

**INVITATION TO TENDER**

**“OUT ON THE INSIDE:**

**The Rights, Experiences and Needs of LGBT Prisoners in Ireland”**

**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**

International indications are that LGBT prisoners may be both disproportionately represented and especially vulnerable to abuse within the prison system, however there is little domestic research currently in existence on their rights and needs (including healthcare needs). Recent developments, in the form of the “[Inside Out](http://irishprisons.ie/images/pdf/inside_out.pdf)” initiative for Irish LGBT prison officers, indicate that there is an open policy environment to issues of LGBT rights. IPRT believes this presents a timely opportunity to bring the specific needs of LBGT prisoners to the fore.

IPRT has received funding from Community Foundation of Ireland to address this gap by conducting a ground-breaking active research study of current provisions for LGBT detainees as well as a comparative review of international standards and best practice. The key output from this project will be a concise issues paper for submission to key policy makers, with a view to securing specific policy commitments which promote inclusion and equality of LGBT detainees. IPRT has an excellent relationship with LGBT organisations GLEN, BelongTo and TENI who have all agreed to be generously consulted as part of the project. IPRT also has excellent relationships with the Irish Prison Service, Department of Justice and Probation Service.

**Requirements**

* Primary or Postgraduate degree in a relevant discipline;
* Demonstrated knowledge of the Irish Criminal Justice System and/or LGBT issues;
* Experience in a range of research methods, incl. interviews and desk-based research;
* Ability to liaise with key stakeholders and gatekeepers involved in the Irish Criminal Justice system;
* Maintenance of detailed, accurate and fully evidenced time-keeping records;
* Experience in producing high quality research to publication standard;
* Exceptional attention to detail and ability to adhere to strict budgetary and deadline requirements.

**Invitation to Tender**

IPRT, invites you to submit a tender to deliver the specific project detailed below:

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| **METHODOLOGY** | Our project proposal envisaged the model set out below. We are however open to consider adapted models of delivery (with agreement of our funders) particularly those that are “action-based” within the current budget and time constraints of the project.  (1) Desk-based research  - scoping current LGBT prison policy landscape  (2) Desk-based research  - Research on international best practice for LGBT prisoners  (3) Limited number of interviews and fieldwork with stakeholders including LGBT serving prisoners and ex-prisoners  As mentioned above IPRT has an excellent relationship with LGBT organisations GLEN, BelongTo and TENI who have all agreed to be consulted as part of the project. IPRT also has excellent relationships with the Irish Prison Service, Department of Justice and Probation Service and will be in a position to provide some in-house expertise and assistance in the design and delivery of the project. |
| **BUDGET** | This is a fixed price contract for services costing no more than €3,200 inclusive of V.A.T. Tenders should clearly and individually cost each element of the work outlined in the proposal and the sum should include travel, subsistence, word and data processing, printing, overhead expenses, VAT and attendance at the launch event. IPRT will pay for review, design, dissemination, media work and launch event linked to the project. Payment may be phased and linked to progress. |
| **AIMS/ OBJECTIVES** | The primary goal of this project is identify issues affecting LGBT prisoners, to catalyse action and to raise awareness of their needs as a vulnerable minority group.  The issues paper will provide clarity on best practice and the standards needed to ensure the protection of rights of LGBT prisoners, with the aim of embedding policies for the protection of such rights.  IPRT’s further objective is to secure a commitment by relevant policy-makers, including the Irish Prison Service, to develop and implement specific policies that address the rights and needs of LGBT prisoners. |
| **DELIVERABLES** | The key output of this project will be a concise issues paper for launch and submission to key policy makers, with a view to securing specific policy commitments which promote inclusion and equality.  We would also like the researcher to attend the launch event of the report if possible as part of the tender. |

**Time Frame:**

The issues paper for submission to policy makers should ideally be complete by February 1 2015 (although this is open to negotiation in exceptional circumstances).

**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 award to non-Irish Republic residents will be subject to VAT at the Irish rate.

**Tender Process:**

Tendering individuals or organisations must submit a tender document. Each tender 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 deliverables;
* Costing and timeline with respect to each element of the proposed work expressed as a daily rate within the overall budget for research of €3,200 incl. VAT if applicable.

**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 | 30 |
| Availability to carry out the project within the stated timeframe; | 10 |
| Price | 10 |
| **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.**

**Tenders should be submitted by e-mail to** [**director@iprt.ie**](mailto:director@iprt.ie) **by**

**Noon on Monday 10th November**