

Tender Application Pack



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For the redevelopment of the DIY Committee Website

<p>1. Background</p>	<p>Volunteer Now is the lead organisation for promoting and supporting volunteering across Northern Ireland. We build recognition for volunteering and celebrate the contribution volunteers make. We provide access to opportunities and encourage people to volunteer. We are a resource for volunteer involving organisations providing support on involving volunteers, governance and safeguarding.</p> <p>The work of Volunteer Now is diverse and responds to the wide-ranging nature of volunteering in Northern Ireland. With a legacy stretching back 50 years, we work in partnership with an ever-growing number of organisations across the voluntary and community, public and private sectors.</p> <p>The diycommitteeguide</p> <p>The diycommitteeguide.org was originally developed in 2005 by the Volunteer Development Agency (now Volunteer Now) in partnership with 14 other organisations. It provides a central point of access to a wide range of practical, user-friendly resources developed by groups across the sector and beyond.</p> <p>The DIY Committee Guide also provides clear support for groups implementing the Code of Good Governance for the Voluntary and Community Sector. The site structure follows the principles of the Code. This work has been carried out in partnership with the Developing Governance Group. The group is made up of a range of sector support organisations with a remit for governance support.</p>
<p>2. Objectives</p>	<p>Volunteer Now seeks an appropriately qualified and experienced individual or consortium of individuals to undertake a redevelopment of https://www.diycommitteeguide.org/ the online governance resource, working closely with the Developing Governance Group and staff</p>

	<p>in Volunteer Now. Content for the site will be separately redeveloped.</p> <p>This work is required to ensure that the website has been updated to match the content of the updated Code of Governance and to ensure that the site is secure, user friendly and works on laptops, desktops and mobile devices.</p> <p>Aims:</p> <ol style="list-style-type: none">1. To provide an effective on-line governance resource for N Ireland mapped to the Code of Governance. <p>Objectives: (Essential)</p> <ol style="list-style-type: none">1. Develop new website for the www.diycommitteeguide.org, preferably using WordPress, structured around the Code of Good Governance.2. Provide functionality for:<ul style="list-style-type: none">• materials and resources to support groups to implement the Code, including video.• news on home page• Integration with social media.• polls• Links to relevant partner sites.3. Secure storage of all information linked to site – GDPR compliant.4. Ensure accessibility for all users.5. Analytics tool to provide information on website usage and downloads. <p>Objectives: (Desirable)</p> <ol style="list-style-type: none">1. Provide mechanism so groups can record their progress on meeting good governance indicators through a closed member portal/zone. <p>Performance indicators:</p> <ul style="list-style-type: none">• Redevelopment completed in agreed timeframe.• User experience of website produced.• Regular report system from analytics.
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<p>3. Methodology</p>	<p>Step 1: Review existing website to give overview and assist in planning. Step 2: Objective setting - Agree SMART objectives to plan for update of website. Step 3: Deliver – Create new website in line with objectives by agreed date. Step 4: Reporting – fortnightly reporting during development against objectives set.</p>
<p>4. Budget</p>	<p>Budget for essential objectives up to £4,000, including VAT and expenses – to be paid in two amounts, one at the start with the final payment subject to satisfactory delivery. Further budget available for desirable objectives.</p>
<p>5. Reporting</p>	<p>Report templates to be agreed once KPI's defined and set. Submission dates and monthly meetings with Developing Governance Group secretariate will be agreed to manage progress.</p>
<p>6. Tender Process</p>	<p>Credentials Document</p> <p>Organisations/individuals who wish to be considered for this review should submit a credentials document that covers the following key areas:</p> <ul style="list-style-type: none"> • The Organisation/Consortium • The Team: Experience/ability of the proposed team/individual who will be working on the project in relevant areas e.g. governance and project management. • Case Studies: Provide 2 short case studies that demonstrate a proven track record in relevant work. • Fee Structure: Outline costings for the delivery of the project. • Consideration of potential conflicts of interest if any. <p>Proposal Document</p>

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	<p>Organisations are asked to also submit a detailed proposal (no more than 6, A4 pages) clearly outlining:</p> <ul style="list-style-type: none">• Proposed project methodology.• Timings and reporting plan for development and delivery of the work
7. Criteria	<ul style="list-style-type: none">• Ability/expertise<ul style="list-style-type: none">○ Development of high quality websites with good user experience.• Appropriateness of proposal submitted.• Value for money.
8. Submission Date	<p>Submit response by no later than 2.00pm on 22nd December to denise.hayward@volunteernow.co.uk or by delivery to Volunteer Now, Skainos Centre, 239 Newtownards Road, Belfast, BT4 1AF. Late submissions will not be considered and will be returned unopened to sender.</p> <p>Finish Date: March 2022 TBC</p>

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