



National Women's Council of Ireland  
**INVITATION TO REQUEST FOR TENDER**  
**'Towards a Gender Responsive Budgeting Process in Ireland'**

#### The Aim of this Research

The National Women's Council of Ireland (NWCI) is seeking a suitably qualified researcher(s) to undertake a series of complementary papers on gender budgeting: setting out a model for how gender budgeting can best be applied in an Irish context, the benefits to the state and wider society of applying a gender budgetary process and the steps necessary to be undertaken by the State and the women's movement to embed gender budgeting in Ireland's budgetary process.

#### Context and Background

NWCI has welcomed the commitment in the Programme for a Partnership Government to "ensure the institutional arrangements are in place to support equality and gender proofing in the independent fiscal and budget office and within key government departments and to draw on the expertise of the Irish Human Rights and Equality Commission (IHREC) to support the proofing process".

The research on gender budgeting is one element of a wider project by NWCI funded by the Irish Human Rights and Equality Commission. This project aims to explore and develop a framework for and to advance a meaningful process of gender budgeting at a national level in Ireland. Only through a more equitable collection and distribution of resources will we move towards a place of greater equality between men and women in Ireland. The project will identify good practice and map a clear pathway to successful integration of a gender responsive budgeting process into our national budget. Critical to this proposal is the inclusion of women's

lived experiences and the development of recommendations for appropriate processes for women's participation in the budgeting process.

Budgets are not merely technical documents, they indicate how governments set their priorities and shape and implement their policies. Through this project, NWCI believes that a clear and sustainable pathway will be begun for the implementation of a gender budgeting process that will yield benefits for those in decision making positions and enhance women's social, cultural, civic and economic equality.

### Research Goals and Outputs

This piece of research will result in **two distinct but complementary research outputs**:

#### **Output One:**

**The development of a model of gender budgeting in the Irish budgetary and policy making context.**

The successful tenderer(s) will develop a model of effective and sustainable gender budgeting for Ireland. It is expected that the paper would draw on existing research to identify good practices in other jurisdictions which lend themselves to the Irish budgetary and policy making context and set out the most appropriate approach to its adoption and implementation here. This element of the work will also provide a set of short and long term recommendations which NWCI can make in our lobbying and campaigning work.

The primary audience for this element of the report is civil servants and politicians who will be required to adopt and implement gender budgeting in Ireland. The secondary audience are relevant groups in the third sector, such as feminist advocacy groups, social justice organisations, trade unions and socio-economic think tanks and advisory bodies.

### Methodology

The methodology of the project is expected to include qualitative approaches and secondary and primary information-gathering and analysis. Interviews with key stakeholders will be utilised to inform the development of the model.

A Gender Budgeting Expert Group, established by the NWCI, for the project will guide the research. The Expert Group will be consulted on the draft research and the researcher(s) will be expected to attend at least one meeting and incorporate feedback.

The editing and proofing work for both pieces is the responsibility of the researcher and both documents will be submitted print-ready.

## **Output Two:**

**A paper which sets out a feminist framing of gender budgeting and the social and economic case for implementing gender budgeting in Ireland.**

Using existing research and literature on gender budgeting, the paper will provide an accessible rationale for why this approach will be beneficial in the Irish context, both for politicians, policy makers and Irish women and society as a whole. It will be used to develop an understanding of gender budgeting to cohorts to whom this is a new or unfamiliar concept, and will inform the separate development of information materials for relevant decision-makers and other audiences.

## **Methodology**

The methodology of the paper is expected to include qualitative approaches and secondary analysis.

## **Additional Project activities**

The researcher will also be asked to publicly present research findings at:

- A seminar launching the papers
- A roundtable with key stakeholders and/or high level civil servants.

Any costs of publication, launch, seminar or roundtable will be covered by the NWCI.

## **Management**

The project will be managed by NWCI and the final report will be.

