



INVITATION TO TENDER

Model GREVIO Shadow and Implementation Reports

Please note: new tender submission deadline: 25th October 2021

Background

The Istanbul Convention is the most comprehensive legal instrument in Europe that protects all women and girls from violence. GREVIO is the independent expert body responsible for monitoring the implementation of the Treaty in signatory countries.

The convention was ratified by Ireland on International Women's Day 2019 and Ireland's compliance with its obligations will be reviewed and assessed by GREVIO through early to mid-2022. Further information on the timelines can be found here: <https://www.coe.int/en/web/istanbul-convention/timetable>.

Project Outline:

NWC, on behalf of the Irish Observatory on Violence Against Women and Girls (VAWG), is seeking a researcher to undertake the development of:

1. A Model Shadow Report¹
2. An Implementation Report²

The project aims to build the capacity of the Observatory on VAWG in their civil society reporting (either individually or collectively) to GREVIO, the monitoring body of the Istanbul Convention. The project will allow the Observatory and its members to identify needed

¹ The Model Shadow Report will be the Observatory Shadow Report

² The Implementation Report is a 'how to' document that will aim to build capacity for future reporting by individual Observatory members

reforms and investment, but also successful innovations that should be mainstreamed and sustained. The project will also enable a sharing of learning of good practise in relation to responses to the impact of COVID on violence against women across the EU.

The project will require a combination of both desk-based research and consultation with relevant stakeholders. An intersectional approach that is rooted in gender equality will be a central tenant of the project. The Model Shadow Report will include relevant articles to be decided upon following the focus group consultation process. This is in line with other shadow reports where there is limited capacity.

The researcher should have specific knowledge of domestic, sexual and gender-based violence and human rights law and practice. Preferably, a good understanding and working knowledge of the Istanbul Convention.

Areas to be included in the research and Methodology

Literature Review and Examination of Current Data and Legislative Reform	Literature review of the Istanbul Convention, Country and Shadow Reports. Review of DSGBV policies and practices in Ireland, including recent legislative reform. This will include an examination of the First and Second National Strategy on DSGBV, frontline and advocacy submission and gathering of available data from the CSO, Garda Crime Statistics, Court Services and frontline service providers
Consultation	Consultation and focus groups with relevant Stakeholders including the Irish Observatory on Violence Against Women and Girls, disabled women, Traveller Women and Roma Women.
Report Drafting	Model Shadow and Implementation Report drafted and circulated to Observatory members.
Capacity building	Roundtable with Observatory members to discuss the shadow reporting process and learnings.

Timeframes

A final proofed draft of (i) The Model Shadow Report and, (ii) Implementation Report to be completed by **1st June 2022**

A full schedule of actions will be agreed with the successful candidate and will include:

- Consultation and focus groups with relevant Stakeholders
- Roundtable with Observatory members
- Production of draft versions of reports

Please note: Arrangements to hold focus groups, roundtables and other meetings will be organised in line with public health guidelines. However, where possible these meetings will take place in person.

The editing and proofing work for both documents is the responsibility of the researcher and document must be submitted 'print' ready. This report should be written in clear and accessible language, suitable for wide use as an information and advocacy resource by Observatory members and NWC.

Tender requirements

Tender proposals should include the following:

- A statement demonstrating understanding of the project aim and goals
- A demonstrated understanding and track record in the research area
- An outline of skills, qualifications and experience in the area
- A work plan identifying the approaches and methodologies to be used in carrying out the project
- 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, will be employed on the task, the cost per day.
 - The fee quoted should include travel and subsistence costs
- A list of recent clients who may be contracted for references in relation to this tender.
- Confirmation of ability to meet the timeframe of the project.

Project budget

The total budget for the research project, is €5,500 to include all costs, including VAT. There is a small separate budget to cover engagement costs by project participants that will be discussed with the successful candidate

Conditions of Tender

- a) NWC reserves the right not to award a contract in the event that no proposal is deemed to be suitable.
- b) NWC requires that researcher/s 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, NWC 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 NWC. Tenderers must agree to this condition in their proposals. All information and knowledge acquired in the course of the review 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 NWC.
- e) NWC 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 NWC, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
- i) NWC 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) NWC will own the completed research and will retain copyright. NWC 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:

1. Completeness of tender documentation
2. 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:

- Understanding of the project and demonstrated ability to carry out the research
- Cost effectiveness
- Relevant experience of the designated personnel
- Timeframe for completion

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

Submitting an application

Proposals should be submitted to Hayley Mulligan at hayley@nwc.ie subject heading **GREVIO Project** to arrive no later than **25th October 2021**

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

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