

**Request for Quote for the recruitment for 3 posts as follows:**

- **All-Ireland Pollinator Programme Manager**
- **Citizen Science Monitoring Officer**
- **Communications Officer**

## **Introduction**

The National Biodiversity Data Centre was established as a company limited by guarantee in December 2022, following a decision of Government to put the initiative on a more secure footing, to empower and better resource the Centre to support Ireland's collective national effort to reverse biodiversity loss and contribute to nature restoration. The primary role of the Centre is to contribute to building the knowledge base on biodiversity and track how it is changing in Ireland. It works to ensure that data and information on Ireland's biodiversity is more freely available and accessible for use in research, conservation management and decision-making. A priority of the Centre is to ensure that data and information is easily accessible for local communities and individuals to promote a better understanding and appreciation of biodiversity at the local level.

## **Requirements**

The National Biodiversity Data Centre wishes to invite quotations from suitably qualified suppliers to manage the recruitment of one Programme Manager role and two Project Officer roles, as listed below;

- All-Ireland Pollinator Programme Manager
- Citizen Science Monitoring Officer
- Communications Officer

(Please note the titles of the above roles may change slightly when going out to the market)

The All-Ireland Programme Manager role will be at the Programme Manager salary scale, with a starting salary of €55,000. The Officer roles will be at the Project Officer grade, with the starting salary of €40,000.

The successful supplier will be required to manage all phases of the recruitment cycle and to ensure that it complies with relevant public sector policies and guidelines for the recruitment of staff. The successful supplier will need to outline a methodology that will target suitable candidates with a specific range of relevant experience and the appropriate skill set.

This service will include, but not necessarily be limited to, the following;

- Advertise the positions and deal with all correspondence and queries in relation to the posts.
- Support a shortlisting procedure.
- Schedule interviews and issue all relevant correspondence to candidates.
- Manage the interview process and ensure all interviewers are provided with relevant material and pre-interview briefings.
- Manage the administration of the interview process including ensuring that the evaluation of candidates is carried out in accordance with relevant guidelines and that proper records are kept, with the requirement for a representative to attend in person for 2 days (estimated) of interviews at the National Biodiversity data Centre in Waterford
- Acting as an independent interviewer on the selection panel.
- Manage all post interview correspondence and queries, including reference checking and garda clearance if necessary.
- Ensure all material from the process is managed appropriately and a final file is provided to the National Biodiversity Data Centre which can be made available for review by auditors if required.

It is intended that interviews will be conducted as early as is feasible. The successful tenderer will be required to confirm that they will be able to commence this work immediately.

## **Proposal**

Submissions should contain the following:

1. The overall cost. All prices should be stated excluding Vat with the rate of VAT payable (where applicable) clearly stated separately. All prices quoted should be fully inclusive of any travel, subsistence, or other costs necessary to effectively discharge the role.
2. The proposed methodology and approach in providing the services,
3. Demonstrate experience of recent and similar work this should include relevant public sector experience.

## **Award Criteria**

The contract will be awarded from tenders evaluated on the basis of the most economically advantageous tender consistent with the following award criteria:

<b>Criteria</b>	<b>Max. Marks Available</b>	<b>Min Mark</b>
Price	400	N/A
Methodology and approach in providing the service	300	250
Experience of recent and similar work, including relevant public sector experience	300	200

## **GENERAL TERMS**

### **Information Supplied**

The National Biodiversity Data Centre reserves the right to seek clarification or verification of any information supplied.

### **Confidentiality**

The National Biodiversity Data Centre undertakes to use its best endeavours to hold confidential any information provided in quotations submitted, subject to the National Biodiversity Data Centre's obligations under law, including the Freedom of Information Act 2014. Should any of the information supplied in the tender not be disclosed because of its sensitivity, then this should be stated, with the reasons for its sensitivity. The National Biodiversity Data Centre will then consult with the Proposer about sensitive information before deciding on any Freedom of Information request received.

All information provided by the National Biodiversity Data Centre within this document, or in the course of preparing tenders, or subsequent to a successful tender being adopted, is provided in the strictest confidence, and must not be passed to third parties, except bona-fide partners of the proposer to enable the preparation of the tender requested. If there is any doubt, prior permission should be obtained from the National Biodiversity Data Centre.

### **Conflict of Interest**

Any conflicts of interest involving a contractor must be fully disclosed.

### **Tax Clearance**

It will be a condition of any Goods/Service Contract pursuant to this Competition that the successful supplier shall, for the term of such contract(s), comply with all EU and domestic tax laws. Prior to the award of any Goods/Service Contract arising out of this Competition, the successful Tenderer shall be required to provide evidence of tax compliance

## Insurance

The successful tenderer will be obliged to satisfy to the National Biodiversity Data Centre that they have adequate insurance in place. The successful suppliers will be required to provide copies of all relevant Insurance Policy documents. The following levels of cover are required.

Insurance	Level required
Public Liability	€6,500,000

If appropriate the following will also be required.

Insurance	Level required
Employers Liability	€13,000,000

## Payment

Payment for all services covered by this Request for Quotations will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier following the award of contract.

Under the Finance Act 1987, withholding tax must be deducted from payments for professional services.

The National Biodiversity Data Centre reserves the right to withhold payment where a contractor has failed to meet contractual obligations in relation to the provision of goods or services to an acceptable level of quality.

## Submissions

Submissions should be marked "RFQ for recruitment" and sent via e-mail to:

[rtilson@biodiversityireland.ie](mailto:rtilson@biodiversityireland.ie)

Submissions should be received no later than **5.00 p.m. on Friday the 30th of January, 2026**

Late Submissions will not be considered.

The Request for Quotations contains no contractual offer of any kind. Any quotation will be regarded as an offer by the contractor and not as an acceptance by the applicant of an offer made by the National Biodiversity Data Centre. No contractual relationship will exist except pursuant to a written agreement signed by a representative of the National Biodiversity Data Centre and any successful contractor for the specified services.

Please note that the National Biodiversity Data Centre is subject to the Freedom of Information Act.