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**REQUEST FOR TENDERS FOR THE  
PROVISION OF:**

**Facilitation Services**

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<b>Tender Procedure:</b>	Open
<b>Date of Issue:</b>	11 December 2017
<b>Tender Deadline:</b>	19 January 2018

## 1. About us

The Glencree Centre for Peace and Reconciliation (Glencree) is an independent, non-governmental organisation that works with individuals and groups to transform violent conflict, promote reconciliation, build sustainable peace, cultivate positive relationships, and work towards more inclusive, equitable, and diverse societies.

Glencree was founded in 1974 as a direct response to the violence happening predominantly in Northern Ireland. Through working with politicians, women, youth, young adults, victims/survivors, former combatants and community and religious leaders Glencree has built a strong reputation for its practical contribution to peacebuilding and the Northern Irish peace process.

Since 2004, following approaches, Glencree started to develop its International Programme that has resulted in its engagement in or with actors from over 10 conflict areas around the World. In 2016 Glencree started a Refugee Integration and Cultural Diversity Programme seeking to make a contribution to making Ireland a welcoming and more inclusive society for all irrespective of their background.

Glencree has a beautiful and historic residential centre in the Wicklow Mountains just 25 kms outside of Dublin City Centre.

## 2. Context

Building on Glencree's work with politicians, victims and survivors, former combatants and security forces, Glencree started a 'Legacy of Violence' programme in 2015. This formed the basis of a Peace IV application and Glencree has been awarded funding by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB) for a project entitled **'Addressing the legacy of violence through facilitated dialogue'**.

The programme is expected to run until December 2021 and will be focused around, but not limited to, the experiences of four 'victims and survivors' groups and their communities. Through a process of private and confidential facilitated dialogues it will examine themes and issues which remain as obstacles to deeper understanding and the promotion of positive relations. The four key groups along with other relevant parties will co-develop their own process and pace of engagement, entering into dialogue with groups and individuals with differing interpretations of what happened in the past including as appropriate those perceived to have contributed to causing harm.

Glencree is seeking two (2) experienced facilitators to join the project team (on a contract for services basis), to be responsible for the effective facilitation of the project's dialogue residential sessions and roundtable events.

### 3. Aim of the Project

The learning accrued through the project is expected to be of assistance to 'Victims and Survivors' groups, other interest groups, academics, policymakers, and practitioners in ascertaining how to productively engage with Northern Ireland's contentious past and this learning will be shared through publications, roundtables and an end of project Symposium.

### 4. Methodology

Applicants for these facilitator positions are encouraged to propose a methodology that they deem to be most appropriate for this project.

Specifically, the role of the facilitator(s) will be to:

- Facilitate the dialogue residential sessions and roundtable discussions
- Attend all relevant dialogue sessions, one preparatory meeting before each dialogue session, all the steering group meetings (17), the roundtables (3), the relevant exit meetings for the groups you have been working with and the Symposium (1).

#### **Ethical Considerations:**

Glencree's work is underpinned by six (6) core values, which must be adhered to by all those who work with the organisation. These are as follows:

- **Inclusivity** - Glencree encourages the participation of all parties, regardless of their views or past behaviour, insofar as their inclusion serves to further our vision of a more peaceful and inclusive society.
- **Transformation of Violent Conflict** - Glencree works towards social inclusion, an increased understanding of complex causes and effects of all forms of violence, the promotion of fairness and equity, and the transformation of relationships broken by violence in all its forms.
- **Promote Gender Sensitivity** - Glencree believes in the importance of including women in efforts to deepen reconciliation and promote inclusive societies. Glencree also believes that it is crucial to raise awareness of the uniquely gendered aspects of conflict and inequity.
- **Respect** - Every human being possesses innate dignity and deserves to be treated with respect.
- **Independence** - Glencree is an independent, non-governmental organisation, and is not affiliated with any government, political party, religious organisation, or commercial interest group.

- **Informed Consent** - All those who work with Glencree or participate in Glencree programmes have the right to know about a programme they are participating in and to what ends their participation may be used. Participants have a right to make an informed decision whether or not to participate voluntarily and the right to withdraw their participation at any time for any reason.

## 5. Experience, Skills and Personal Competencies Required:

- **Facilitation:** A minimum of 10 years' experience in inter-group facilitation around sensitive subjects. The successful candidate(s) will be highly experienced and respected in their field.
- **Team Player:** Good at integrating into a team and working closely with others in putting together project activities.
- **Personal Skills:** The successful candidate(s) will demonstrate exceptional personal skills being able to develop strong relationships with groups dealing with very sensitive and traumatic issues and to be able to manage those relationships over a long period of time.
- **Confidentiality:** Ability to keep all relevant information confidential is absolutely critical. The successful applicant(s) will be person(s) of utmost integrity and reliability.
- **Flexibility:** Willingness to work anti-social hours and at weekends and to immediately address significant problems if they arise is a must, within the agreed number of days per year.
- **Gender specific facilitation:** Strong appreciation for and experience in ensuring that participation during workshops caters for inherent gender biases.
- Prior experience working with victims/survivors, ex-combatants and security force groups, as well as political and civil society representatives is essential.
- Relevant mediation and facilitation qualifications a must.

