
Call for expression of interest for: Facilitation Services

Tender Procedure: Open

Date of Issue: 6th December 2021

Tender Deadline: 13th December 2021

1. About us

The Glencree Centre for Peace and Reconciliation (Glencree) is an independent, non-governmental organisation that works with individuals and groups to transform violent conflict, promote reconciliation, build sustainable peace, cultivate positive relationships, and work towards more inclusive, equitable, and diverse societies. Glencree was founded in 1974 as a direct response to the violence happening predominantly in Northern Ireland. Through working with politicians, women, youth, young adults, victims/survivors, former combatants and community and religious leaders Glencree has built a strong reputation for its practical contribution to peacebuilding and the Northern Irish peace process.

Glencree has a beautiful and historic residential centre in the Wicklow Mountains just 25 kms outside of Dublin City Centre.

2. Context

Glencree has been awarded funding by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB) for a project entitled '**Addressing the legacy of violence through facilitated dialogue**'.

The programme was funded to December 2021 but has been extended to August 2022

The programme is focused on 'victims and survivors' groups and their communities. Through a process of private and confidential facilitated dialogues it examines themes and issues which remain as obstacles to deeper understanding and the promotion of positive relations.

Glencree is seeking experienced facilitators to join the project team as dictated by the project deliverables, to be responsible for the effective facilitation of the project's dialogue, residential sessions and roundtable and for symposium events.

3. Aim of the Project

The project is expected to be of assistance to 'Victims and Survivors' groups, other interest groups, academics, policymakers, and practitioners in ascertaining how to productively engage with Northern Ireland's contentious past and this learning will be shared through publications, roundtables and an end of project Symposium.

4. Methodology

Applicants for these facilitator positions are encouraged to propose a methodology that they deem to be most appropriate for this project.

Specifically, the role of the facilitator(s) will be to:

- Facilitate workshops (some may involve residential sessions), roundtable discussions and Symposium, including preparation materials and progress reports.

- Facilitate confidential discussions with Victims and Survivor groups involved the “Legacy of Violence” Project.
- Preparation of Groups for exit workshops including progress reports.
- Appropriate record keeping and Administration in line with project deliverables.

Each facilitator appointed will sign a service level agreement specifying agreed terms and conditions of service including contracted hours and deliverables expected agreed with the Project Manager.

5. Ethical Considerations:

Glencree's work is underpinned by six (6) core values, which must be adhered to by all those who work with the organisation. These are as follows:

- **Inclusivity** - Glencree encourages the participation of all parties, regardless of their views or past behaviour, insofar as their inclusion serves to further our vision of a more peaceful and inclusive society.
- **Transformation of Violent Conflict** - Glencree works towards social inclusion, an increased understanding of complex causes and effects of all forms of violence, the promotion of fairness and equity, and the transformation of relationships broken by violence in all its forms.
- **Promote Gender Sensitivity** - Glencree believes in the importance of including women in efforts to deepen reconciliation and promote inclusive societies. Glencree also believes that it is crucial to raise awareness of the uniquely gendered aspects of conflict and inequity.
- **Respect** - Every human being possesses innate dignity and deserves to be treated with respect.
- **Independence** - Glencree is an independent, non-governmental organisation, and is not affiliated with any government, political party, religious organisation, or commercial interest group
- **Informed Consent** - All those who work with Glencree or participate in Glencree programmes have the right to know about a programme they are participating in and to what ends their participation may be used. Participants have a right to make an informed decision whether or not to participate voluntarily and the right to withdraw their participation at any time for any reason.

6. Experience, Skills and Personal Competencies Required:

- **Facilitation:** A minimum of 10 years' experience in inter-group facilitation around sensitive subjects. The successful candidate(s) will be highly experienced and respected in their field.
- **Experience working with Victim and Survivor Groups:** A minimum of 5 years' demonstrable experience, working Specifically with Victim and Survivor groups in Ireland, North and South and the border counties.

