Request for Procurement: Christian Aid Ireland - ICSP Global Citizenship Education Programme - Final Evaluation

September 2026

You are invited to submit a proposal for the final evaluation of Christian Aid Ireland's ICSP Development and Humanitarian programmes.

The following information and response templates are included in the pages that follow:

- Document 1 – Terms of Reference
- Document 2 – Guidance and Instructions for responding to the Invitation to Tender (ITT)
- Document 3 – Code of Conduct for Suppliers
- Document 4 – Bidder Declaration Form (link here)
- Document 5 – Supplier Reference Check Authorisation Form (link here)
- Document 6 – CA Standard Terms & Conditions of Contract (link here)

The closing date for completed responses is **Friday 2nd October 2026, 5pm Irish time/ GMT**. It is the responsibility of the tenderer to ensure that offers are received by this time. Tenders received after this time shall not be considered.

About Christian Aid Ireland

Christian Aid Ireland (CAI) exists to create a world where everyone can live a full life, free from poverty. We are here to help end poverty, injustice, inequality and violence in some of the poorest countries across the world. We are an international development agency founded by the Protestant Churches of Britain and Ireland. We tackle both the symptoms and root causes of injustice challenging the systems and structures that perpetuate poverty and marginalisation. We work with people of all faiths and none, and work in partnership in Africa, Asia, Latin America and the Middle East. We want to build a movement across Ireland: through amplifying the voices of those living in poverty and crisis in the countries we work in, we will mobilise individuals, churches, coalitions and other organisations to work with us for the world we want to see.

1. Background

Programme and institutional: 2026 is the penultimate year of CAI's 5-year programme, funded by Irish Aid under "Ireland's Civil Society Partnership (ICSP) for A Better World". The programme commenced January 2023 and will end December 2027.

Relevant to this Terms of Reference is Stream 4 of four funding streams:

- **Stream 1:** a 5-year development programme
- **Stream 2:** a 5-year humanitarian programme
- **Stream 3:** short term humanitarian responses to acute crises
- **Stream 4:** a 5-year Global Citizenship Education (GCE) programme on the island of Ireland

CAI wishes to commission an independent evaluation exploring the relevance and effectiveness of our ICSP GCE programme, as well as identifying learning. CAI seeks proposals from qualified evaluation consultants.

2. CAI's ICSP GCE Programme

The goal of the Global Citizenship Education Programme is that, *'Women and men in Ireland have a deeper understanding of inter-connected global justice issues that are root causes of poverty and are acting as global citizen champions; taking informed action as well as influencing and educating others'*. The programme collaborates with Protestant churches, as well as their members and leaders, across the island of Ireland. The programme also collaborates with volunteers outside of the church context, and in particular 'multipliers'; volunteers who go on to mobilise others.

The programme aims to develop a deeper understanding of inter-connected global issues among our target audience, across all four provinces of Ireland, through engaging with carefully selected multipliers, Protestant churches and interactive workshops. We hope, in turn, that this leads to informed action with some influencing & educating others. Our GCE workshops have a strong focus on climate, gender and displacement.

The GCE programme is closely linked with CAI's wider Supporter Engagement function. It is informed by a theory of change, and monitored using a results framework which is reported on annually. The results framework has a sole outcome, *'Women and men in targeted Protestant churches have a deeper understanding of inter-connected global justice issues that are root causes of poverty & are acting as global citizen champions; taking informed action with some influencing & educating others.'* Monitoring approaches are largely quantitative. The GCE programme leverages information from the ICSP development, humanitarian and peacebuilding programmes (Streams 1 to 3, above).

3. Evaluation

3.1. Evaluation purpose

1. To provide an independent assessment of the delivery and contribution to change of the ICSP programme - Stream 4 GCE, with a particular focus on Organisation for Economic Co-

operation and Development's Development Assistance Committee (OECD DAC) criteria of relevance and effectiveness.

2. To identify learning and emerging good practice to inform future programming, institutional approaches and other sectoral actors.

3.2. Evaluation Scope

The evaluation will evaluate GCE, Stream 4.

- **Evidence:** It is anticipated that the evaluation will explore existing documentation, internal-to-CAI interviews and conduct primary data collection. While a balance will be needed, it is CAI's preference that there is sufficient engagement with targeted GCE communities and external stakeholders, to generate useful findings and insights.
- **Sampling:** GCE activities occur across the Island of Ireland, with varying audiences, and a variety of short and long term engagements with audiences. The evaluation should take a purposive sample from across these to enable findings reflective of our approaches.
- While the core focus is on Stream 4, GCE, the evaluation should seek to explore linkages (existing and potential) with Streams 1 – 3, as indicated by the evaluation questions below.

3.3. Evaluation Questions

Relevant weightings/ emphasis for each question are included in brackets.

