



Request for Quotes for Preparation of the Commission's Parallel Report on the Convention on the Elimination of All Forms of Discrimination against Women

March 2025

The Irish Human Rights and Equality Commission (IHREC) was established on 1 November 2014 by the Irish Human Rights and Equality Commission Act 2014. The Irish Human Rights and Equality Commission is Ireland's national human rights and equality institution.

In its [Strategy Statement 2025-2027](#), the Commission prioritises the following strategic aims:

1. Develop robust responses to current and emerging threats to human rights and equality;
2. Enhance accountability mechanisms;
3. Strengthen the human rights and equality infrastructure in the State;
4. Fulfil our international role as part of a global network of National Human Rights Institutions and National Equality Bodies; and
5. Operate as a model organisation for implementing human rights and equality in practice.

The Commission requests quotes from interested parties to assist in the preparation of IHREC's parallel report on the Convention on the Elimination of all forms of Discrimination against Women (CEDAW).

Specification of Requirements

The Commission requests quotes from interested parties to provide CEDAW work programme deliverables before, during and after the UN Committee's State Review of Ireland (scheduled for the 91st session, 16 June – 4 July 2025).

Below is an indicative and non-exhaustive list of CEDAW work programme deliverables.

- Preparation of the Commission's Parallel Report for submission (3,300 words). including being primary drafter of allocated sections and undertaking rapid revisions of text based on internal review.
- Preparation of extended parallel report (approximately 100 pages).
- Preparation of delegate file for the Geneva session.
- Preparation of delegate briefing documents.



- Preparation of communications briefing documents and draft press releases.
- Preparation of CEDAW resources including factsheets on priority themes.
- Assistance to and liaison with IHREC staff for example drafters, communications team, design team.
- Organisation of civil society forum with internal and external stakeholders.
- Preparation and internal circulation of civil society forum proceedings notes.
- Organisation and preparation of notes of any bilateral engagement with civil society.
- Preparation of documents for Commission Policy and Research Committee and Plenary meetings.
- Preparation of analysis of Concluding Observations.
- Organisation of and post-State Review debrief with civil society and other stakeholders.
- Review of IHREC's impact during the Review and in the Concluding Observations, working with IHREC's Independent Evaluation contractor.

An example of the Commission's previous parallel reports are available here for: [CEDAW](#) (2017), [CRC](#) and [ICESCR](#).

This work will take place from April to September but will be frontloaded in April, May, June and July. Therefore, the successful supplier must be available to deliver the contract from the beginning of April. It is anticipated that the contracted deliverables will require approximately 50 days for work over the period. The indicative distribution is 20 days in April, 15 in May, 8 in June, 5 in July, 2 in September.

The supplier will report to the Head of Policy and Research.

Requirements

The supplier of the service will have:

- an in-depth expertise in women and girl's rights in Ireland;
- an understanding of the UN CEDAW reporting mechanism and IHREC's role in it as the Grade A Status National Human Rights Institution;
- a proven record of delivering discrete texts within specified timeframes to an excellent standard;
- strong interpersonal skills including an ability to engage with a range of professional disciplines;



- written and oral communication skills, including the ability to communicate technical information in an accessible manner.

The indicative budget for this work is €25,000 including VAT. The pay schedule relating to phases of work will be agreed with the successful tenderer.

Public Sector Equality and Human Rights Duty

Under Section 42 of the Irish Human Rights and Equality Commission Act, 2014, IHREC has a statutory obligation, in the performance of its functions, to have regard to the need to eliminate discrimination, promote equality of opportunity and treatment of its staff and the persons to whom it provides services and to protect the human rights of its members, staff and the persons to whom it provides services (Public Sector Equality and Human Rights Duty). Further detail is available at <https://www.ihrec.ie/our-work/public-sector-duty>

Public procurement is a functional area of IHREC. In accordance with its Public Sector Duty obligations, IHREC requires that tenderers confirm their commitment to have regard to the need to eliminate discrimination, promote equality of opportunity and treatment of its staff and the persons to whom it provides services and to protect the human rights of its members, staff and the persons to whom it provides services. IHREC may request information on the manner in which this requirement has been met and the successful contractor shall comply with this request.

Data Protection

The protection and security of an individual's personal data is of the utmost importance to IHREC. All suppliers of service should have in place policies, procedures and processes that comply with their obligations under the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (EU 2016/679). Where the supplier is acting as a data processor, the supplier will be expected to enter a data processor agreement with IHREC.

Tenderers are required to confirm their compliance in this regard.



Award Criteria

Marks will be awarded according to the award criteria outlined in the Table below. The total number of marks available is one thousand (1,000). Marks will be rounded to the nearest whole number.

Tenderers who do not meet the minimum marks per criterion will be eliminated.

Award Criteria	Maximum Marks Available	Minimum Marks per Criterion
A: Cost	400	N/A
B: Relevant experience, expertise, samples of previous work and quality of references	300	150
C: Capacity to complete the work within the specified time-frame	250	125
D: Public Sector Equality and Human Rights Duty	50	0
Total	1,000	N/A

A: Cost Criteria (400 marks)

A detailed cost schedule, with a detailed breakdown of the following rates for the proposed individual/individuals is required.