- **Personal Skills:** The successful candidate(s) will demonstrate exceptional personal skills being able to develop strong relationships with groups dealing with very sensitive and traumatic issues and to be able to manage those relationships over a long period of time.
- **Confidentiality:** Ability to keep all relevant information confidential is absolutely critical. The successful applicant(s) will be person(s) of utmost integrity and reliability.
- **Flexibility:** Willingness to work anti-social hours and at weekends and to immediately address significant problems if they arise is a must, within the agreed number of days per year.
- **Gender specific facilitation:** Strong appreciation for and experience in ensuring that participation during workshops caters for inherent gender biases. Experience in work with Women-led groups and members for one of the contracts.
- Relevant mediation experience desirable

7. Timeline and Cost

This project will run for eight months from January 2022- August 2022.

As a guide to tenderers, the upper limit set by the terms of the project funding for facilitators is €500 per day including VAT.

Tenderers should provide an overall Fixed-Price daily rate for facilitation services which should be clearly detailed and specified, with a breakdown of what that daily rate involves.

8. Terms and Conditions

A number of contracts, dependent on experience and knowledge of Facilitators are available including:

Work directly with Victims and survivors groups.

Work directly with Women's VSS groups.

Workshops and Conferences.

Others dependant on deliverables of project.

Several contracts will be awarded to suitable candidates with appropriate experience for a minimum of 10 days between 1 January 2022 and 31 August 2022 with additional days being contracted where necessary in line with the project needs. Further contracts may be awarded on a day-by-day basis in

line with the project needs. Service level agreements will be issued for contracts set and agreed by the Project Manager.

9. Tender format

Tenders should be brief and must be completed in accordance with the format specified below. Incomplete tenders and tenders that are submitted after the deadline will not be considered.

- Title of project
- Facilitation methodology.
- Information on Experience, Skills and Competencies (see section 6 above)
- Biographical details of Facilitator.
- Disclosure of any conflicts of interest.
- As this is a time sensitive and time bound Project, a Statement of tenderer's **availability** and capacity to undertake the work within the timeframe must be included.

10. Terms and Conditions

i. Financial Arrangements

Payment for all goods and services supplied will be made on the submission of appropriate invoices, in accordance with the Prompt Payment of Accounts Act 1997, as amended by the European Communities (Late Payment in Commercial Transactions) Regulations 2002 (SI 388/2002). The Payment Schedule and Invoicing Arrangements will be agreed with the successful tenderer following their selection. Glencree retains the right to withhold payment, where a contractor has failed to meet his or her contractual obligations in relation to the delivery of goods and services to an acceptable level of quality.

ii. Tax Clearance Certificate

Before a contract is awarded, the successful tenderer will be required to produce a current valid Tax Clearance Certificate. Up to date Tax Clearance Certificates will be required throughout the course of the project. A successful non-resident tenderer will be required to produce a Statement of Suitability from the Irish Revenue Commissioners. All payments under the contract will be conditional on the tenderers being in possession of a valid Certificate at all times.

iii. Withholding Tax

No withholding tax will be placed on this contract.

iv. Freedom of Information

Information supplied in respect of this tender may be disclosed by Glencree under the terms of the Freedom of Information Act, provided it is not exempt from disclosure under that Act (e.g. personal information or commercially sensitive information where the public interest in non-disclosure outweighs the public interest in disclosure). Tenderers are invited to indicate if they consider any information supplied to be sensitive. Under S. 29 of the Act, any tenderer must be consulted by Glencree before any decision to disclose such information.

v. Conflict of Interest

Any registered interest involving the contractor and Glencree, their staff or relatives must be fully disclosed in the response to this Request for Tender or should be communicated to Glencree upon such information becoming known to the contractor. In any case, such information must be made available prior to the award of the contract. The terms "Registered Interest" and "Relative" shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light. Any other conflicts of interest, which arise, must also be fully disclosed to Glencree.

vi. Ownership

Glencree will remain the sole owners of all end-products including, but not limited to reports, manuals, or other documentation, programmes, information, etc., irrespective of whether or not the project is terminated, prior to its completion. The contractor's work shall be acknowledged by Glencree in materials produced and disseminated based on work completed under this contract.

vii. Indemnity

The consultant agrees to indemnify Glencree against any material damage and/or personal liability whatsoever arising from the execution of this contract. The successful tenderer(s) must provide proof of professional indemnity insurance before the contract for services can be offered and for each year for the duration of the project.

11. Application

Completed tender documents should be submitted by **email only** to arrive by 5.00pm on Monday, 13 December 2021 to:

sarah.butler@glencree.ie