



INVITATION TO TENDER

REPORTING ON IRELAND'S COMPLIANCE WITH UNCAT IN PLACES OF PENAL DETENTION 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

The Second Periodic Review of Ireland under the United Nations Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (UNCAT) will take place between 24 July and 11 August 2017.

IPRT is now inviting tenders for the research and drafting of materials to support IPRT's campaign around Ireland's hearing under UNCAT. These will comprise a concise submission (max. 10 pages) setting out Ireland's performance under relevant articles of UNCAT, and two information briefings on areas relevant to IPRT's objectives, one to be centred on systems of accountability and ratification of OPCAT.

The materials will achieve the following:

- Assess to what extent the Concluding Observations following Ireland's first periodic review under UNCAT have been acted upon;
- Provide a shadow report to the Government's response to the List of Issues Prior to Reporting (LoIPR), and propose issues not raised which should be included;
- Be grounded in precise, detailed and accurate evidence;
- Cross-reference IPRT's comprehensive evidence-based policy positions; and
- Set out concrete recommended actions required in order for Ireland to achieve full compliance with UNCAT in places of penal detention.

The submission and information materials will be written in close consultation with the IPRT office and will be used as a practical campaigning tool. The core submission in particular will be of the highest standards, written in a concise, authoritative and accessible way, and in line with UN civil society submission guidelines.

Original empirical research will not be required, although a broad range of relevant sources will be drawn upon as the evidence-base which supports the materials.

Requirements

- Postgraduate degree in a relevant discipline;
- Demonstrated knowledge of Irish penal policy and issues relating to conditions in places of penal detention in Ireland;
- Solid grounding in international human rights standards and monitoring processes as they apply to prisons and places of penal detention;
- Experience in producing high quality policy submissions within tight timescales and within strict word-counts to publication standard for an international audience;
- First-rate drafting abilities, 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 April 21st, 2017. Each tender should **be no more than 800 words (2 pages)** and should include:

- A profile of the individual making the proposal (with CV as attachment);
- Details of previous relevant work in this area, including the production of concise submissions to UN bodies or equivalent;
- The approach/methodology proposed to adopt to achieve the key deliverable, including an outline of sources of evidence;
- Costing (fixed price);
- Tenderers should indicate the estimated number of days for completing the work.

Delivery schedule:

A draft of the core submission should be delivered by **24th May 2017**. Following sign off of the submission, it is expected that the briefings will be produced by **24th June 2017**.

Assessment of Tender:

Each tender received will be assessed on the basis of:

CRITERIA	SCORE
Demonstrated knowledge and understanding of the brief;	25
Track record in production of relevant work;	25
Approach/methodology	20

Availability to carry out the project within the stated timeframe;	15
Price	15
Total	100

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 by noon on Friday 21st April 2017.

Queries should be directed to Michelle Martyn, IPRT Senior Research and Policy Projects Manager at mmartyn@iprt.ie