



Request for quote for Stakeholder forum facilitation

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 (NBDC) is seeking quotations from a suitably experienced facilitator to support the planning and delivery of this two-day Stakeholder Forum, taking place on 11 and 12 November 2026 at the Aisling Hotel, Dublin.

The Forum will comprise approximately 20 presentations, a number of facilitated question-and-answer sessions and two delegate participation sessions of approximately 1.5 hours each. The purpose of the external facilitator will be to support the effective running of the Forum, with particular responsibility for audience engagement and the planning, coordination and facilitation of the delegate participation sessions.

The required services will include:

1. Pre-event planning and preparation
 - Attend a number of planning meetings with relevant NBDC staff in advance of the Forum.

- Work with the NBDC to develop and refine the format and methodology for the two delegate participation sessions.
- Advise on the most appropriate structure for the sessions to maximise participation and ensure meaningful discussion.
- Work with NBDC to refine the discussion themes, questions and prompts for each session and to clearly identify the desired outputs and key “take-home” messages.
- Develop a short facilitation plan/run sheet that set out exactly how each 90-minute participation session will work, e.g. 10 minutes introduction, 25 minutes discussion, rotation, second discussion, feedback, etc.
- Develop a proposed approach for allocating delegates to discussion tables/groups, taking account of the need to encourage a mix of perspectives and interaction between participants.
- Advise on whether delegates should remain within the same groups or rotate between tables/topics during the sessions and, where appropriate, develop a practical rotation system.
- Prepare clear guidance/instruction sheets for each discussion table, including discussion questions, timings, expected outputs and instructions for table participants and NBDC note-takers.
- Brief and coordinate NBDC staff who will act as table note-takers, ensuring that there is a consistent approach to capturing discussion and reporting key points.
- Liaise with the NBDC event team/moderator in advance regarding timings, transitions between sessions and the overall running order.

2. **Facilitation and event support – both days**

- Support the smooth running of the Forum and assist NBDC with overall time management.
- Monitor presentation timings and provide appropriate prompts to speakers to help ensure that the programme remains on schedule.
- Manage the audience interaction platform (e.g. Slido or equivalent) during designated sessions, including monitoring questions submitted by delegates and identifying/prioritising questions for consideration during Q&A sessions.

- Liaise closely with the event moderator/chair and NBDC event team throughout both days.
- Respond flexibly to any issues arising during interactive sessions and assist individual tables/groups where clarification or additional facilitation is required.

3. **Delegate participation sessions**

The facilitator will take the lead in delivering two delegate participation sessions of approximately 1.5 hours each. Responsibilities will include:

- introducing the purpose, format and intended outcomes of each session;
- explaining discussion topics/questions and providing clear instructions to delegates;
- allocating/directing delegates to tables or discussion groups;
- managing any planned movement or rotation of delegates between tables/topics;
- managing timings throughout the sessions and signalling when discussions should move to the next topic or stage;
- circulating among discussion groups to monitor progress, encourage participation and address any difficulties or queries;
- coordinating the NBDC staff members acting as table note-takers;
- ensuring that key findings and discussion points are captured consistently across all tables;
- gathering key points from note-takers during or at the conclusion of the sessions; and
- providing the event moderator/NBDC with a concise summary of the principal themes, findings and emerging messages from the discussions.

4. **Post-event outputs**

- Collate outputs from the two delegate participation sessions, drawing on notes recorded by NBDC table note-takers and other material generated during the sessions. (NBDC will create the final/synthesis report in-house at a later date)

Proposal

Submissions should contain the following:

1. **Cost:** A clear breakdown of the total cost of providing the services, identifying, where appropriate, costs associated with pre-event preparation, facilitation over the two days and

post-event work. 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. **Proposed approach/Methodology:** A brief outline of how you would approach the planning and delivery of the facilitation services, including the delegate participation sessions.
3. **Experience** of facilitating similar fora or participatory events
 - highlighting if you have experience on events with a biodiversity theme.

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:

Criteria	Max. Marks Available	Min Mark
Cost	300	N/A
Proposed approach/Methodology	400	300
Experience of facilitating similar fora or participatory events	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 Stakeholder forum facilitation” and sent via e-mail to: jbrowne@biodiversityireland.ie

Submissions should be received no later than 5.00 p.m. on Friday the 11th of September 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.