



Call for Tender

Request for Consultancy Services: Events and Public Engagement Support

(8-Month Contract: Starting September 1st, 2026. Ending April 30th, 2027)

Terms of Reference

July 2026

About Comhlámh

Comhlámh, the Irish Association of Development Workers and Volunteers, supports solidarity-based engagement on the most pressing issues of our time. We are a membership organisation with 50 years' experience of supporting people and organisations to mobilise for global justice. All Comhlámh's work is underpinned by a commitment to Global Citizenship Education (GCE), which deepens understanding of the structural causes of inequality, unsustainability, as well as the connections between local and global challenges.

Purpose of the Consultancy

Comhlámh is seeking to engage a consultant for an eight-month period to support the coordination, delivery and promotion of a programme of events, workshops and public engagement activities taking place between September 2026 and April 2027. Grounded in Comhlámh's values and commitment to Global Citizenship Education approaches, the consultancy will support the creation of welcoming, inclusive and participatory spaces that encourage dialogue, critical reflection and collective action on issues of global justice. The consultant will work collaboratively with staff, members, facilitators, volunteers and partner organisations to ensure that events are delivered in ways that reflect Comhlámh's values of solidarity, respect, integrity and ecological sustainability.

Scope of Work

The consultant will provide coordination and delivery support across a range of planned public engagement, education and member-focused activities. This will include taking a lead role on some events and initiatives and supporting Comhlámh's staff and wider community in the delivery of others. Events include:

- A Culture Night event in partnership with Ireland Says Welcome in September 2026;
- Third level volunteer fairs in September/October 2026.
- Organisation and delivery of three public engagement events outside Dublin, taking place between October 2026 and March 2027, which will be hosted in

locations around the island such as Derry/Donegal, Leitrim, Monaghan, Belfast, Galway or Cork;

- A celebration marking International Volunteer Day (IVD), taking place in Dublin in December 2026
- Supporting the planning and delivery of online public learning opportunities, connecting to Comhlámh's existing online courses.

The scope of work may be adjusted during the consultancy period by agreement between Comhlámh and the consultant to respond to emerging needs, opportunities or changes in programme requirements. Any additional activities will be agreed in advance and will be within the overall purpose of the consultancy, available capacity and agreed terms of engagement. Subject to available capacity within the contract period, this may include supporting additional activities such as online workshops for trainers and educators, peer-support meetings and initiatives connected to Comhlámh's Code of Good Practice. Any such work will be undertaken in collaboration with relevant staff members.

Responsibilities

The consultant will provide coordination and delivery support for agreed events and activities, including planning, administration, logistics, participant recruitment, communications, event delivery and evaluation. This will include coordinating venues and online platforms, managing event registrations, liaising with facilitators, speakers and suppliers, supporting accessibility requirements, coordinating travel and accommodation where required, preparing participant materials and responding to participant enquiries. The consultant will support volunteer recruitment and coordination where appropriate and will contribute to creating welcoming, inclusive and accessible learning environments across all activities. The consultant will also support the promotion of events and programmes through the development and dissemination of communications across digital channels, including social media, email communications and online event platforms. They will contribute to monitoring, evaluation and reporting processes by collecting participant feedback and supporting the documentation of learning and outcomes from events and programmes. Throughout the consultancy, the consultant will collaborate with Comhlámh staff and partners as required to deliver the agreed consultancy services.

Experience and Expertise Required

The successful consultant will have demonstrated experience coordinating events, workshops, training programmes or public engagement initiatives, ideally within the community, voluntary, development, education or non-profit sector. They will have strong organisational and project-management skills and experience managing multiple workstreams simultaneously. They will be confident working collaboratively with diverse

stakeholders and will possess excellent communication, relationship-building and administrative skills. Experience using digital event platforms, CRM systems, email marketing tools and social media for participant engagement and promotion will be an advantage. A strong understanding of inclusive and participatory approaches to learning and public engagement, together with a commitment to the values and principles that underpin Comhlámh's work, will be essential.

Liaison

The consultant's main point of contact will be the Programme Manager. The consultant will meet with the Programme Manager at the beginning of the consultancy to clarify the objectives and agree initial priorities. Thereafter, the consultant will engage periodically with the Programme Manager and relevant staff members to coordinate delivery, review progress against agreed deliverables and address any issues arising.

Level of Input

The level of input required is expected to average approximately two days per week over the contract period. The distribution of work will vary depending on the timing of events, with additional input required in advance of and during event delivery periods. The consultant will agree delivery plans, timelines and priorities with the Programme Manager to support completion of the agreed consultancy outputs.

