

# Request for Tender for Event Management Services

**Children and Youth Sector Learning Exchange**

**Application deadline for submission of tenders: 5pm Thursday 23rd of  
April 2026.**

## **1. Background Information**

### **1.1 About Community Foundation Ireland**

Community Foundation Ireland is a philanthropic hub that has an expert team of professional advisors, strategists, activators and facilitators. Since the year 2000 we have provided the expertise, network and knowledge that enables donors to positively impact Ireland through strategic giving. Through our activities, we have established a wide and deep network of working relationships with more than 5,000 organisations and communities across Ireland. We convene, communicate with, and connect donors, grantees and communities - uniting energy and insight to facilitate meaningful change - supporting Ireland in becoming a place where everyone is equal, and communities thrive.

### **1.2 Background to the tender**

Community Foundation Ireland is inviting tender submissions for event management services for an upcoming Learning Exchange for the children and youth sector.

The children and youth sector has been a significant focus of the Foundation's grant-making since the year 2000, close to €80million dedicated to this area. Funding has supported services that support and empower children and young people, and research and advocacy that has led to important policy change in areas of child poverty and access to education.

The Foundation has managed the grant-making for the RTÉ Toy Show Appeal since 2020, which has raised more than €26 million. This has allowed for sustained and significant funding into the children and youth sector, prioritising the most vulnerable and marginalised people.

The Foundation engages with more than 300 organisations annually in the children and youth space, which reveals the innovative solutions that charities are delivering to ensure that children and young people have what they need to thrive. This includes access to essential items, wrap around family supports that build resilience, wellbeing and mental health services, improving outcomes for young people through education initiatives, youth clubs, creative programmes, employment supports, plus many others.

Life-changing services are being provided, but the children and youth sector is under a lot of pressure. The Sector has faced decades of under-resourcing, plus 5-years of coinciding crises which has compounded the issues children and young people face. In 2026, we are seeing an education and health system that are stretched beyond

capacity, vital community services being pulled back, staff burn out and persistent recruitment and retention issues.

### **1.3 Aims of the Learning Exchange**

The overarching purpose of the Learning Exchange is to provide an opportunity for charities in the children and youth sector that have been supported by the RTÉ Toy Show Appeal to come together for a 1.5/2 day convening that increases capacity, capability and collaboration. The Learning Exchange aims to put charities in a better position to support children and young people across the island of Ireland and build resilience so they can face upcoming challenges. We want to provide charities with the time and space to step away from the everyday challenges they face, to imagine, be creative, engage with each other to recharge, renew and reenvision.

#### **Objectives:**

- Build capacity within organisations and across organisations in the sector.
- Foster collaboration by providing opportunities for organisations to network and share ideas.
- Enhance the visibility of the sector by showing its power and value, with opportunities to collaborate with RTÉ and their media.
- Increase the influence of the sector by exploring how to tackle common issues, and devising solutions with sector and political stakeholders.

### **1.4 Activities and Outputs**

The tenderer will be required to undertake the following tasks:

- Develop a 1.5/2 day convening aligned with the aims and objectives of this tender. The convening will include:
  - Panel sessions on models of best practice in the sector.
  - Skills building workshops in fundraising, philanthropy, impact measurement and storytelling.
  - Curated networking opportunities.
  - Sessions/workshops on key issues facing the sector including tackling anti-NGO sentiment and importance of community organising/community development.
- Design the programme and organise speakers, including their briefs and bios.
- Within the boundaries of the brief, consult with the sector on their aspirations for a convening including format, workshop themes and potential speakers.
- Liaise with the venue on the logistics (including contract, room hire, A&V, food, accommodation, insurance etc),

- Liaise with attendees, managing the RSVPs and requirements.
- Lead out on the event management on the day, supported by the Foundation
- Organise branded materials for the event.
- Complete follow up after the event including feedback forms, evaluation and post-mortem.

The tenderer is not expected to undertake the following tasks:

- High level curation of the convening.
- Developing the attendee list.
- Organise photography or videography.

## **1.5 Timeframe**

Community Foundation Ireland intends that this project commences within a few weeks of the award of the contract. The duration of the tender will be no more than six months after the award of contract. It is anticipated that the Learning Exchange will take place early October 2026.

## **1.6 Cost Limit**

The maximum budget available for this tender for event management services is €16,500 (excl. VAT).

This is exclusive of costs associated with the venue, room hire, food, accommodation and speakers which will be invoiced separately, but it is expected these associated costs will not exceed €20,000.

## **2. Instructions to Tenderers**

### **2.1 Format of tenders**

Tenderers can submit the final application in their own format. They can use this [submission form](#) as a guideline.

### **2.2 Compliant tenders**

Tenderers should read this document in full to better ensure compliance, and Community Foundation Ireland reserves the right to reject a tender as non-compliant. Tenderers are required to:

- Submit all documentation which this Request for Tender (RFT) requires.

- Conform and comply with all instructions set out in this RFT.
- Submit the tenderers statement provided in the submission form along with their application.
- Not alter this RFT in any way.

