



Request for Quotation

The Irish Human Rights and Equality Commission (is an independent statutory body, established on 01 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.

The Commission now invites responses from suitably qualified tenderers for the provision of services to support the strategic planning process as described below

Background

The Commission has a statutory duty to produce 3 yearly Strategy Statements. It is now entering its third strategic planning cycle and while fulfilling its statutory obligations to produce a strategic statement to the Oireachtas, the Commission also wishes to project longer term strategic objectives in this phase.

As set out in Section 26 of the Irish Human Rights and Equality Commission Act 2014:

"A Strategy Statement shall:

(a) Comprise

(i) The key objectives and related strategies, including the use of resources of the Commission, and

(ii) having had regard to subparagraph (i) the key priorities and objectives of the Chief Commissioner for his or her term of office, and

(b) have regard to the need to ensure the most beneficial, effective and efficient use of the resources of the Commission."



In preparing a Strategy Statement the Commission and the Tenderer consult as appropriate with such bodies and groups as it sees fit.

Data Protection

The protection and security of an individual's personal data is of the utmost importance to IHREC. All suppliers of service should have in place policies, procedures and processes that comply with their obligations under the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (EU 2016/679). Where the supplier is acting as a data processor, the supplier will be expected to enter a data processor agreement with IHREC.

Tenderers are required their compliance in this regard.

Specification of Requirements

The Commission is seeking tender proposals from suitably qualified Tenderers who wish to be considered to provide the services outlined. Responding Tenderers should have a strong track record in providing the required services and, preferably, have experience of small public sector bodies with specific statutory mandates and experience of the civil society, Non Government Organisation (NGO) sectors. The Commission's preference is that a specific individual is proposed to provide the required supports, but will consider alternative team proposals.

Proposals must address all of the following matters in the order in which they are set out:

- *Demonstration of Previous Experience:* Provide a description of the organisation, types of activities, undertaken and details of recent client projects. Respondents are asked to provide evidence of 3 years' minimum relevant consulting and advising experience on strategic planning, and clearly demonstrate their ability and track record in dealing with the areas outlined above.
- *Reference details:* Provide reference contact information for (at least two) clients of recent projects. The Commission reserves the right to contact any of the supplied referees unless it is expressly stated not to do so.

Contract Example #1	
Name of Client and Contract Title	
Nature and Description of the service Provided	
Client Type	
Client Sector	



Senior Client Contact (Referee)	
Client Contact Address	
Client Contact Phone Number	
Client Contact Email address	
Contract Start Date	
Contract End Date	

Contract Example #2	
Name of Client and Contract Title	
Nature and Description of the service Provided	
Client Type	
What Client Sector?	
Senior Client Contact (Referee)	
Client Contact Address	
Client Contact Phone Number	
Client Contact Email address	
Contract Start Date	
Contract End Date	

- *Financial Capacity: Financial Capacity:* Provide the latest available Audited Financial Statements in relation to a Company or evidence of tax compliance in relation to a sole trader.
- *Track Record and Experience of nominated individual/ individuals or key members of the potential team :* Provide CVs of same.

The successful tenderer will support the Chief Commissioner, the Commission and IHREC Senior Management, in the development of its Strategy Statement 2022 - 2024 and the development of longer term strategic milestones and objectives, including:

- Proposal, development and handover of frameworks and tools to use
 - during the development of the plan and objectives, e.g. Theory of Change, SWOT, PESTLE, and
 - in future monitoring and evaluation of the strategic plan.
- Development of materials to apply such frameworks and tools within the Commission's strategic planning process.
- Analysis and synthesis of data gathered throughout the process from the above frameworks tools and from other sources, including internal review, facilitated sessions and stakeholder consultation.
- Development of reports to present such analysis and findings, and



- Assistance in the drafting of the Strategic Statement.

Award Criteria

Marks will be awarded according to the award criteria outlined in the Table below. The total number of marks available is one thousand (1,000). Marks will be rounded to the nearest whole number. Tenderers who do not meet the minimum marks per criterion will be eliminated.

Award Criteria	Maximum Marks Available	Minimum Marks per Criterion
Cost	400	N/A
Quality & Experience of Proposed Resource	400	160
Approach & Methodology to Service Delivery	200	80
Total	1,000	

A: Cost Criteria (400 marks)

IHREC requires a detailed breakdown of the following rates for the proposed individual/individuals.

Resource	Daily rate	Half-day rate	Estimated No. of Days Required
Proposed Individual			

Tenderers must include the daily/half-day rates for the proposed individual/s. Tenderers may add new rows for additional individuals if required. Tenderer should include the specific title for each proposed team member.

All pricing should be VAT exclusive and the applicable VAT rate should be separately noted.

For the purposes of calculating the cost only, 30 days will be used as the basis for the number of days required. This will be blended if more than one resource is proposed. The following formula will be used:

Lowest Cost/Cost under evaluation X No of marks (400)



Qualitative Criteria (400 marks)

B: Quality & Experience of Proposed Individual(s) (400 marks)

B.1: Quality of Proposed Resource (250 marks):

Tenderers are asked to provide comprehensive detail as regards their approach to providing a suitable and expert individual/s for the delivery of outlined services to the IHREC. This approach should demonstrate that the person/s has the relevant experience to deliver on the services outlined.

B.2: Experience of Proposed Resource (150 marks): Tenderers are asked to provide CV's for the proposed person(s) that will deliver on the services required.

Tenderers will be evaluated based on the quality of the proposed approach.

C: Approach & Methodology to Service Delivery (200 marks)

Tenderers are asked to provide comprehensive detail as regards their Proposed Approach & Methodology to the delivery of services outlined to the IHREC. Including the number of days envisaged and the estimated completion date.

This proposal should at a minimum address the following:

C.1: Approach to the Service Delivery (100 marks):

Provide an outline of how it is intended to deliver the service.

C.2: Quality control (50 marks):

Outline the current controls that are in place and will be in place in future to ensure the highest possible quality of both service and product.

C.3: Value Added/ Other (50 marks):

Any other comments or information regarding the service provision that adds value to your proposal.

Tenderers will be evaluated based on the quality of the proposed approach.

Application Process

Tenderers must include the following with their response:

1. Proposal for providing the service, including a response to each award criteria as outlined below
2. CV(s) of proposed resource



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an Duine agus Comhionannas**
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3. Two references to evidence previous work (contract example tables)
4. Tax clearance information


Failure to provide the above may result in your elimination from this competition.

Please forward an application before 12 noon on Friday 12 March 2021 by email to procurement@ihrec.ie with “Strategic Planning” in the subject line.

Requests for clarification can be submitted via email to procurement@ihrec.ie before 12 noon on Friday 26 March 2021

**16-22 Sráid na Faiche,
Baile Átha Cliath 7**
16-22 Green Street, Dublin 7

Guthán/Phone + 353 (0) 1 8589601
Facs/Fax + 353 (0) 1 8589609
Íosghlao/Lo-call 1890 245 245

Ríomhphost/Email info@ihrec.ie
Idirlíon/Web www.ihrec.ie
 [@_ihrec](https://twitter.com/_ihrec)