Location

The consultant can work from home in Ireland, but where useful for delivery of the consultancy, Comhlámh may provide access to office facilities or other resources. The consultant is expected to be available to attend the events in person, which will take place in different locations across Ireland, some of which will be evenings.

Budget & Payment Schedule

The maximum fixed fee available for this consultancy is €15,500 (inclusive of VAT, if applicable), covering the period September 2026 to April 2027. Payment will be made within 30 days of receipt of your invoice(s). The consultant may submit invoices on a monthly basis or at agreed intervals throughout the consultancy period. Reasonable, pre-approved expenses incurred in the delivery of the consultancy will be reimbursed separately, in accordance with Comhlámh's expense policy, including mileage and travel time associated with the events outside Dublin referenced in the Scope of Work.

Status of Engagement

The consultant will have discretion as to how the services are performed, subject to meeting the agreed deliverables, timelines and quality standards.

The successful consultant will be engaged under a contract for services and will be responsible for their own tax, PRSI and other statutory obligations arising from the fees paid under the agreement. The Consultant shall maintain appropriate public liability insurance throughout the term of this Agreement.

Conduct

The consultant is expected to uphold the highest professional and ethical standards. The consultant will be required to comply with relevant Comhlámh policies, including the Code of Conduct and Child Safeguarding Policy, as applicable to the delivery of the consultancy services. In cases of misconduct, gross negligence or serious breach of contractual obligations, Comhlámh reserves the right to terminate the consultancy agreement in accordance with its terms.

Access to Comhlámh Systems & Information

The successful consultant may be provided with access to relevant Comhlámh information, systems or resources where required to deliver the consultancy services. Any access provided will be limited to what is necessary for the delivery of the agreed services. The consultant will be required to comply with Comhlámh's applicable confidentiality, data protection and information security requirements. Where the consultancy involves processing personal data on behalf of Comhlámh, the successful consultant will be required to process such data in accordance with Comhlámh's instructions and applicable data protection legislation, including the General Data Protection Regulation (GDPR). Further requirements will be set out in the consultancy contract.

Tender Evaluation Criteria

Submissions will be assessed against the following criteria. Comhlámh will evaluate proposals based on the extent to which they demonstrate the required experience, understanding, approach and capacity to successfully deliver the consultancy.

Evaluation Criterion	Weighting
Relevant experience and expertise: Applicants will be assessed on their demonstrated experience in coordinating and delivering events, workshops, training programmes or public engagement initiatives. Consideration will be given to experience working within community, voluntary, development, education or non-profit contexts, as well as experience supporting inclusive and participatory engagement processes.	30%
Project management and delivery capacity: Applicants will be assessed on their ability to manage multiple activities and workstreams effectively,	30%

including event planning, logistics, communications, participant engagement, coordination with partners and facilitators, and monitoring and evaluation. Consideration will also be given to the applicant's availability and ability to respond flexibly to changing requirements across the contract period.	
Understanding of the assignment and proposed approach: Applicants will be assessed on the quality of their proposed approach to delivering the consultancy. This will include their understanding of Comhlámh's values, Global Citizenship Education approach and commitment to creating inclusive, welcoming and participatory spaces. Submissions should demonstrate how the applicant would plan, coordinate and deliver the range of activities outlined in the brief.	25%
Communication, collaboration and stakeholder engagement: Applicants will be assessed on their experience of working collaboratively with diverse stakeholders, including community groups, volunteers, members, partners, facilitators and internal teams. Strong communication, relationship-building and coordination skills will be considered important.	10%
References and evidence of previous successful delivery: Applicants will be assessed based on the relevance of their referees and the evidence provided of successful delivery of similar assignments.	5%
Total	100%

Tenders

Comhlámh invites you to tender for this consultancy. Your tender submission should be emailed to caroline@comhlamh.org by **5pm on 6th August 2026** and should include:

- Your CV;
- An outline (**max 600 words**) on how you propose to approach this piece of work;
- A high-level workplan and timeline covering the activities outlined above;
- Contact details of two referees with whom you have previously worked that we may approach for references.

Applicants should ensure that their submissions provide sufficient information to allow Comhlámh to assess their experience, approach and suitability against the criteria outlined above.

Comhlámh expects to shortlist and, where required, interview candidates prior to the start date of September 1st.

Comhlámh reserves the right not to award the contract following the tender process.