



**INVITATION TO TENDER:**

**PROVISION OF FACILITATION SUPPORT IN DELIVERY OF  
GOVERNANCE DEVELOPMENT DAY FOR ORCHARDVILLE**

**January 2025**

## 1. ABOUT ORCHARDVILLE

Orchardville is a charity registered with the Charity Commission for Northern Ireland, NIC102003. We have been supporting people with Learning Disabilities or autism for more than 40 years to live, learn and work. Founded in 1982 by a group of parents and carers who sought a more challenging alternative to Day Centres, Orchardville has continued to grow geographically, and the services offered have developed and expanded substantially over the years.

Further information on Orchardville can be found at

<https://www.orchardville.com/>

### *Our Mission*

Orchardville is committed to supporting people with learning disability or autism to live, learn and work.

### *Our Vision*

To achieve an inclusive society with equal opportunities for all.

### *Our Values*

We aim to deliver our mission by living and upholding our values of **EQUIP**:



## 2. Services to be Tendered

Orchardville has identified the need for a number of development sessions for its board of directors and would wish to appoint an experienced individual or agency to provide service in the following areas:

### 1: Responsibilities of Directors

A review and refresh of board member understanding of roles and responsibilities of directors. Delivery agents should aim to give the board team insight into best practice governance arrangements so that there is a shared understanding and commitment to what that best practice means for Orchardville

### 2: Organisational Themes

Facilitated focus and discussion on a practical number of themes identified as important to the charity's continued success. These are to be further refined with the successful applicant to this tender but may include issues like:

- o **Governance** – do we have the right skillset on the Board? How effective are our meetings? What is the right rhythm of meetings and subjects to be covered?
- o **Mission** – is this still relevant in today's environment where participants needs and funding changes have had an impact, are we fit for future purpose, are we clear about the role and purpose of social enterprises?
- o **People** – What is our desired culture aligned to our values (see attached), how far away from this aspiration are we, how can the Board support the CEO to get there?
- o **Sustainability** – linked to b) how do we secure the long-term future of Orchardville, finding the right sources of income across funding, fundraising, social enterprise and general business development.

## **Pre delivery work**

It is expected that the successful party would need to have minimally one engagement session with the chair, and other appropriate parties to fully develop delivery plans, agree dates etc.

### **3. Terms of Contract**

The successful tenderer will be a service provider, not an employee of Orchardville and therefore will be expected to meet all their own employment costs.

We will pay all invoices within 30 days of receipt, provided that the services to which the invoice relates have been performed fully in accordance with the contract.

### **4. Checklist, Contact Details & Submission Deadline**

The tender should be in English and include the following information

- Background information on you/your agency and its work
- Some examples of relevant work you have undertaken with other charity client, especially in relation to governance.
- Short bios of the individuals that we can expect to work with if you are successful
- Details of your day rates and charity discount, if applicable, and an estimate of days required to complete the work outlined above.

Tenders should be submitted by email to:

**For the attention of:     Leanne Gouck**

**Email:                     leanne.gouck@orchardville.com**

***Tender documents should be limited to a maximum of 4 pages of A4.***

If the tenderer has any queries concerning the invitation to tender or requires further information, they should contact Cara Cash-Marley at [cara.cash-marley@orchardville.com](mailto:cara.cash-marley@orchardville.com)

The deadline for tender submission is **17:00 on Friday 24<sup>th</sup> January 2025**

### **5. Confidentiality**

The information contained within this document and information you may be privy to as part of the tender process are strictly confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without prior written consent from Orchardville.

### **6. Appointment & Notification of Outcome**

The contract will be for a fixed term period to be agreed. The work will solely be on matters contained within this document.

The award of the contract does not guarantee any work.