# Tender for Consultancy Services to Support the Planning and Design of a Members' Information Hub

## 1. Invitation to tender

Educate Together is inviting proposals from suitably qualified and experienced technical digital consultants or consultancy teams to map out the technical vision, design and functional specifications for a brand-new centralised online **Members' Information Hub**.

The selected consultant will be responsible for conducting a technical audit of our existing architecture of resources, and generating a comprehensive, market ready Tender document.

## 2. Background & Context

Educate Together is the patron body for 118 schools across Ireland, including 97 primary and 21 second-level schools, serving more than 42,000 students and 800 volunteer board members. The Educate Together national office supports member schools through the provision of guidance, resources, policies, templates and professional learning opportunities.

A substantial body of information, resources and online courses has been developed and is currently available through a range of platforms. While these resources are valued and used, there is a need to improve how information is organised, accessed and maintained so that schools can more easily locate relevant information and support and engagement increases.

Existing platforms:

Our current digital footprint consists of multiple live platforms. The final solution produced by the consultant should bridge these applications together:

- Educate Together website: Built on WordPress, hosting our public-facing content.

- Ethos Guidance Platform: WordPress sub-site operating under their own structures, with a discrete login, linked from main Educate Together website.
- Moodle E-Learning platform Moodle with own discrete login.

Future Expansion Space

In addition, the new architecture must provide an intuitive, non-technical backend framework (WordPress etc.) enabling Educate Together staff to continuously build and launch new resource types without developer help.

A Single Sign-On for members will be required so users experience seamless authentication across the WordPress sites, Moodle and newly developed content.

## 3. Tender

Educate Together is inviting proposals from suitably qualified and experienced technical digital consultants or consultancy teams to map out the vision, design and functional specifications for a centralised online **Members' Information Hub,** that will provide schools with a more coherent, accessible and user-friendly experience of accessing both existing and new resources and drive member engagement. 'Schools' includes members of school boards of management, school leaders, teachers and other staff in our growing school network.

Expertise in user experience, information architecture, accessibility, digital platforms, and technical requirements are desired.

The selected consultant will be responsible for conducting an audit of our existing architecture of resources, identifying external and internal user needs and technical options, making recommendations, and generating a comprehensive, market ready Tender document.

**The outcome of this project** will be a clear vision, roadmap, and procurement-ready specification that will enable the organisation to move confidently to the implementation phase.

This tender relates to the planning, discovery and specification phase only and does not include the development or implementation of the Members' Information Hub.

## 4. Requirements / Scope of Work

The successful tenderer will:

- Review existing platforms, systems and resources.
- Consult with project stakeholders and an Advisory Group.
- Assess user needs and accessibility requirements
- Identify any issues with existing platforms (sign-on, accessibility, user engagement, ease of content expansion, etc)
- Recommend and design the most appropriate solutions to address these issues and which also considers:
    - information architecture and content structure
    - content formats, categorisation and governance
    - functional and technical specifications
    - the need for a cost-effective solution that can be grown and sustained by Educate Together's small national office team
- Produce procurement-ready documentation for the implementation phase.

**Out of Scope**

- Website development.
- Content creation.
- Content migration.
- Hub implementation.

## 5. Timeframe

The project will commence in December 2026 and must be completed by March 2027.
The successful tenderer will be expected to work to agreed milestones and provide early recommendations where required to support parallel resource development by the organisation.

## 6. Relevant Information

The consultant will work primarily with:

- School Support Manager
- School Support team
- Head of Education and Development
- Systems and Operations Manager

An Advisory Group, facilitated by national office staff, will be available to provide insight into user needs and requirements.

Tenderers should demonstrate experience in:

- Information architecture
- Digital platforms, content management systems, single sign-on and mapping multi-site environments and integrations
- Accessibility and user experience
- Requirements gathering and technical specifications
- Procurement and tender preparation

## 7. Pricing

The maximum budget allocated for this work is €6,000 (including VAT).

Tenderers should provide:

- Fixed-fee total project cost quote
- Breakdown of fees
- VAT information (where applicable)

## 8. Assessment Criteria

Submissions will be assessed based on:

- Understanding of the brief
- Relevant experience and expertise
- Quality of proposed approach
- Capacity to deliver within the specified timeframe
- Value for money

## 9. Terms and Conditions

- Educate Together reserves the right not to award a contract.
- Clarification may be sought from tenderers during the assessment process.
- All costs incurred in preparing a submission are the responsibility of the tenderer.
- Any appointment will be subject to contract.

## 10. Submission Instructions

Tender submissions should include:

- Consultant/Company Profile
- Relevant Experience
- Proposed Approach and Methodology
- Project Timeline

- References
- Pricing Proposal

**Submission Method:** Email
**Submission Address:** resources@educatetogether.ie with subject ' Tender for Information Hub Phase1'
**Closing Date:** 5pm on 2nd December 2026
**Queries:** [resources@educatetogether.ie] by 25th November 2026.