



Request for Quote

Specification for Capacity Building, Leadership and Governance training for the CORE Project – Cross-border Opportunities for a Resilient Environment

Issued: 13th July 2026

Submission Deadline: 12 Noon 24th July 2026

Project Commencement: Q3 2026

Project Completion: Q4 2027

1. Introduction

The CORE Project (Cross-border Opportunities for a Resilient Environment) is a cross-border initiative funded under PEACEPLUS, focused on strengthening environmental governance, institutional capacity, and collaboration across Ireland and Northern Ireland.

Led by the Irish Environmental Network (IEN) in partnership with Northern Ireland Environment Link (NIEL), the project supports environmental NGOs, public agencies, and communities through training, knowledge exchange, pilot projects, and a digital knowledge hub.

Through this RFQ, the project seeks suitably qualified provider(s) to support capacity building and organisational resilience through training and collaboration with environmental NGOs and members of the IEN and NIEL.

2. Background

The CORE Project (Cross-border Opportunities for a Resilient Environment) is a strategic, cross-border initiative funded under PEACEPLUS, designed to strengthen environmental governance, institutional capacity, and collaboration across Ireland and Northern Ireland.

The project responds to a set of shared and increasingly urgent environmental challenges, including climate change, biodiversity loss, marine ecosystem degradation, and declining freshwater quality. These challenges are compounded by post-Brexit regulatory divergence,

evolving UK–EU relationships, and fragmentation in environmental policy and data systems, which risk weakening coordinated action across jurisdictions.

CORE directly addresses these challenges by fostering structured cross-border collaboration, supporting environmental NGOs, public authorities, and stakeholders to work together more effectively. The project combines capacity building, knowledge exchange, co-design, and pilot implementation to develop practical, scalable solutions to shared environmental issues.

CORE aims to strengthen cross-border cooperation by delivering joint and collaborative training workshops that build capacity within environmental NGOs in Northern Ireland and in the Republic of Ireland.

This RFQ seeks a provider to:

- Design and deliver five (5) in-person workshops with appropriate expertise covering the following areas:
 - Professionalising your organisations; creating and working with boards; moving from volunteers to paid staff
 - Developing organisational resilience
 - Developing leaders in the sector; career paths for emerging leaders; retaining and developing staff
 - Diversity and inclusion; how to reach/work with marginalised groups; diversifying your membership/organisation
 - Advocacy and Campaigning; creating and delivering an advocacy strategy; identifying and engaging with stakeholders in NI, ROI, EU and UK; identifying advocacy activities in a cross-border context; evaluating the strategy; creating a communications strategy.

The goal of this training is to:

- Strengthen participants' understanding of best practice in managing environmental organisations with a view to facilitating cross-border collaborations and partnerships

- Facilitate engagement, discussion, and shared learning across participants, encouraging the exchange of experience and good practice using case studies, role-playing exercises and expert-led discussions.
- Develop and provide high-quality training materials and resources to support learning and ongoing use by participants
- Capture and document learning through the production of a Training Report, including:
 - Summary of training content delivered
 - Participant attendance and engagement
 - Key insights and learning outcomes
 - Participant feedback
- Ensure all outputs are clear, practical, and accessible, supporting wider knowledge sharing and contributing to the CORE project's overall learning and dissemination objectives

3. Scope of Services

The appointed provider will deliver a focused programme of **training and reporting**, as set out below.

A. Training Delivery

The provider will:

- Design and deliver **five (5) training sessions**
- All sessions must be delivered **in person**
- Sessions will target Environmental NGOs that are full or associate members of the IEN, NIEL or, under guidance from CORE staff, that are members of the Environmental Pillar in the ROI Public Participation Networks.

Training must:

- Be practical, structured, meet the needs of participating organisations and consistent with the objectives of the CORE project as approved



- Reflect cross-border policy and governance contexts (Ireland and Northern Ireland)
- Support improved understanding of good governance frameworks and collaboration

The provider will:

- Develop all training materials
- Facilitate sessions and manage delivery
- Ensure effective participant engagement and interaction

B. Training Report

The provider will, in conjunction with CORE staff, produce a **Training Report**, which must include:

- Overview of training sessions delivered
- Summary of training content
- Participant attendance and profile
- Evidence of participant engagement
- Summary of feedback received
- Key learning points and recommendations

The report must be:

- Clear, concise, and professionally presented
- Suitable for sharing with stakeholders and funders
- Delivered in an agreed format

C. Delivery and Coordination

The provider will:

- Work closely with CORE project partners (IEN and NIEL)
- Agree delivery schedule in advance
- Provide brief progress updates as required
- Ensure all outputs are delivered on time and to a high standard



4. Budget / Contract Value

The maximum budget available for this contract is:

€17,000.00 (inclusive of VAT)

For evaluation purposes, prices should be clearly presented showing:

- Total contract price (excluding VAT)
- VAT amount
- Total price including VAT

The price quoted should include all costs associated with programme design, preparation, delivery, materials, reporting and any associated expenses, unless otherwise agreed in writing with the Contracting Authority.

Venue and catering arrangements will normally be organised by the Contracting Authority unless otherwise agreed at locations to be decided by the CORE team.

Quotations exceeding the maximum available budget may not be considered.

5. Structure of Quotation Submission

Submissions must structure their quotation in the order set out below. Submissions should be clear, concise and directly address the requirements of this specification.

All responses must be presented using the following format:

- Font: Arial
- Font size: 11 point
- Line spacing: 1.15
- Word document or PDF

Submissions must adhere to the maximum word limits specified for each section. Text exceeding the stated limits may not be considered during evaluation. Word limits apply to the main narrative response only and do not include tables, diagrams or CVs where provided.

