



Request for Tender (RFT) for a Consultant to evaluate the Safe Ireland Covid-19 Emergency Fund.

April 2021

1. INTRODUCTION

Safe Ireland, the national social change agency, is the policy, service support and development hub for 39 specialist domestic abuse services in Ireland who respond to the safety, emotional and practical needs of women and children experiencing domestic abuse and coercive control. We collaborate closely with our frontline member domestic violence services across communities in Ireland, state agencies civic society organisations, business, community, and cultural organisations throughout the country. We provide a range of direct supports to women, children and the wider community via our specialist domestic violence service, Mayo Women's Support Services, bringing their experiences and voices into research, policy, service development and violence prevention programmes. We simultaneously progress our core strategic focus to change culture and transform the response to sex and gender-based violence in Ireland and to progress towards the infrastructure for change.

[Tracking the Shadow Pandemic- Lockdown 2](#) details from September to December 2020:

- At least 2,018 women & 550 children accessed supports from a domestic violence service.
- New/First-Time Contacts: 611 women and 122 children accessed a service for the first time each month.
- Helplines: 23,336 helpline calls, averaged at 191 calls a day. November was the busiest month with services responding to 6,409 calls.
- Overall Safe Accommodation: At least 167 women and 265 children stayed in a range of domestic violence accommodation each month between September and December.

- Accommodation Breakdown: Refuge: 108 women and 168 children each month Safe Homes: 22 women and 35 children each month Supported Housing: 37 women and 62 children in supported housing each month.
- Average Monthly Admissions: 67 women and 96 child admitted to domestic violence accommodation
- Total Unmet Needs: 808 requests for refuge could not be met – no available space. Average of 7 requests per day.

Safe Ireland opened a Covid-19 Emergency Fund in April to help provide urgent funding directly to women and children through our 38 Member services. Almost immediately, our fund was boosted by extremely generous donations from the Bank of Ireland, through the ongoing support of the Community Foundation for Ireland, and the Ireland Funds.

Over subsequent weeks, individuals, theatre companies and artists were holding the most creative and imaginative events not just to fundraise for Safe Ireland, but to raise awareness about the issue. Singers like Emma Langford and Glen Hansard dedicated funds from stellar performances to the Safe Ireland Covid-19 Emergency Fund. Irish Women in Harmony, a collaboration by 40 of Ireland's top female artists, led by Ruth Anne Cunningham, with the support of MCD, performed a cover of The Cranberries 'Dreams' and raised over €228,000 for the Fund.

The SI Covid-19 Emergency Fund was a fund of last resort operating with two distinct strands. Strand 1 was set up to meet the immediate and presenting needs of women and children experiencing domestic violence and as a result of Covid-19 require help with provisions including food, basic supplies, accommodation and other costs to keep them safe during this crisis. Strand 2 was set up to support Domestic Violence services for projects that meet the immediate needs of women and children experiencing domestic violence as a result of Covid-19.

The combined strands of the SI Covid-19 emergency fund provided €433,333 directly to women and children in need of support and to services to support their vital role in responding to women and children.

2. OUTLINE OF PROPOSED WORK

It is envisaged that the successful tenderer will:

Evaluate both strands of the Safe Ireland Covid-19 Emergency Fund.

3. TIMEFRAME & DELIVERABLES

The time-scale to complete the work is 6 weeks (10th of May 2021-21st of June 2021)

4. CONTRACT MANAGEMENT

The contract for services will be managed by Safe Ireland. The primary point of contact for the successful tenderer will be Claire Kearney Safe Ireland.

5. SKILLS & EXPERTISE REQUIREMENTS

The successful tenderer(s) will have:

- A proven track record of evaluation.
- Knowledge and understanding of Domestic, Sexual and Gender-Based violence and Coercive Control.
- Knowledge and understanding of the work of specialist domestic violence services.

6. FORMAT OF TENDERS

Each tender document should include the following:

- ✓ Name, address and contact details of the Tenderer. In the case of consortia, please assign one person as the principal contact.
- ✓ A statement outlining an understanding of the brief (max 1000 words).
- ✓ Proposed approach, methodology and work plan to fit with the outlined timeframe (Max 1000 words).

- ✓ A one-page CV(s) outlining the qualifications and experience of personnel who will be working on the delivery of the tender.
- ✓ Pricing Schedule – A detailed per day cost and any associated costs/expenses. Quotations should be inclusive of VAT and should be quoted in Euro. The quotation must remain valid for the duration of the work.
- ✓ Two samples of similar work previously carried out.
- ✓ The names and contact details of two referees the Tenderer has carried out similar work for.
- ✓ An up-to-date copy of the tenderer's Tax Clearance Certificate and relevant insurances.
- ✓ Signed Declaration (Appendix 1).