1. **(20%) Relevance:** Is the ICSP GCE programme relevant and strategic for its context, and did it make adaptations where necessary? *The response to this question should include consideration of the different audiences and their preferences, including women and men.*
2. **(40%) Effectiveness:**
    a. Is there evidence that the programme has been effective in achieving anticipated results at multiple levels?
    b. What unexpected results has the GCE programme contributed to?
    c. To what extent can the emerging results (expected and unanticipated) be attributed to ICSP funding?
    d. How do results and change pathways compare with the GCE Theory of Change?
    e. What opportunities exist to deepen the impact of CAI's GCE programme?

    In responding to these questions please consider how results and change pathways may differ for women and men.

3. **(10%):** To what extent can the GCE programme results be described under the ICSP thematic outcome, *"The Irish public is aware, understands, and takes action on global justice issues."* Do results contribute to any other of the ICSP thematic or process outcomes?[1]
4. **(10%):** To what extent is the GCE programme coordinating its work with, and informed by, ICSP-funded international development, humanitarian and climate work? What opportunities are there to deepen this coordination for greater impact?
5. **(10%):** To what extent and how has ICSP GCE programme connected the Irish public with the priorities and realities of the furthest behind/ most marginalised, including women?
6. **(10%):** To what extent, and how, has the ICSP funded GCE programme engaged with and incorporated concepts of locally-led development?

3.4. Evaluation Methodology, Phases, & Key Deliverables

Evaluation methodologies must be ethical and sensitive to the risk of harm as well as CAI's reputation. Methodologies must be responsive to gender inclusion.

The evaluation methodology will be defined by the external evaluator/s. CAI's preference is that the methodology (as presented in the proposal) is revised by the Evaluation Team following selection, induction and high-level document review, for fit with our programmatic and contextual realities.

Evaluation Phases & Key Deliverables ***Dates to be confirmed with successful consultant***

Evaluation Phase	Process/Deliverable	Responsible
Induction and Design ***To commence mid-October***	Induction for external evaluation team	CAI
	Initial document review and interviews with CA staff	Evaluation Team
	Deliverable: Brief Inception report with refined methodology, drafted, and finalised based on CAI input	
Evidence gathering and interpretation	Data collection, interpretation, evaluation of programme against evaluation questions, remote and thorough desk review	Evaluation Team
Report ***Early – mid November***	**Deliverable:** Draft report, including recommendations, to be produced and finalised following review by CAI. **Deliverable:** Evaluation team will be asked to provide approximately 2 hours input to a cross-stream report (see below).	Evaluation Team

[1] There are 10 thematic outcomes and three process outcomes, which will be made available to the successful evaluator/s.

	Potential deliverable: in person workshop with CAI team, before completion of draft report.	
Cross stream report – outside of scope of this Invitation to Tender ***Early December 2026***	*CAI will commission a consultant to develop a single evaluation report for all four streams of ICSP. Out of scope of this evaluation.*	--

3.5. Budget and Resourcing

This GCE evaluation has a maximum overall budget of €10,000.00 which will be managed by CAI. This is to include all costs associated with the evaluation team's services, in-country travel and data gathering activities, as well as any VAT chargable.[2]

3.6. Evaluation Team Requirements

The external evaluator/s must have presence on the Island of Ireland (international travel will not be compensated for) and must be in a position to travel to sampled GCE locations. They must be available within the specified periods. The external evaluator/s should possess the following qualities:

- Demonstrated experience of and understanding in Global Citizenship Education in Ireland
- Demonstrated experience and expertise in evaluating GCE programmes and ability to design and use evaluation methodologies that are appropriate for GCE programmes
- An understanding of at least some of Christian Aid Ireland's approaches to international programming, such as thematic approaches (*Realising Human Rights, Peacebuilding and Conflict Prevention, Gender Equality, Humanitarian Action, Resilience*) and ways of working (in partnership with local organisations, challenging root causes, Human Rights approaches).
- Understanding and knowledge of the landscape of protestant churches in Ireland, particularly the Presbyterian Church in Ireland, the Methodist Church in Ireland and the Church of Ireland.

[2] Please note that Christian Aid Ireland is not VAT registered. It is the external evaluator/s decision as to how VAT is treated.

Document 2: Guidance and Instructions for responding to the Invitation to Tender

Please read and understand these instructions before responding, to ensure that your tender meets our requirements. Christian Aid Ireland reserves the right to refuse non-compliant tenders.

Only information provided as a direct response to the questionnaires will be evaluated. Potential suppliers should respond to the questionnaires on the basis that Christian Aid Ireland has no prior knowledge of their organisation. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process.

1. Key dates

These dates are indicative only and may need to be changed during the tender process. We will inform all bidders of any changes as these are known.