Organisation Overview

(Maximum 300 words)

Provide a brief overview of the organisation including:

- Organisation name and contact details
- Legal status of the organisation
- Overview of organisational capability relevant to the delivery of the assignment
- Key personnel who will deliver the contract, including one-page CVs

Evaluation Criteria

C1. Methodology and Approach (35% | Max 600 words)

- Understanding of CORE objectives and the cross-border environmental governance context
- Approach to designing and delivering five (5) capacity building, leadership and governance training sessions
- Approach to structuring training content to ensure it is practical, relevant, and accessible
- Approach to facilitating engagement, interaction, and knowledge exchange during sessions
- Approach to developing high-quality training materials and supporting resources
- Approach to capturing learning and producing the Training Report
- Understanding of and approach to PEACEPLUS compliance requirements

C2. Capacity and Resourcing (20% | Max 600 words)



- Relevant experience in designing and delivering training programmes, particularly in governance, in the environmental sector and/or charities
- Experience working with environmental NGOs, civil society organisations, and/or statutory bodies
- Experience delivering online training and facilitating diverse stakeholder groups
- Demonstrable knowledge of operating in cross-border or NI/ ROI jurisdictions as it relates to civil society
- Proposed team structure, roles, and responsibilities
- Project management approach and quality assurance arrangements

C3. Delivery Plan including Equality & Sustainable Development (20% | Max 600 words)

- Proposed delivery timeline and sequencing of the five in person training sessions
- Key milestones and outputs, including delivery of the Training Report
- Approach to participant recruitment, engagement, and retention
- Approach to ensuring inclusive, accessible, and equitable participation
- Sustainable and responsible delivery practices (e.g. digital-first approach)
- Approach to capturing feedback and ensuring continuous improvement across sessions

Price Quotation

(Evaluation Criterion – 25%)

Quoters must provide a fixed price quotation using the format below:

Price Quotation

(Evaluation Criterion – 25%)

Quoters must provide a fixed price quotation using the format below.

	Amount (€)
Total Contract Price (excluding VAT)	



	Amount (€)
VAT	
Total Contract Price (including VAT)	

The Total Contract Price (including VAT) must not exceed €17,000.00.

Quotations must include all required information outlined above and be submitted electronically.

Submissions should include:

- Organisation profile
- Methodology and approach
- Capacity and Resourcing
- Delivery plan including Contribution to Equality & Sustainable Development
- Price quotation

Quotations must be submitted by 12 Noon on the 24th of July to: sadhbh@ien.ie

Late submissions may not be considered.

Requests for clarification should be submitted in writing to the same email address by 5pm on Friday 17th July.

6. Evaluation Criteria

Quotations will be evaluated based on the Most Economically Advantageous Tender.

Evaluation Criteria	Weighting
C1. Methodology and Approach	35%
C.2 Capacity and Resourcing	20%
C.3 Delivery Plan including Contribution to Equality & Sustainable Development	20%

Evaluation Criteria	Weighting
Price	25%
Total	100%

Quality responses will be scored using a 0–5 scoring scale and converted to weighted scores.

Price will be evaluated using a relative scoring method. The lowest priced compliant quote will receive the maximum score available for price. All other quotes will receive a score calculated in proportion to the lowest price using the following formula:

$$\text{Price Score} = (\text{Lowest Price} \div \text{Bidder Price}) \times \text{Maximum Score}$$

This ensures price evaluation is fair, transparent, and applied consistently across all bidders.

The Contracting Authority reserves the right to seek clarification where a bid appears to be abnormally low or where the proposed price may impact the bidder's ability to deliver the contract requirements

Further Scoring guidance is outlined in **Annex A**

7. Procurement Conditions and Timeline

This procurement will be conducted in accordance with principles of transparency, equal treatment and value for money applicable to publicly funded programmes.

The Contracting Authority reserves the right to:

- Seek clarification from bidders
- Reject any quotation
- Not award a contract

Indicative Timeline



Activity	Date
RFQ Issued	13th July 2026
Clarification Deadline	17th July 2026
Submission Deadline	24th July 2026
Evaluation	30th July 2026
Contract Award	7th August 2026 (provisional)

8. Submission

Please submit quotations via email by **12 Noon on the 24th July 2026 to sadhbh@ien.ie**

Late submissions will not be considered.

For queries or further information, please contact ciara@ien.ie

Annex A Criteria	Weight (%)	Scoring Guidance
1. Methodology and Approach	35%	Demonstrates a clear, structured, and practical approach to delivering five (5) in-person capacity-building, leadership and governance training sessions and producing a Training Report. Shows strong understanding of the cross-border environmental governance context. Outlines robust approaches to training design, participant engagement, facilitation of sessions, and development of high-quality training materials and reporting outputs.
2. Capacity and Resourcing	20%	Demonstrates the organisational capability and relevant experience to deliver training programmes, particularly in governance, policy, or environmental contexts. Provides a clear team structure with appropriate expertise. Shows strong experience in facilitation and stakeholder engagement, supported by effective project management and quality assurance processes.
3. Delivery Plan (including Equality & Sustainable Development)	20%	Provides a clear and realistic delivery plan for the five training sessions and associated reporting, with defined stages, timelines, and outputs. Demonstrates how inclusive and accessible participation will be ensured across target groups. Shows a practical approach to participant engagement, feedback capture, and continuous improvement. Includes consideration of sustainable delivery practices (e.g. digital delivery) and effective stakeholder participation.

4. Cost	25%	Assessed on value for money. The lowest priced compliant quotation will receive full marks. Other quotations will be scored proportionally using the price evaluation formula outlined in this RFQ.
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Annex A Scoring Guidance