7. AWARD PROCESS

The contract will be awarded to the most economically advantageous tender that Safe Ireland considers to have most closely met the requirements for the contract assessed on the basis of the following Award Criteria:

Criterion	Maximum Score Available	
	Marks	%
1. A statement outlining an understanding of the brief.	250	25%
2. Content and Quality of Proposed Work Plan, Approach & Methodology.	250	25%
3. Qualifications & Experience of evaluation.	250	25%
4. Total Cost	250	25%
Total	1000	100%

Evaluation of Qualitative Criteria (1-3)

i) Tenderers must achieve a minimum score of 60% of the total marks available for each of the individual qualitative criteria (1-3). Any Tender which does not meet this minimum threshold shall be excluded from further consideration.

b) Evaluation of Cost (Criterion 4)

i) For the purposes of evaluating the most economically advantageous Tender.

ii) The lowest Cost tender which also meets all of the minimum requirements of the qualitative award criteria, will receive the maximum score achievable under this criterion. The scores of the other valid Tenders will be calculated by using the following formula:

Number of marks = the cost of the lowest valid tender divided by the cost of the valid tender in question and multiplied by the maximum score achievable.

8. VALUE OF CONTRACT

The maximum budget for this work is €5000 (Inclusive of VAT). The quotation will be inclusive of all expenses, travel, subsistence and administration costs. Any quotations exceeding this amount will not be evaluated and will be eliminated from the tender process. Quotations with lower pricing will receive a proportionally higher score under the award criteria total cost as outlined above. A payment schedule will be agreed with the successful tenderer prior to the commencement of the work based on project deliverables.

9. SHORTLISTING INTERVIEWS

A shortlist of the most competitive applicants may be invited to present or provide further information on their bid prior to selection. An invitation to interview is not an indication that a contract has been awarded. Applicants attending such interviews will do so at their own expense.

10. OWNERSHIP OF MATERIAL RESULTING FROM THIS WORK

Safe Ireland will retain ownership of any research, materials and/or documentation resulting from the project. All research, materials and/or documentation must be returned to Safe Ireland on request or in the event that the contract is terminated. No part of the research, materials and/or documentation may be used without the prior consent of Safe Ireland.

11. TAX CLEARANCE CERTIFICATE (TCC)

A valid TCC is a pre-condition for contract award Tenderers are, therefore, requested to declare that they are compliant with taxation legislation and to confirm that they are in the position to submit a valid TCC if/when requested – use the declaration form enclosed in Appendix 1.

12. INSURANCE

The successful tenderer must produce evidence of professional indemnity and car insurance as part of the tender submission and this cover needs to be in place for the duration of the contract for work.

13. CONFLICTS-OF-INTEREST

Any conflicts-of-interest involving a tenderer must be fully disclosed to Safe Ireland. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light. If no conflict of interest exists, tenderers must indicate that in the declaration form, enclosed in Appendix 1.

14. PREPARATION OF TENDER COSTS

Safe Ireland will not be liable in respect of any costs incurred by suppliers in the preparation of this tender.

15. CLOSING DATE FOR SUBMISSION OF TENDER

Complete, dated and signed tender including a completed, signed and dated declaration as at **Appendix I** shall be emailed to Claire@safeireland.ie by closing date for tender submission **5.00 pm Friday, the 30th of April 2021**. Late proposals will not be considered.

APPENDIX 1 - Declaration

THIS DECLARATION MUST BE SUBMITTED BY ALL TENDERERS. WHERE THE TENDERER IS AN INDIVIDUAL, CORPORATION OR PARTNERSHIP THE DECLARATION MUST BE COMPLETED BY A DULY AUTHORISED REPRESENTATIVE.

Name of Tenderer:

Address:

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I, [**insert name**], solemnly declare that I have been duly authorised to make this declaration by the Tenderer and I hereby certify as follows:

- (1) The Tenderer is not bankrupt or being wound up, its affairs are not being administered by a court, it has not entered into an arrangement with its creditors, it has not suspended its business activities nor is it in any analogous situation arising from a similar procedure under national laws and regulations.
- (2) The Tenderer is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.
- (3) Neither the Tenderer, nor any of its directors or partners, has been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct (proven by any means which the Contracting Authority can demonstrate) in the course of its or their business.
- (4) The Tenderer has fulfilled its obligations relating to the payment of taxes or social security contributions in its country of establishment or any

other State in which the tenderer is located and is in a position to provide a valid tax clearance certificate when requested.

- (5) The Tenderer has not been guilty of serious misrepresentation or omission in providing information to a public buying agency, including the Contracting Authority.
- (6) The Tenderer (or any of its directors or partners) has not been convicted of fraud, money laundering, corruption, or of being a member of a criminal organisation.
- (7) The Tenderer is not aware of any potential conflict of interest in completing the assignment and will advise Safe Ireland of any such conflicts of interest if they should arise.

I further declare that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to me, my company/partnership being excluded from participation in this or future tenders.

This declaration is made for the benefit of Safe Ireland (the "Contracting Authority").

SIGNATURE: _____

DATE: _____

NAME(PRINT): _____

POSITION: _____

TELEPHONE: _____