Activity	**Date**
Issue ITT	Monday 14th September
Deadline for submitting clarification questions	Monday 28th September
Response to clarification questions	Within one week of receiving questions
Closing date for completed tenders	**Friday 2nd October, 5pm Irish time/ GMT**
Short interview	Week of the 12th October
Select supplier, Finalise & Agree contract	Week of the 12th October
Implementation	From 19th October
Period of agreement	19th October - 30th November 2026

2. Communications

i) **Completed tenders** must be returned to procurement@christian-aid.org and must include:

   a. Your Proposal
   b. Supplier Reference Check Authorisation Form, with two referees
   c. Signed Bidder Declaration Form
   d. Audited financial statements for the last three years (applicable to companies only)
   e. Two pieces of work completed by the proposed evaluator/s, and the Curriculum Vitae for each proposed evaluator/s. (These will be kept in confidence).

ii) **Clarification questions** regarding the tender documents or process must be made in writing by email to procurement@christian-aid.org and questions will be accepted up to Monday 28th September. Clarification questions will be responded to within one week of them being submitted. All clarification questions and responses will be anonymised and compiled into a single file and published on our website by 30th September.

3. Proposal Requirements

The proposal document should include:

- Confirmation of availability to work within the required timeframe and geography.
- A brief outline of a proposed methodology to produce the identified deliverables. This should include a brief rationale for key design choices made, and identify some of the further information required for evaluation design decisions.
- Costed proposal in Euro, with breakdowns by key deliverables and estimated number of days, and include fees and VAT. The budget must cover all costs associated with the evaluation, including any insurance, VAT and travel costs, as determined by the Evaluator/s. The currency of the contract will be euro (€).

4. Format

Proposals should be submitted in PDF format. Additional offers which go beyond the scope of the Terms of Reference must be in the same format, but these must be in addition to the completed templates.

No promotional information to be sent.

Documents requiring signature should be signed with eSignature software or by hand and scanned as PDF.

5. CA Standard Terms & Conditions of Contract

The resulting contract will be on the Christian Aid standard Terms & Conditions included within this pack (see 'Document 6 – CA Standard Terms & Conditions of Contract; link here). As part of your submission, please review and identify if there are any clauses that you would need to amend, and share the rationale why.

6. Evaluation Panel

Compliant bids will be evaluated by a cross-functional panel comprising key people from Christian Aid Ireland's Fundraising and Supporter Engagement and International Programme Development Teams.

Following the evaluation, the highest scoring bidders will be shortlisted for interview, in which bidders should demonstrate why they are the best option for this evaluation, and CAI will question elements of the proposal in order to further substantiate the bid, as well as meeting the proposed core team.

Shortlisted bidders will be contacted as soon as possible to agree a date and time for the interview.

7. Evaluation Criteria

Proposals will be evaluated on the basis of best value for CAI as a combination of quality, technical capability and value. Specifically, the evaluation criteria will include but not limited to the following:

- Quality of the proposal in responding to the evaluation requirements
- Evaluation Team's capability – areas of expertise and relevant experience
- Clarity of communication
- Feasibility within the proposed budget

8. Selection

Christian Aid Ireland intends to select a single provider to conduct this evaluation (as described within the 'Request for Proposal'). The decision will be made dependent on the proposals received.

The successful bidder shall be contracted for a maximum of 2 months.

Please note these are indicative time and may be subject to change as we progress through the procurement process.

CAI reserves the right not to award the services as a result of this process.

Document 3: Code of Conduct for Suppliers

ETHICAL STANDARDS

We strive to purchase and source goods, services and works which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.

We look to work in partnership with suppliers to ensure that:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- No exploitation of children
- Living wages are paid
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment is allowed
- Safeguards are in place to protect against human trafficking

Specifically, we will not enter any procurement relationship with companies that have:

- Significant Involvement in the arms trade
- Extracted harsh and inequitable payments from developing countries for debts (Debt Relief (Developing Countries) Act 2010)
- Inhibiting access to affordable medicine according to the WHO Model Lists of Essential Medicines
- Tobacco marketing in developing countries
- Significant involvement in the alcohol industry
- Significant involvement in gambling
- Significant involvement in pornography
- Insufficient safeguards to end the use of conflict minerals where applicable (Kimberley Process/EU Regulation)
- Involvement in terrorism

ENVIRONMENTAL STANDARDS

We strive to purchase and source goods, services and work, which have the least negative impact on the environment.

We make procurement decisions and look to work in partnership with suppliers to ensure that:

- Environmental, Social and Governance (ESG) issues are at the forefront of good corporate governance.
- Purchasing decisions are based on whole life principles to purchase more durable products with a longer life-span and maximising environmental sustainability
- Undue and unnecessary use of materials is avoided, and recycled materials used whenever possible. Effective controls of waste in respect of ground, air and water pollution are adopted. In the case of hazardous materials emergency response plans are in place.
- Processes and activities are monitored and modified as necessary to ensure the conservation of scarce
- resources, including water, flora and fauna and productive land.
- All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimize harmful emissions.

We expect our suppliers to comply with all statutory and other legal requirements relating to the environmental impacts of their business. We encourage our suppliers to be accredited to the relevant ISO standards.

If we work in partnership with a supplier in good faith but subsequently discover unacceptable practices either at the supplier or within the supplier's supply chain we will engage with the supplier constructively to address identified weaknesses.