

# **Request for Tender Face-to-Face Support Consultant April 2025**

## **The Irish Red Cross background**

The Irish Red Cross Society (IRC) is dedicated to serving people in need whether they are in Ireland or caught up in humanitarian crises in countries and regions throughout the globe. With our network of over 4,000 volunteers at over 70 branch locations across the Republic of Ireland, as well as our professional staff of more than 120 people, the IRC provides a wide range of health, mental health & wellbeing programmes for those in need.

The Irish Red Cross is also part of the global Red Cross Red Crescent Movement of over 190 National Societies across the globe and is guided by the fundamental principles of the Red Cross (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality).

The Irish Red Cross is a registered charity.

## **Our Vision**

To be the leading humanitarian organisation in a world where people's essential humanitarian needs are provided for.

## **Our Mission**

To provide humanitarian assistance, at home and abroad, to those most in need and inspire policy and attitudinal change

## **Our work**

- Preventing and alleviating human suffering, protecting life and health and ensuring respect for all.
- Helping those who are most vulnerable to prepare, withstand, and recover from emergencies in their communities.
- Restoring families who have been separated by war, forced migration, or other circumstances.
- Delivering first aid and psychological first aid training and providing first aid and ambulance cover at events and incidents throughout the country – including mountain & lake rescue.
- Supporting older people and remote members of our community – assisting with the delivery of food and medicine and transport for hospital appointments.
- Providing interactive and educational opportunities for our youth members.
- Delivering local and national support for refugees in need of food, water, shelter, and medical assistance.
- Delivering a targeted international programme focusing on livelihoods, medical assistance and prevention of gender based violence
- Promoting the seven fundamental principles of the Red Cross Red Crescent Movement to inspire policy and attitudinal change.

## **The Assignment**

The IRC are looking to engage a highly experienced Face-to-Face fundraising consultant to help us set up and launch a Face-to-Face pilot. This is a critical initiative as we aim to significantly expand our regular giving donor base to advance the work of the IRC at home and abroad.

We are looking for a consultant with a proven track record in the establishment of Face-to-Face programmes, specifically with experience in leading in-house teams and third-party agencies for more than 10 years. This role presents an exciting opportunity to shape the success of acquisition at the IRC by helping setting up infrastructure and skills needed for long-term success.

### **The key objectives of the assignment:**

1. Select and tender relevant suppliers in cooperation with the Individual Giving manager, prepare technical inputs for RFP and communicate with winning agency to coordinate systems.
2. Ensure performance management is prioritised after launch.
3. Establish internal processes - including paperless Direct Debit setup for fundraisers and donor onboarding - as well as best practices in collaboration with the Individual Giving manager to ensure the success of the pilot.

## **Scope and Deliverables**

The consultant will work directly with the Individual Giving Manager on the set up and launch of the Irish Red Cross Face-to-Face programme. The key objectives are those noted above.

## **Timeline**

Six months engagement, starting April 14 (circa).

## **Cost**

The tendered price should not exceed **€25,000 including vat.**

## **Application Process**

To apply, please submit a PDF or MS Word Document with details under the following headings:

- Contact details of individual or organisation tendering
- Relevant experience, including CVs of people who will work on the project
- Your understanding of the work to be completed
- Proposed methodology and timeline
- Cost, including VAT
- Evidence of tax clearance
- Evidence of insurances
- One reference related to similar work undertaken

The work may be attractive to a firm that has the internal capacity to second someone from their team for the project duration, or to an independent consultant.

## **Tenders will be evaluated according to the following criteria:**

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| - Understanding of the work to be completed | 20 points |
| - Experience of tenderer                    | 25 points |
| - Proposed methodology                      | 25 points |
| - Cost                                      | 30 points |

**Applications and queries should be submitted to Charlie Lamson, IRC Head of Fundraising ([clamson@redcross.ie](mailto:clamson@redcross.ie)).**

**Deadline is Monday, April 7 @ 17:00. Late applications cannot be considered.**