



## Invitation to Tender.

Tender instructions relating to the development of an equality, diversity and inclusion strategy, action plan and internal organisational review.

## About Triathlon Ireland

1. Our primary responsibility is the development, promotion and safeguarding of the sport of triathlon in Ireland. We do this, in collaboration with our network of strong affiliated clubs, through the sanctioning of triathlon related events throughout Ireland; and through developing systems and structures for athletes of all levels from Novice to Elite to participate in the sport.
2. Triathlon Ireland has a [non-executive board](#) who employ a Chief Executive Officer, who in turn manages a team of professional staff. Beyond this, like many sports, the achievements of the sport are due in no small way to a large number of dedicated volunteer officials, administrators, and coaches.
3. Triathlon Ireland works with Sport Ireland and Sport Northern Ireland to achieve full good governance accreditation.
4. Triathlon Ireland complies with the Governance Code for Sport.

## Invitation to Tender (ITT)

Triathlon Ireland works closely with clubs, local sports partnerships, councils and other National Governing Bodies of Sports (NGBs) to deliver programmes in clubs and the community.

Triathlon Ireland now invites Tenders for consultation and development of an Equality, Diversity and Inclusion strategy and action plan and internal review.

## Scope of Works

Triathlon Ireland seeks to appoint a consultant with proven EDI experience in the Irish sporting landscape to lead and create transformational change within Triathlon Ireland in relation to Equality, Diversity & Inclusion. We need an exceptional individual with a record of driving and delivering impactful cultural change who can demonstrate previous successes in the area of EDI strategy development for a Sports Organisation. We are seeking a provider who can clearly demonstrate the ability to meet our requirements and who offers the most economically advantageous bid. The organisation will be lead by the consultant regarding the process but a suggested outline is as follows:

- Consult with Triathlon Ireland regarding current EDI programmes and review current programme delivery.
- Consult with Triathlon Ireland and relevant stakeholders to gather information to develop E,D&I policies in line with the Sport Ireland pillars.
- Develop a 4 year E,D&I Strategy for the organisation.
- Develop an implementation and action plan for year 1 & 2 of the strategy to plan delivery of programmes for our clubs, members and potential members.
- Conduct an internal organisational review by assessing all relevant internal policies and procedures.

- Create and implement recommendations for internal policies and procedures.
- Work in partnership with the Triathlon Ireland EDI officer.
- Report progress to the Senior Leadership Team.
- Develop a **monitoring and reporting framework to support the organisation to meet our ED&I outcomes.**

The successful consultant will have high levels of emotional intelligence, a naturally collaborative approach, and deep insight into the challenges and opportunities of the equality and diversity landscape. They will be able to consult, review, analyse and make recommendations for actions. As importantly, they will be able to lead the action for change within the organisation against their findings in four key areas.

We would like the EDI review to provide honest, well informed, direct and constructive feedback on how we can achieve improvements in our practices and approach. This should include highlighting what we already do well, what we need to stop doing and what we need to do more of to achieve best practice. We are open to both small, incremental changes to build on what is already in place and more radical proposals.

#### People

- Workforce equalities
- Partnerships
- Recruitment
- Leadership

#### Communication

- Website and materials
- Internal communications
- Connectivity

#### Culture

- Cultural competency & safety

#### Practices

- Policies and documentation
- Training & development
- Programme focus and delivery
- Support
- Access
- Measuring impact

The tender proposal should detail:

- Approach to delivery of scope of works
- Track record in delivery of this type of service
- Detail of costings .