Resource	Daily rate	Half-day rate	Estimated No. of Days Required
Proposed Individual			

Tenderers must include the daily/half-day rates for the proposed individual/s and may add new rows for additional individuals if required. Tenderers should include the specific title for each proposed team member.

Tenderers should state a total fixed cost for providing all of the required services (including a daily rate, if appropriate). Submitted quotations should confirm that quoted costs hold good for 90 days after the closing date for receipt of quotation.

Specifically, tenders should state the fixed cost for carrying out all of the work required to



satisfy the requirement specification. This sum shall include all costs e.g. the daily rate and number of days being charged in respect of each individual to be involved in the project.

- (a) The costs must be in euro.
- (b) Travel costs, travel time, subsistence and other incidental expenses are not reimbursed by IHREC.
- (c) The costs shall be exclusive of all taxes including VAT. VAT and other appropriate taxes shall be quoted separately where appropriate and at the appropriate rate. Where VAT is not applicable this should be explicitly stated.
- (d) Unquantified costs will not be accepted.
- (e) Tenderers should indicate clearly any discounts to which the Commission may be entitled, including:
 - a. Public sector discounts
 - b. Any other discounts
- (f) Tenderers should provide an itemised breakdown of the cost of any options being proposed beyond the minimum requirements.
- (g) IHREC will not be responsible for any errors on the calculation of the costs provided in response to this Request for Quotation. It is the responsibility of bidders to ensure that the costs quoted are correct and properly calculated.

Cost Criteria Scoring

The following formula will be used:

$$\frac{\text{Lowest tendered cost} \times \text{Max number of marks available}}{(400) \text{ Cost under Evaluation}}$$

Qualitative Criteria (600 marks)

B: Relevant experience, expertise, samples of previous work and quality of references (300 marks)

Tenders should set out their relevant subject expertise, skills and experience as required for this paper. Tenderers are expected to have a strong understanding of the UN Treaty Monitoring System for the Convention on the Elimination of All Forms of Discrimination Against Women and the rights of women and girls in Ireland. Tenderers should reference relevant examples of similar work.

C: Capacity to complete the work within the specified timeframe (250 marks)

Tenderers should set out how they plan to deliver the required outputs in the require



timeframe. Risks and mitigations should also be considered.

D: Public Sector Equality and Human Rights Duty (50 marks):

Tenderers are asked to provide information on their commitment to the need to eliminate discrimination, promote equality of opportunity and treatment of its staff and the persons to whom it provides services and to protect the human rights of its members, staff and the persons to whom it provides services. Tenderers are asked to provide information about the specific ways in which they will incorporate the Public Sector Equality and Human Rights Duty in the delivery of the contract.

Tenderers will be evaluated based on the quality of the proposed approach.

Qualitative Criteria Scoring

Scoring of the Qualitative Award Criteria will be based on an assessment of the information provided by the Tenderer in their response document. The Evaluation Panel will assess the information provided for each criteria and marks will be awarded using the following scoring methodology.



Scoring Methodology Award Criteria B, C, D

Weighting	Meaning
80% - 100%	An excellent response, with very few or no weaknesses, that demonstrates a complete understanding of requirements and provides comprehensive and convincing assurance that the Tenderer will deliver to an excellent standard.
60% - 79%	A very good response that demonstrates real understanding and fully meets the requirements and assurance that the Tenderer will deliver to high standard.
40% - 59%	A satisfactory response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark.
20% - 39%	A response where reservations exist. Lacks full credibility/convincing detail, and there is a significant risk that the response will not be successful.
1% - 19%	A response where serious reservations exist. This may be because, for example, insufficient detail is provided, and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery.
0 0%	Response completely fails to address the criterion under Consideration



Application Process

Tenderers must include the following with their response:

1. Proposal for providing the service, including a response to each award criteria as outlined above.
2. Tax clearance information
3. Name and contact details for two references for each individual named in the response.
4. One sample of work for each individual named in the response.

Failure to provide the above may result in your elimination from this competition.

It is an accessibility requirement that tenderers must submit their response in both pdf and word formats.

Please forward an application before **12 noon on Tuesday 1st April 2025** by email to procurement@ihrec.ie with “RFQ CEDAW” in the subject line.

Requests for clarification can be submitted via email to procurement@ihrec.ie with “RFQ CEDAW” in the subject line before **12 noon on 25th March 2025**.

An acknowledgement email will be issued within 48 hours for all RFQ submissions received.

If you do not receive an acknowledgement of your RFQ submission, please telephone the procurement office on 01 859 2655/ 2642 to ensure your submission has been received.

This procurement competition (the “Competition”) will be conducted in accordance with Circular 05/2023 of the Department of Public Expenditure NDP Delivery and Reform.

Publication of Contract

IHREC is required to publish certain contracts to the eTenders platform. IHREC reserves the right to award the contract subject to the successful tenderer completing the acceptance process through eTenders.