

Irish FA Women's Leadership Development Programme Bidder Checklist



1. Submission Format

- ☐ Proposal is maximum 12 pages and submitted in PDF format.
- ☐ Includes CVs or bios of key personnel.
- ☐ Includes at least two professional references.
- ☐ Includes examples of previous relevant work.

2. Organisational Details

- ☐ Organisation name, contact details, and responsible person(s) provided.
- ☐ Brief history of the company and length of time trading included.

3. Bidder Questions Answered

- ☐ Section 1: Organisational Experience – Describe experience in leadership development and inclusion.
- ☐ Section 2: Programme Design & Delivery – Explain approach, tailoring to NI context, and innovation.
- ☐ Section 3: Monitoring & Evaluation – Detail impact measurement framework.
- ☐ Section 4: Budget & Value for Money – Provide detailed VAT-inclusive budget & justification.
- ☐ Section 5: Team & Delivery Capacity – List team members and continuity plan.

4. Programme Details

- ☐ Outline Programme Phases (Foundation, Specific Learning, Applied Experience, Graduation).
- ☐ Include Programme Strands (Coaching, Refereeing, Governance & Administration, Media/PR).
- ☐ Describe mentorship and support structures.

5. Budget

- ☐ Detailed breakdown of all costs (VAT-inclusive).
- ☐ Clear explanation of value for money

6. Monitoring & Evaluation

- ☐ KPIs and methodology for measuring success.
- ☐ Tools for tracking progress and reporting impact.

7. Evaluation Criteria Alignment

- ☐ Relevant Experience & Track Record (25%)
- ☐ Quality & Innovation of Approach (30%)
- ☐ Understanding of Women's Football Context (20%)
- ☐ Value for Money (15%)
- ☐ Monitoring & Evaluation Methodology (10%)