# **TENDERING PROCESS**

## **Tender requirements**

Tender proposals should include the following

- A demonstrated understanding and awareness of the requirements of the project
- A demonstrated understanding and track record in the research area.
- A demonstrated ability to communicate complex issues in a manner accessible to a range of audiences.
- A brief work plan identifying the approaches and methodologies to be used in carrying out research, demonstrating how the scope of the research will be achieved.
- Demonstration of the arrangements for effective communication with designated personnel so as to ensure that the objectives of the project are being achieved, that the project does not overrun on time or cost and that any other problems that arise can be resolved
- Costs
  - Set out any issues which may impact on the cost

- All costs must be inclusive of VAT and expenses
- Demonstrate value for money
- Breakdown of costs showing the number of days required to complete the task, the number of days each person if there is more than one person involved, the cost per day. The fee quoted should include travel and subsistence costs
- A list of references who may be contacted in relation to this tender.
- Confirmation of ability to meet the timeframe of the project.

### Timeframe

- Tender to be submitted by 30 May 2017.
- Notice of award of tender by 5 June 2017.
- Completion of papers will be staggered with Output One completed first and Output Two completed second, with both to be fully completed by 28 July 2017.

### Project Budget

The total budget for the paper is €1,000, inclusive of VAT and all expenses.

The total budget for development of a model is €5,000 inclusive of VAT and all expenses.

### Conditions of Tender

- a) NWCI reserves the right not to award a contract in the event that no proposal is deemed to be suitable.
- b) NWCI requires that researchers will treat all information provided pursuant to this invitation to tender in strict confidence.
- c) Information supplied by tenderers will be treated as contractually binding. However, NWCI reserves the right to seek clarification of any such information.
- d) All material gathered and all outputs arising out of the proposed contract will remain the sole property of the NWCI. **Tenderers must agree to this condition in their proposals.** All information and knowledge acquired in the course of the research will be treated as confidential and should not be divulged to any unauthorised person or used for any purpose whatsoever without the prior approval of the NWCI.
- e) NWCI will ensure that the final report gives due credit to the consultant(s) for research, textual and editorial work undertaken in its preparation. Any subsequent use of the material shall also give due credit.
- f) It will be a condition for the award of a contract that the successful contractor(s) (and agent, where appropriate) will be promptly required to produce a Tax Clearance Certificate from the Irish Revenue Commissioners. In addition, contractor(s) must retain records of tax

reference numbers for any sub-contractor(s), whose payments exceed €5,000, including VAT. All payments under the contract will be conditional on the contractors being in valid possession of valid certificates at all times.

- g) Tenders that are delivered late will not be considered.
- h) Any conflicts of interest involving a contractor (or contractors in the event of a group or consortium bid) must be fully disclosed to NWCI, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
- i) NWCI will not be liable for any costs incurred in the preparation of the tender.
- j) Payment for all services covered by this Invitation to tender will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier(s), subject to the terms of the Prompt Payment of Accounts Act (27 of 1997).
- k) Payment of all services covered by this invitation to tender will be on the basis of the agreed contract price, completion of agreed stages of the work plan and upon the submission of the appropriate invoices.
- l) 40% - at the beginning of the project:  
40% - at 3/4 stage  
20% - once final report produced to the satisfaction of NWCI

NWCI will own the completed research and will retain copyright.

NWCI will retain the right to publish as deemed appropriate. The researcher(s) will be acknowledged in the inside cover of the publication.

### Evaluation of Tenders

Tenders will be evaluated initially with reference to the following qualification criteria:

- a. Completeness of tender documentation
- b. Stated ability of tenderer to meet the requirements of the Invitation to Tender

Only those tenders, who meet both of these qualifying criteria, will be eligible for inclusion in the award process.

The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous tender applying the following award criteria, not necessarily in this order:

- Cost effectiveness
- Understanding of the project and demonstrated ability to carry out the research as per Tender Invitation
- Relevant experience of the designated personnel
- Reference sites, and
- Timeframe for completion

Tenderers are advised that they may be required to make a formal presentation of their proposal.

The proposal should be made for the attention of Eilís Ní Chaithnía at [eilisc@nwci.ie](mailto:eilisc@nwci.ie) and marked 'Tender for Gender Responsive Budgeting Process in Ireland Research Project'. Eilís can be contacted at the NWCI offices at 01 6790100.

Hardcopies should be sent to:

Eilís Ní Chaithnía,  
Policy and Campaigns Coordinator,  
National Women's Council of Ireland,  
100 North King Street,  
Smithfield,  
Dublin 7,

**to arrive no later than 5pm on Tuesday, 30 May 2017.**

All information provided to NWCI in response to this request will be treated in strict confidence.