



An tIonad Náisiúnta Sonraí Bithéagsúlachta

National Biodiversity Data Centre

Request for quote for the recruitment of 6 posts:

- **Invasive Species Programme Manager**
- **Invasive Species Risk Officer**
- **Invasive Species Strategy Officer**
- **Invasive Species Field Officer**
- **Data Analyst**
- **ICT Support Technician**

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. The National Biodiversity is not a public body, but is publicly funded. The National Biodiversity Data Centre is a registered charity.

Requirements

The National Biodiversity Data Centre wishes to invite quotations from suitably qualified suppliers to manage the recruitment of six posts, namely; Invasive Species Programme Manager, Invasive Species Risk Officer, Invasive Species Strategy Officer, Invasive Species Field Officer, Data Analyst and an ICT Support Technician.

Starting salaries for the various roles are as follows:

- Invasive Species Programme Manager – starting salary of €56,106 p.a.
- Invasive Species Risk Officer - starting salary of €40,905 p.a.
- Invasive Species Strategy Officer - starting salary of €40,905 p.a.
- Invasive Species Field Officer - starting salary of €40,905 p.a.
- Data Analyst - starting salary of €40,905 p.a.
- ICT Support Technician - starting salary of €31,815 p.a.

The National Biodiversity Data Centre operate a hybrid working arrangement. It is dependent on the specific role, with some roles allowing for greater flexibility. Further details for each role will be outlined in the candidate booklet for each post.

The successful supplier will be required to manage all phases of the recruitment cycles and to ensure that they comply 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 processes and ensure all interviewers are provided with relevant material and pre-interview briefings, together with the provision of a note taker at interview.
- Manage the administration of the interview processes 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/note taker, to attend in person for 5 days (estimated) of interviews at the National Biodiversity Data Centre in Waterford.
- Note taker to assist as an independent commentator to the selection panels.
- Manage all post interview correspondence and queries, including reference checking and garda clearance, if necessary.

- Ensure all material from the processes 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.

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, particularly in relation to the recruitment of similar posts within the public sector.

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
Price	400	N/A
Methodology and approach in providing the services	300	200
Experience of recent and similar work, particularly in relation to the recruitment of similar posts within the public sector.	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 of 6 posts” and sent via e-mail to:
rtilson@biodiversityireland.ie

Submissions should be received no later than **5.00 p.m. on Friday the 9th of October, 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.