



**Coimisiún na hÉireann um Chearta  
an Duine agus Comhionannas**  
Irish Human Rights and Equality Commission

**Request for Tender (RfT) for the provision of:**

**Services to support the oversight and programme management of its 2017 and 2018  
Human Rights and Equality Grant Schemes**

**Issued by:**

**Irish Human Rights and Equality Commission**

**Date issued: 11<sup>th</sup> of July 2018**

**Closing date: 12 noon, Wednesday the 1<sup>st</sup> of August 2018**

## Section 1: Introduction

### 1.1 The Irish Human Rights and Equality Commission

The Irish Human Rights and Equality Commission is an independent statutory body, established on 1 November 2014 under the *Irish Human Rights and Equality Commission Act 2014*. The Commission is Ireland's National Human Rights Institution (NHRI) and National Equality Body (NEB). The overall statutory functions of the Commission are:

- to protect and promote human rights and equality,
- to encourage the development of a culture of respect for human rights, equality, and intercultural understanding in the State,
- to promote understanding and awareness of the importance of human rights and equality in the State,
- to encourage good practice in intercultural relations, to promote tolerance and acceptance of diversity in the State and respect for the freedom and dignity of each person, and
- to work towards the elimination of human rights abuses, discrimination and prohibited conduct.

### 1.2 Request for Tender (RfT)

The Irish Human Rights and Equality Commission now invites responses from suitably qualified tenderers for the provision of services to support the oversight and programme management of its 2017 and 2018 grant schemes.

### 1.3 Acceptance of RfT requirements

Each Tenderer is required to accept the provisions of this Request for Tender (RFT). As such, all individuals/organisations wishing to tender should familiarise themselves with the specifications and requirements of the Tender detailed in Section 2 and in Appendix I.

Tenderers are required to submit a completed and signed version of Appendix II with their tender. It must be signed and printed on the tenderer's headed notepaper. (As it must be signed, it may be presented as a scan. PDF is preferred.)

## Section 2: Specifications and Requirements of the Tender

### 2.1 Context for this Request for Tender (RfT)

The *Irish Human Rights and Equality Commission Act 2014* provides that the Irish Human Rights and Equality Commission ('the Commission') may provide financial assistance for research and educational activities, and for programmes of activities and projects for the promotion of integration of migrants and other minorities, equality, and respect for diversity and cultural difference.

The Commission issued a funding call for its 2018 Human Rights and Equality Grant Scheme on 20 June 2018. This scheme has two funding themes:

- (A) Intercultural Understanding and Diversity and
- (B) Supporting Implementation of the Public Sector Duty.

The total grant fund approved by the Commission is €350,000, and proposals may be made for small grants (up to €6,000) and general grants (up to €20,000). Successful applicants have 12 months to complete their grant-aided project or initiative.

In 2017, 31 projects were grant-aided by the Commission. These projects are ongoing, and expected to be completed by the end of 2018. More details about the 2017 and 2018 grant schemes, including the Guidance Manual for grant applicants, can be found here: <https://www.ihrec.ie/our-work/human-rights-and-equality-grants-scheme/>

Administration of the 2017 and 2018 schemes, including final determination of successful applications, execution of grant agreements, and financial controls, is vested in, and managed by, the Commission.

## **2.2 Services Sought**

Programme management of the IHREC **2017 Grant Scheme** for the remainder of this funding cycle (c. 5 months), to include:

- Monitoring and management of monthly progress and expenditure reports from grantees
- Responding to queries and providing guidance to grantees
- Provision of monthly updates to management at the Irish Human Rights and Equality Commission on the progress of the 2017 grant programme
- Coordination and management of communication/promotion of activities under the grant programme

Programme management of the IHREC **2018 Grant Scheme**, comprising:

- Coordination of assessment of grant applications, to include participation on the assessment panel
- Coordination of grant agreements for successful applicants
- Responding to queries and providing guidance to grantees
- Monitoring and management of monthly progress and expenditure reports from grantees
- Provision of monthly updates to management at the Irish Human Rights and Equality Commission on the 2018 grant programme
- Coordination and management of communication/promotion of activities under the grant programme

Short **evaluation of administration and operation** of Grant Schemes

- Production of a short final report on the operation of the 2017 and the 2018 grant schemes upon their conclusion, to include any recommendations for the administration and operation of future schemes

### **2.3 Qualification, Expertise and Relevant Experience**

Tenderers must have experience of the administration and oversight of named grant-aided projects, and clearly demonstrate their ability and track record in dealing with the areas outlined above. Tenderers should include detail on the scale of any previous grant-aided projects listed.