## IMPORTANT NOTE:

This Invitation to Tender does not guarantee any work. It is for the opportunity to be added to the framework in order for Triathlon Ireland to appoint a recommended supplier or supplier

## Tender Timetable and Contract Period

Triathlon Ireland proposes the following timetable for the award of the Contract. This is intended as a guide and Triathlon Ireland does not intend to depart from the timetable, it reserves the right to do so at any time:

Date	Activity
31/01/24	Tender advertisement published and ITT made available to interested Tenderers
31/01/24-14/02/24	Tenderers to express interest and send contact details for lead contact & submit clarification questions
16/02/24	Triathlon Ireland to issue responses to clarification questions
26/02/24	Deadline for receipt of tenders
01/03/24	Completion of Assessment of tenders and shortlist of tenderers to make presentations.
05/03/24	Notification of assessment and confirmation of presentations.
12/03/24	Notification of successful tenderer/unsuccessful tenderers
As soon as possible	Contract commencement date

## Expressions of Interest

Suppliers wishing to tender must register their expression of interest by emailing [eleanor@triathlonireland.com](mailto:eleanor@triathlonireland.com) by 1700 on Wednesday the 14th of February along with any clarification questions they may have. Failure to do so or late entries will not be accepted and the supplier's tender will also not be considered.

## Submissions

**Full and final submissions should be made by email to Eleanor Condon , [eleanor@triathlonireland.com](mailto:eleanor@triathlonireland.com) by 17:00, Monday the 26th of February.**

## Contract

The contract shall commence once the tender agreement is signed no later than the 23rd of March unless terminated in accordance with the terms of the contract. The contract may be subject to funding support from Sport Ireland.

Nothing in this ITT binds Triathlon Ireland to accept a Tender and award a contract. Triathlon Ireland reserves the right to discontinue this Tender at any time during the ITT process and not to accept a Tender or award a contract.

Triathlon Ireland shall not be liable to the Tenderer in any way whatsoever for the Tenderer's costs and expenses incurred during the tender process from its discontinuance or in relation to which a contract is not awarded.

The Tenderer is responsible for preparing all information necessary for the preparation of its Tender and all costs, expenses and liabilities incurred by the Tenderer in connection with the preparation and submission of its Tender shall be borne by the Tenderer.

Tenderers shall ensure that they are familiar with the nature and extent of the obligations they will incur if their Tender is accepted.

## Information and Queries

Tenderers should carefully read all the documents in this ITT and fully acquaint themselves with the requirements in this ITT. A Tenderer may, by written communication to the Contact Officer, request clarification or further information in connection with the ITT. Triathlon Ireland will reasonably endeavour to answer all enquiries prior to Tenders being submitted. Triathlon Ireland reserves the right not to respond to a request for information or clarification.

Contact Officer Name: Eleanor Condon

Triathlon Ireland, Sport Ireland HQ2, Unit 3, National Sports Campus, Snugborough Road,  
Dublin 15

E mail: [eleanor@triathlonireland.com](mailto:eleanor@triathlonireland.com)

## Best Value

In pursuit of continuous service improvement and efficiency, Triathlon Ireland will require a commitment from the successful Tenderer to provide management information on the development of the Services and to participate, free of charge, in projects associated with improvement to the Services and to implement required changes.

## References

References are required and Triathlon Ireland reserves the right to contact referees (two per Tenderer) during the ITT period. Tenderers should give their referees advance notice of these reference calls in order to avoid any delay.

The reference calls will not be evaluated. They are intended to verify the experience of Tenderers as described in their ITT submission.

## Tender Evaluation

Prior to evaluating Tenders, Triathlon Ireland will carry out an initial review of each Tender to confirm completeness and compliance with the requirements of this ITT and may, at its discretion, reject a Tender which is incomplete and/or non-compliant.

Triathlon Ireland will carry out a Tender evaluation after the closing date for receipt of Tenders. Tenders will be evaluated on the basis of the most economically advantageous offer to Triathlon Ireland against the following weighted factors:

Quality Criteria	Score (Max 5)	Weighting	Score x Weight
Presentation Review - demonstrated understanding and ability to deliver against key project objectives and how outcomes will be delivered and measured.		30	
Established EDI Strategy expertise		35	
Pricing		35	
Total			

## Acceptance of Tender

A formal service level agreement will be issued to the successful Tenderer.

## Publicity and Branding

Tenderers shall not make any advertisement in relation to this Tender or award of the contract should they be successful. A joint public statement will be made at a date agreed between the successful tenderer and Triathlon Ireland.