### **2.3 Submission of tenders and application deadline**

Completed application forms must be sent by email to [info@foundation.ie](mailto:info@foundation.ie) with subject line "Children and Youth Sector Learning Exchange". Completed tenders must be received no later than 5pm Thursday 23<sup>rd</sup> April 2026.

### **3. Queries and clarifications**

All queries with respect to this RFT must be directed to [info@foundation.ie](mailto:info@foundation.ie). Community Foundation Ireland reserves the right to update, amend or cancel the information contained in this document and/or to extend the tender deadline. Participants will be informed of any such amendment, extension or clarification by email.

### **4. Tender evaluation and award of contract**

#### **4.1 Award of contract criteria**

A contract will be awarded out of a total of 100 marks, based on the tenderers ability to deliver the required service in accordance with the following criteria:

- Tenderer(s) experience and suitability – 20 marks
- Methodology and approach – 20 marks
- Experience and personnel – 20 marks
- Cost – 20 marks
- Logistics and Sustainability – 10 marks
- Timeframe proposal – 10 marks

The contract will be awarded to the highest ranked tenderer based on the above criteria.

#### **4.2 Contractual rights**

This RFT does not constitute an offer or a commitment to enter into a contract. Until a formal written contract has been executed by or on behalf of Community Foundation Ireland, no contractual rights will exist. The tenderer may be required to

outline and discuss the research proposal to Community Foundation Ireland staff or other stakeholders.

### **4.3 Payments**

- All prices quoted must be quoted in euro (€).
- All prices quoted must be inclusive of VAT, with the applied VAT rate, indicated.
- All prices quoted must be valid for at least three months following the tender deadline.
- Payments will be made on foot of appropriate invoices submitted, with invoicing arrangements agreed after the award of contract.
- Incorrect invoices will be returned for correction with subsequent effects on date of payment.

### **4.4 Taxation**

For the term of any contract issued, successful tenderers shall be in compliance with all domestic and EU tax laws. Tax clearance, reference and other tax registration numbers may be required prior to the award of any contract.

### **4.5 Subcontractors**

Where a tenderer is relying on the capacity of other persons or entities for fulfilling any of the award criteria, if requested by Community Foundation Ireland, the tenderer must provide satisfactory proof that the persons or entities being used have the necessary expertise to fulfil the award criteria.

## **5. Terms and conditions**

### **5.1 Liability and warranty**

Community Foundation Ireland does not accept any liability or provide any express or implied warranty in respect of any such information contained in this RFT, and tenderers must form their own conclusions about the solution needed to meet the requirements set out.

### **5.2 Data protection**

Applicants are required to comply with the requirements of data protection legislation and General Data Protection Regulation (GDPR). All data will be processed in accordance with GDPR and relevant data protection law.

### **5.3 Costs**

All costs and expenses incurred by tenderers relating to their participation in this RFT shall be borne by the tenderers exclusively.

### **5.4 Confidentiality**

All documentation, data, statistics and information furnished by Community Foundation Ireland to tenderers during the course of this RFT: shall be treated as confidential; are furnished for the sole purpose of replying to this RFT only; may not be used, communicated, reproduced or published for any other purpose without the prior written permission of Community Foundation Ireland; and must be returned immediately to Community Foundation Ireland upon cancellation or completion of this RFT if so requested.

### **5.5 Publicity**

No publicity regarding this RFT or any contract pursuant to this RFT is permitted unless Community Foundation Ireland has given its prior consent to the relevant communication.

### **5.6 Ownership**

Unless otherwise agreed, ownership of any reports, material or output produced relating to any contract awarded as a result of this RFT rests with Community Foundation Ireland.

### **5.7 Copyright**

Copyright of any reports, material or output produced shall rest with and be assigned to Community Foundation Ireland. Community Foundation Ireland shall have the right to publish, or not as the case may be, and to disseminate any reports, material or output, without further reference to the tenderer. The tenderer will not be entitled to further payment if this occurs. The tenderer and the individual

researchers will be entitled to be credited with the work that they have done on this project in any publication.

### **5.8 Registrable interest**

Any registrable interest involving any tenderer or subcontractor must be fully disclosed in the tender or, in the event of this information only coming to the notice of the tenderer or subcontractor after the submission of a tender, must be communicated to Community Foundation Ireland.

### **5.9 Anti-competitive**

Price collusion or any other anti-competitive behaviour is a criminal offence under the Competition Act 2002.

### **5.10 Freedom of information**

Information provided by tenderers during this RFT may be liable to be disclosed under the Freedom of Information Act 2014 and if tenderers consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, tenderers must, when providing such information, clearly identify the specific information and specify the reasons for its confidentiality and commercial sensitivity.

### **5.11 Conflicts of interest**

Any conflict of interest or potential conflict of interest on the part of a tenderer, subcontractor or individual employee or agent of a tenderer or subcontractor must be fully disclosed to Community Foundation Ireland as soon as the conflict or potential conflict is or becomes apparent.

### **5.12 Insurance**

The successful tenderer shall be required to hold for the term of the contract the appropriate level of insurance cover in order to carry out work associated with this project.