

INVITATION TO TENDER

CONTRACT FOR PRODUCTION OF A PEACE MONITORING REPORT

Customer: *The NI Community Relations Council*

1. INSTRUCTIONS TO TENDERERS

The NI Community Relations Council invites you to tender for the above contract. Completed tenders should be exported to PDF and forwarded to:

info@nicrc.org.uk

Tenders must be received by 26th February 2021

Late tenders cannot be accepted.

If it is not possible to forward your tender by email please return to

The Procurement Department
Community Relations Council
2nd Floor, Equality House
7-9 Shaftesbury Square
Belfast
BT2 7DP

The NI Community Relations Council is not obliged to accept the lowest or any tender.

2. MANDATORY REQUIREMENTS / MINIMUM STANDARDS

Tenderers must meet the following mandatory requirements, and/or minimum standards. By:

- Providing clear and relevant examples of similar research projects in the last five years
- Provide a description of the skills and experience of the researcher who will undertake the work including an explanation of how those are relevant to the project requirements.
- The researcher should be able to demonstrate a proven background in research and analysis in the relevant area. This should include evidence of four or more relevant publications, which may include policy reports, articles in journals, relevant books or chapters.
- The researcher should demonstrate knowledge of the conflict in Ireland and/or sectarianism and racism in Northern Ireland including an understanding of the policy context.
- The researcher must also be able to demonstrate critical distance from the research topic and individuals and groups involved.
- Evidence of experience in disseminating research finding to stakeholder groups.

3. EVALUATION CRITERIA

The tenderer will be required to submit a detailed proposal that describes how they will achieve the project requirements described in the project specification.

The proposal should clearly demonstrate how the tenderer will fully address the requirements of the project. Applications should provide a detailed outline of costing of the tender that demonstrated value for money and includes provision for attendance at events to disseminate the report in the month after publication (including, if relevant, average daily input and rates per team members inclusive of travel expenses and VAT).

The tenderer should consider the inclusion in their proposal the following areas for development:

- Evidence of how data for domains and data sets will be gathered, including any relevant new or emerging statistical material,
- Developments in international frameworks for monitoring peace,
- Visual representation and use of info graphics, etc.
- Changes that might be relevant in the context of a review of any other peace monitoring reports
- Use of the report's on-line capacity/foot-noted hyperlinks, etc.
- Method and approach to disseminating this research to relevant stakeholder groups.

Other relevant areas for development may discussed at the project initiation meeting or during programme delivery.

Evaluation Criteria	Marks Available
Price <i>Please complete the price schedule</i>	50%
The criteria outline in Section 3 above	50%

4. SPECIFICATION

Introduction

The Northern Ireland Community Relations Council is a company limited by guarantee with no share capital (NI 24026). It is also registered a charity with the Charity Commission for Northern Ireland. The Community Relations Council is a Non-Departmental Public Body that receives its primary funding by The Executive Office. The aim of the Community Relations Council is to lead and support change towards a peaceful, inclusive, prosperous and stable fair society, founded on the achievement of reconciliation, equality, so-operation, mutual trust and good relations. Further information on NICRC's work is available on the Council's website: www.community-relations.org.uk

Background

The Community Relations Council is seeking to contract an author for the sixth Northern Ireland Peace Monitoring Report.

Scope of the Contract

The NI Peace Monitoring Report aims to promote informed debate about peace in Northern Ireland by providing a reliable analysis of progress towards or away from peace based on a wide range of data sources. The quantitative data analysis is supported by qualitative information that is based on wide stakeholder dialogue and understanding of the emerging issues.

The author is supported in the production of the report by an Advisory Group.

The report is disseminated widely and while it aims to be accessible to a broad target audience the main objective is to feed evidence-based analysis into policy debates.

Previous Northern Ireland Peace Monitoring Reports are available from CRCs [website](#) or on request.

Outline of the requirements

The Community Relations Council is seeking to contract an author for the next Northern Ireland Peace Monitoring Report and assistance for its dissemination. This will involve presentations to a range of stakeholders including government and NGOs, the stakeholder engagement programme will be agreed with CRC. The report is funded by the Joseph Rowntree Charitable Trust. This will be the sixth report in the series. The report is expected to cover a two year period and proposals should be based on that timeframe. The actual start date and end date will be agreed with the successful contractor and the Community Relations Council during the project initiation meeting.

The standard of the report must be at a minimum consistent with that of previous Peace Monitoring Reports but can be developed, subject to the agreement of the Advisory Group, in line with the author's own ideas.

Development of the report may include consideration of some of the following areas:-

- Evidence of how data for domains and data sets will be gathered, including any relevant new or emerging statistical material,
- Developments in international frameworks for monitoring peace,
- Visual representation and use of info graphics, etc.
- Changes that might be relevant in the context of a review of any other peace monitoring reports
- Use of the report's on-line capacity/foot-noted hyperlinks, etc.
- Method and approach to disseminating this research to relevant stakeholder groups.

In addition the contract will require the supplier:

- to complete the project and dissemination on time, within budget and to the satisfaction of the Community Relations Council;

- to those assigned to the contract staff that process such skill and experience to the properly deliver the report;
- to properly manage the performance of the project;

The Contractor shall ensure that anyone engaged adopts an appropriate, sensitive and ethical approach to the research as well as respecting the confidentiality of the information provided by informants

The maximum budget available for this project is £30,000. As the Community Relations Council is committed to achieving value for money marks will awarded to tenders that deliver can deliver the project at the lowest cost.

Payment Arrangement and Contract Management

The Contractor will issue a valid invoice to the CRC in accordance with the payment schedule to be agreed at the project initiation after identification of the project milestones.

The milestones will be linked identifiable project deliverables with corresponding invoice reflecting the proportion of project delivered.

Invoices should be forwarded to:

Ian Thompson,
Finance Administration Officer
2nd Floor
Equality House
7-9 Shaftesbury Square
Belfast
BT2 7DP

Payment will be in £ Sterling.

Mobilisation of Contract/Delivery

The contract will begin after the contract is awarded. A meeting with the successful contractor will be held to agree delivery of contract to identifiable project milestones.

Sustainability

The Contractor shall, so far as reasonably practicable, in the performance of its obligations in connection with this Contract, contribute to the achievement of sustainable development.

5. PRICE SCHEDULE

Please provide a summary of the expected milestone and the corresponding cost.

The price schedule should total the value of your tender.

Breakdown of Costs	%	£
Draft of two sections of the report	30	
Delivery of first complete draft	20	
Delivery of final report	20	
Dissemination	10	
Completion of contract	20	