

**INVITATION TO TENDER**

**Progress and Implementation Paper: Achieving Penal Reform**

**About IPRT and our Work**

The **Irish Penal Reform Trust** (IPRT) is Ireland's leading non-governmental organisation campaigning for the rights of people in prison and the progressive reform of Irish penal policy. Established in 1994, IPRT has a well-established role as an independent voice in public debate on the Irish penal system. IPRT is committed to reducing imprisonment, respecting the rights of everyone in the penal system, and progressive reform of the penal system based on evidence-led policies.

**Context**

The cross-agency [*Strategic Review on Penal Policy*](http://www.justice.ie/en/JELR/Strategic%20Review%20of%20Penal%20Policy.pdf/Files/Strategic%20Review%20of%20Penal%20Policy.pdf) has recently been published setting out 43 recommendations for reform of the Irish penal system. This report followed an earlier cross-party [*Joint Committee on Justice, Defence and Equality Oireachtas Sub-Committee Report on Penal Reform*](http://www.oireachtas.ie/parliament/media/Penal-Reform-Report-13-March-2013-Final.pdf)*.* IPRT would now like to commission a researcher to draft a concise paper to

* summarise IPRT’s policy positions on the key themes arising in these reports in a concise way, cross-referencing our already published comprehensive evidence-based policy positions; and
* set out clear guidance on what concrete implementation actions are now required in order to translate IPRT policy recommendations on thematic issues into tangible reforms.

The paper will be written in close consultation with the IPRT office and will be used as a practical campaigning tool. The paper will be high quality, written in a concise, authoritative and user-friendly way. Original empirical research will not be required.

**Requirements**

* Postgraduate degree in a relevant discipline;
* Demonstrated knowledge of Irish penal policy;
* Solid grounding in international human rights standards, as they apply to prisons and the criminal justice system;
* Experience in producing high quality research within tight timescales to publication standard for a policy-making audience;
* Exceptional writing skills, attention to detail and ability to adhere to strict budgetary requirements.

**Tax/ VAT**

A valid Tax Clearance Certificate is to be supplied with the tender and is to be valid when invoice is being submitted for payment. Details of VAT registration are to be supplied with the tender. If not registered for VAT, please supply exemption letter from the Revenue Commissioners stating this. In the case of non-residents you must supply a statement from the Revenue Commissioners confirming suitability on tax grounds. (Non-residents can contact the Office of the Revenue Commissioners, Revenue Residence Section, Government Officers, Nenagh, Co Tipperary). Please note that contracts awarded to non-Irish Republic residents will be subject to VAT at the Irish rate.

**Tender Process and Timeline:**

Tendering individuals or organisations must submit a brief tender document as soon as possible or by November 26th, 2014. Each tender should **be no more than 4 pages** and should include:

* A profile or CV of the individual making the proposal;
* Details of previous relevant work in this area;
* The methodology you propose to adopt to achieve the key deliverable;
* Costing (fixed price) and timeline with respect to the work[IPRT would ideally like this work to be completed in a very short time period and at any rate a first draft to be available by 5 January 2015. However this timeline may be negotiated for exceptional candidates]
* Tenderers should indicate the estimated number of person/days for completing the work.

**Assessment of Tender:**

Each tender received will be assessed on the basis of:

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| **CRITERIA** | **SCORE** |
| Demonstrated knowledge and understanding of the brief; | 30 |
| Track record in relevant work; | 20 |
| Approach/methodology | 20 |
| Availability to carry out the project within the stated timeframe; | 15 |
| Price | 15 |
| **Total** | **100** |

**To note:**

* Additional information may be sought at the assessment phase.
* Before final decision, a number of the most competitive tenders may be invited for further discussions on their proposals for the purpose of elaboration, clarification and/or aiding mutual understanding.
* IPRT shall not be liable for any costs and/or expenses incurred in respect of the preparation or the submission of any tender documents or associated material.

**Lowest tender is not a guarantee of success.**

**IPRT reserves the right to reject any or all of the proposals submitted and will not be obliged to accept the lowest or any tender. Tenders should be submitted by e-mail to** [**director@iprt.ie**](mailto:director@iprt.ie) **by noon on Wednesday 26th November 2014.**