Ireland's national association of charities, community and voluntary organisations, and social enterprises. We are a representative voice and a supportive resource that offers advice, training, influence, and advocacy for the sector. Rotha (trading as The Wheel) is a registered charity and a company limited by guarantee. It employs approximately 35 people and has an annual turnover of approximately €4m.

Our Vision

We want to see a thriving community and voluntary sector at the heart of a fair, just and inclusive Ireland.

Our Work

Our mission is to champion the role of Irish charities and community organisations in building a flourishing society and to support them to do work that has a positive impact. Our four strategic aims, in our current strategy 2022 – 2026, are:

1. Being an authoritative sector voice
2. Supporting a diverse sector
3. Building a vibrant community of members
4. Performing well to deliver success.

Our Values

COURAGEOUS: we are confident in standing up for what is right, we are not afraid to challenge the status quo and we dream big

INCLUSIVE: we work hard to be truly inclusive in all aspects of our work, with a particular emphasis on listening to and acting on those voices that have previously not been heard

ACCOUNTABLE: we recognise that we are accountable to those we serve, the public and anybody else with an interest in our work

COLLABORATIVE: we work in a collegial manner with our members and everyone else who wants our sector to succeed.

Registered Charity Number: 20040963

Company number: 302282

CHY number: 13288

PART 2 - REQUIREMENTS

The Wheel is inviting interested parties to submit proposals to lead and facilitate development of our next Strategic Plan which is due to commence in 2027.

We seek a consultant to:

1. Consider and advise on the most appropriate approach to the development of our new strategy
2. Design and deliver an appropriate stakeholder engagement and consultation process
3. Facilitate strategic reflection with our staff, board, members, funders and supporters
4. Review the current external policy environment in the nonprofit sector to contextualise the new strategic plan
5. Identify and prioritise our most critical strategic objectives and goals for the period of our next strategy, ensuring they align with the vision and mission of The Wheel
6. Analyse both internal strengths and weaknesses and external opportunities and threats
7. Provide a roadmap for implementation and monitoring progress over the lifetime of the strategy
8. Produce a final strategic plan document with actionable and measurable objectives.

We do not envisage a thorough review of our vision, mission or values is required but we are interested in being informed on strengthening our ability to deliver them.

Key Deliverables: ability to deliver them.

1. Design and deliver stakeholder consultation and engagement plan
2. Summary report of consultation findings
3. Draft Strategic Plan including strategic aims, objectives and supporting KPIs
4. Final Strategic Plan with executive summary & presentations to the Senior Management Team, Strategy Development Subcommittee, and Board.

PART 3 – TENDER PROCESS

Qualification and Requirements

Consultants that wish to submit a proposal shall meet the following minimum criteria:

- a) Proven track record in conducting strategy or similar reviews for organisations in the nonprofit sector and/or of similar size to The Wheel
- b) A strong understanding of the nonprofit and charity sector in Ireland
- c) Demonstrable ability to render consulting services in the most professional, effective and efficient manner by providing references.

The following criteria will be used in shortlisting of consultants, depending on quality of proposals meetings may be conducted with short-listed candidates.

- Qualifications – 10%
- Approach – 30%
- Similar experience in nonprofit sector – 20%
- Price – 40%.

Timeframe

The Wheel is seeking proposals by close of business on **Tuesday, 30 June 2026**.

A small number of candidates may be invited to interview following the shortlisting process with an appointment expected in early Q3 2026.

It is expected that this review will be on the agenda of the following Board Meetings with the successful supplier being available to attend in-person if required.

- Friday 20 November 2026 – 9am – 1pm
- Wednesday 24 February 2027 10am – 12pm

Proposal

Those wishing to be considered should submit a brief proposal (max 5 pages) to our Senior Operations Manager, Sarah MacArtain, sarah@wheel.ie.

It should include:

- Justification of why they are suitable for the work
- A brief methodology on how the work will be conducted
- Work and time plans including the scheduling of main activities and time inputs required
- Three referees. Suppliers will be notified before referees are contacted.
- A financial proposal in Euro that includes:
 - Fee rate, (showing any VAT applicable to services)

- Time inputs required as presented in the work and time plan.
- Total price broken down by specific deliverables and outputs
- Any reimbursable expenses envisaged.

Payment shall be based on approved deliverables and outputs and production of invoice.

Budget

- Proposals should be competitive and in line with sector norms, taking account of any resources that will be needed to complete the report within the required timeline.

The proposal shall also incorporate:

- Company profile (clearly stating full contact details, address, email and phone numbers)
- Declaration of any relationships or conflicts of interest with any person connected to The Wheel, e.g. members of staff or board
- Certificate of incorporation or registration and tax status and any other appropriate certificates should be made available as required.

PART 4 – GENERAL TENDERING INFORMATION, TERMS AND CONDITIONS

CONFIDENTIALITY: All the information contained in this document is confidential to The Wheel and is given on the basis that this confidentiality will be strictly observed by all proposed Tenderers and will not be disclosed to any other party without the prior consent of The Wheel.

CURRENCY: The currency to be used in this Tender is euro, and a Tender proposal in any other currency will not be considered.

NOTIFICATION OF TENDER ACCEPTANCE: The Wheel shall notify acceptance of the Tender to the successful Tenderer as soon as reasonably practicable, and in any event within 2 months of the closing date for receipt of Tenders as set out in this document.

EXCLUSION: A Tenderer shall be excluded who:-is bankrupt or being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors or who has suspended business activities. b. is the subject of proceedings for declaration of bankruptcy or insolvency, for an order for compulsory winding up or a court liquidation, or who has a liquidator or receiver appointed over its assets, or for composition with creditors or any other similar proceedings. c. has been convicted of an offence concerning their professional conduct. d. has not fulfilled obligations relating to the payment of social security contributions. e. has not fulfilled obligations relating to the payment of taxes.

COSTS: The Wheel will not be liable in respect of any costs incurred by any Tenderer in the Preparation of tenders in response to this Invitation to Tender or any associated cost.

TAX CLEARANCE: The successful tenderer must be in possession of a valid tax clearance certificate for duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and tenderers not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.

COMPANY REGISTRATION: The successful tenderer, if a company, registered and/or carrying on business in Ireland, must be in compliance with all obligations and requirements under the companies Acts 1963 to 2014, including the filing of up-to-date annual returns and evidence to this effect must be provided by an officer of the Tenderer with the tender documentation.

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FALSE OR MISLEADING INFORMATION: Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this Tendering Procedure on the discovery of such information.

COMPLIANCE WITH LAW: Tenderers should be able to provide on demand evidence of compliance with all laws applicable to the provision of the services the subject of the Invitation to Tender, and in particular should be able to produce evidence that they have particular regard for statutory terms relating to minimum pay and any legally binding or sectoral agreements if applicable.

TERMINATION: The contract shall contain provisions reserving to The Wheel the right to terminate any contract awarded if it is not satisfied with the performance by the successful Tenderer of the contract. The satisfaction or dissatisfaction of The Wheel shall be evaluated in the context of the Tenderers proposal set out in Part 3 of this document.

REQUIREMENTS OF INVITATION TO TENDER: Tenders not conforming to the requirements of this Invitation to Tender will not be considered and will be returned to the Tenderer.

SUBJECT TO CONTRACT: This invitation to Tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between The Wheel and any Tenderer. No such legally binding obligation or commitment shall come into being unless and until a formal legal contract is duly executed and delivered by The Wheel and the successful Tenderer.

DISCLAIMER: This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Candidates are recommended to read the documents thoroughly. The Wheel reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.