Tenderers should also detail how they propose to structure their programme management of the grant schemes.

Tenderers must also name and provide an accompanying CV for the proposed personnel who may be undertaking work in connection with the abovementioned services.

### **2.4 Availability**

Tenderers should be available from 07 August 2018 for work required to be undertaken during August.

Projects funded under the 2017 Grant Scheme are expected to be completed by the end of 2018. Projects funded under the 2018 Grant Scheme are expected to be completed by October 2019.

This project will require some attendance at the Commission offices in Dublin.

### **2.5 Rate/budget**

Tenderers are asked to provide a breakdown of their fee/costs, exclusive of VAT, based on projected activity.

Administration of the scheme remains vested in the Commission. Programme management of the scheme is not anticipated to exceed more than c.16-20 hours per month. Additional time may be required to complete the assessment of applications during August. Tenderers are asked to detail how many days/hours per month they propose to commit to the project.

### **2.6 Assessment Criteria**

Quotations will be assessed on the following criteria (maximum 600 marks)

<b>Criterion</b>	<b>Marks available</b>
A. Relevant knowledge and experience of oversight and governance of grant schemes and/or grant-aided projects	300 marks
B. Capacity to complete the work within the specified time-frame and value for money	200 marks
C. Experience of working with voluntary organisations or public bodies or both	100 marks

## **2.7 Submission of tender**

Tenders must contain the following:

- (1) Name, address and contact details of the organisation or individual tenderer
- (2) A statement of the tenderer's knowledge and experience of oversight and governance of grant schemes or grant aided projects; details of how they propose to structure their programme management of the grant schemes; and a statement of the tenderer's experience of working with voluntary organisations and/or public bodies.
- (3) CVs of the proposed personnel undertaking work – these should focus on the relevant professional experiences and qualifications, but should not include unnecessary personal details (for example, a home address).
- (4) A breakdown of all costs, exclusive of VAT
- (5) A statement of the resources (personnel and time) it is proposed to devote to this contract
- (6) A scan of a completed and signed Appendix II on the tenderer's headed paper.

### **Tenders must be submitted**

- by email
- to [procurement@ihrec.ie](mailto:procurement@ihrec.ie)
- by 12 noon on Wednesday the 1<sup>st</sup> of August
- with "RFT – Programme Coordination for Grant Schemes" as the subject of the email.

## **Appendix I**

**Extract from Article 45, Paragraph 1 & 2 of EU Council Directive 2004/18/EC of 30<sup>th</sup> April 2004 – (co-ordinating procedures for the award of public works contracts, public supply contracts and public service contracts).**

### **Article 45**

1. Any candidate or tenderer who has been the subject of a conviction by final judgment of which the contracting authority is aware for one or more of the reasons listed below shall be excluded from participation in a public contract:
  - a) participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA (20);
  - b) corruption, as defined in Article 3 of the Council Act of 26 May 1997(21) and Article 3(1) of Council Joint Action 98/742/JHA(22) respectively;
  - c) fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities (23);
  - d) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering (24).
2. Any economic operator may be excluded from participation in a contract where that economic operator:
  - a) is bankrupt or is being wound up, where his affairs are being administered by the court, where he has entered into an arrangement with creditors, where he has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;
  - b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;
  - c) has been convicted by a judgment which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct;
  - d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate;
  - e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
  - f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
  - g) is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.

## **Appendix II: Declaration as to Personal Circumstances of Tenderer**

Re: Request for Quotations for Procurement Services.

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I/We declare that none of the circumstances listed in paragraph 1 and 2 of Article 45 of EU Council Directive 2004/18/EC (co-ordinating procedures for the award of public works contracts, public supply contracts and public service contracts) apply.

I/We do not have any alignment with entities or interests that could compromise objectivity. I understand and acknowledge that the provision of inaccurate or misleading information in this declaration may lead to my business/firm/company/partnership being excluded from participation in this or future tenders, and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938. This declaration is made for the benefit of the Contracting Authority.

Signature of Declarant: \_\_\_\_\_

Name of Declarant: \_\_\_\_\_  
(in print or block capitals)

Date: \_\_\_\_\_