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The Disability Federation of Ireland

Call for Tenders

**Project Title:** Membership Survey Design

08/12/23

#### **The Disability Federation of Ireland (DFI) invites**

#### **Tender Submissions for suitably qualified candidates to**

#### **develop a Membership Survey Design for our**

#### **Membership base**

# About the Disability Federation of Ireland (DFI)

The Disability Federation of Ireland (DFI) is a federation of member organisations working with others to achieve a vision of an Ireland where people with disabilities are participating fully in all aspects of society. Our mission is to work with member organisations and other stakeholders to implement the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD) and ensure equal participation in society for all disabled people. DFI has a broad and varied membership, with differing purposes, ways of working and capacities. DFI works with many other stakeholders at local, national, European and international level towards achieving our mission.

# 2. Project Background

DFI is a national Federation of 122 Member Organisations. Our members are an integral part of our work and the foundation upon which the Federation is built. Membership is growing and is open to any organisation, body, or group working with and for disabled people towards their full inclusion under the UN CRPD.

We are a pan-disability organisation, with active membership across all twenty-six counties of Ireland. Our membership is broad and diverse, ranging from national service providers delivering services to thousands of service users, to small locally based organisations working to build their capacity.

To ensure we have an accurate representation of our Membership, DFI is working to develop an Annual Membership Survey, which will be applicable to all members and its completion a pre-requisite of continuing membership. This will deepen our understanding of member organisations, giving insight into their support needs and aiding our representation and advocacy work.

# 3. Project Objectives

The key objectives of this research project are to:

* + Work with DFI staff to develop an Annual Membership Survey, which is reflective of their primary data needs.
  + Develop a survey, which is linked to our Customer Relationship Management (CRM) system.
  + Develop a survey, which is user-friendly, accessible, and relatable to our diverse membership base.
  + Work with DFI staff to:
  + Undertake analysis of survey data received, and
  + Produce a Survey Findings report.

It is imperative that the survey design can be easily replicated on an annual basis.

# 4. Key Tasks

The key tasks for the research consultant are outlined below. The successful candidate will be supported by a dedicated DFI staff member, with the additional expertise of a Project Steering Group. It is envisaged that the project will be undertaken between February and May 2024.

The project comprises the following phases:

**Phase One: Desk Research**

* Review all relevant existing membership documentation.

**Phase Two: Workshops & Interviews**

* Participate in two organised staff sessions to identify member organisation information, which is relevant across DFI teams.
* Gather and collate feedback from the workshops with the support of DFI staff.
* Uncover and carry out any follow-up interviews with programme/team leads where significant gaps have been identified from the workshops.

**Phase Three: Survey Design**

* Collate all learnings from Phase 1 and Phase 2 and review with the Project Steering Group, to prioritise final areas for survey question inclusion.
* Design an accessible survey tool which incorporates all data capture requirements.
* Engage with the Project Steering Group to finalise the question areas.

**Phase Four: Collation and Presentation of Feedback**

* \*Rollout of the Annual Membership Survey will be administrated over a four-week period by DFI staff.
* The successful applicant will be required to: collate survey data from Members’ responses, undertaking analysis of all data received; and present the findings in an accessible, easy to use format, as agreed with the Project Steering Group.

# 5. Project Timeline

* Phases One to Three must be completed by 8 March 2024.
* Phase Four must be completed by 3 May 2024.

# 6. Application

If you wish to submit a proposal to carry out this project, please provide a brief document detailing the following:

* A summary of your work to date, including examples of where you have delivered similar projects.
* A realistic timeline for delivering the project based on the activities outlined above.
* A breakdown of overall costs of undertaking this project, to include direct and indirect costs and a breakdown of daily fees.

# 7. Closing Date

For further information, or to submit an expression of interest, please email **Susan O’Brien, DFI Membership Development Manager at** [**susanobrien@disability-federation.ie,**](mailto:susanobrien@disability-federation.ie) 086 1712648.

The closing date for receipt of expressions is no later than **12 January 2024**.

**ENDS**