## 6. Timeline and Cost

This project is scheduled to run for four (4) years, culminating in December 2021.

As a guide to tenderers, the upper limit set by the terms of the project funding for facilitators is €500 per day including VAT. Tenderers should clearly outline their proposed day rate and any additional foreseen expenses in their tender document.

## 7. Terms and Conditions

### (i) Tender format

Tenders should be brief, and must be completed in accordance with the format specified below. Incomplete tenders and tenders that are submitted after the deadline will not be considered.

- Title of project
- General approach to project
- Detailed discussion of facilitation methodology (to include consideration of ethical concerns and Glencreed's core values).
- Timing of activities for delivery
- A detailed budget breakdown (including number of days and cost per day), including VAT and all expenses
- Statement of tenderer's capability to undertake project
- Information on similar work previously undertaken
- Biographical details of personnel working on the project
- Disclosure of any conflicts of interest

### (ii) Financial Arrangements

An overall Fixed-Price Cost for facilitation services should be clearly detailed and specified, with a breakdown of the individual elements of the project. Details of personnel assigned to each element of the tender should be shown and the number of days work for which they are assigned. VAT and details of any other costs, taxes or duties, which may be incurred, should be shown separately.

Payment for all goods and services supplied will be made on the submission of appropriate invoices, in accordance with the Prompt Payment of Accounts Act 1997, as amended by the European Communities (Late Payment in Commercial Transactions) Regulations 2002 (SI 388/2002). The Payment Schedule and Invoicing Arrangements will be agreed with the successful tenderer following their selection.

Glencreed retains the right to withhold payment, where a contractor has failed to meet his or her contractual obligations in relation to the delivery of goods and services to an acceptable level of quality.

(iii) Tax Clearance Certificate

Before a contract is awarded, the successful tenderer will be required to produce a current valid Tax Clearance Certificate. Up to date Tax Clearance Certificates will be required throughout the course of the project. A successful non-resident tenderer will be required to produce a Statement of Suitability from the Irish Revenue Commissioners. All payments under the contract will be conditional on the tenderers being in possession of a valid Certificate at all times.

(iv) Withholding Tax

No withholding tax will be placed on this contract.

(v) Freedom of Information

Information supplied in respect of this tender may be disclosed by Glen Cree under the terms of the Freedom of Information Act, provided it is not exempt from disclosure under that Act (e.g. personal information or commercially sensitive information where the public interest in non-disclosure outweighs the public interest in disclosure). Tenderers are invited to indicate if they consider any information supplied to be sensitive. Under S. 29 of the Act, any tenderer must be consulted by Glen Cree before any decision to disclose such information.

(vi) Conflict of Interest

Any registered interest involving the contractor and Glen Cree, their staff or relatives must be fully disclosed in the response to this Request for Tender, or should be communicated to Glen Cree upon such information becoming known to the contractor. In any case, such information must be made available prior to the award of the contract. The terms "Registered Interest" and "Relative" shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

Any other conflicts of interest, which arise, must also be fully disclosed to Glen Cree.

(vii) Ownership

Glen Cree will remain the sole owners of all end-products including, but not limited to reports, manuals, or other documentation, programmes, information, etc., irrespective of whether or not the project is terminated, prior to its completion. The contractor's work shall be acknowledged by

Glencree in materials produced and disseminated on the basis of work completed under this contract.

(viii) Indemnity

The consultant agrees to indemnify Glencree against any material damage and/or personal liability whatsoever arising from the execution of this contract. The successful tenderer(s) must provide proof of professional indemnity insurance before the contract for services can be offered and for each year for the duration of the project.

**8. Application**

Completed tender documents should be submitted (preferably electronically) by 5.00pm on Friday, 19 January 2018 to:

Ms Val Kiernan

Glencree Centre for Peace & Reconciliation

Glencree

Enniskerry

Co. Wicklow

E. [val.kiernan@glencree.ie](mailto:val.kiernan@glencree.ie)

Please contact [val.kiernan@glencree.ie](mailto:val.kiernan@glencree.ie) if you have any queries relating to the application process.

### **Process for Selection of Tender**

Proposals will be considered against an established system of criteria including:

- Quality of tender documentation including methodology, ethical considerations, etc.
- Stated ability of the facilitator(s) to meet the requirements listed above
- Relevant skills, expertise and experience
- Ability to meet the completion of the work outlined above by the project deadline
- Cost and value for money (including budget breakdown to include VAT and expenses)

Glencree may shortlist tenderers for interview on the basis of written tenders before making a final decision on tender selection. There is no obligation to accept the lowest, or any tender and Glencree may decide, following evaluation of tenders, not to proceed.