Requests for Quote

Specification for Development of a Shared Digital Knowledge Portal for the Collaborative Horizons for All-Island Nature and Governance Enhancement (CHANGE) Project

Issued: 09.11.26
Submission Deadline: 19.11.26
Project Commencement: 07.12.26
Project Completion: 31.01.29

1. Introduction

The CHANGE Project is a cross-border environmental governance initiative funded under PEACEPLUS Priority – Building and Embedding Partnership and Collaboration, Specific Objective IA6.1: Strategic Planning and Engagement.

The project is delivered in partnership by Northern Ireland Environment Link (NIEL) and the Irish Environmental Network (IEN), bringing together environmental NGOs, public authorities and stakeholders across Ireland and Northern Ireland to strengthen cross-border environmental governance, cooperation and knowledge sharing.

The Irish Environmental Network (IEN) is the Contracting Authority for this procurement.

Through this Request for Quotation, suitably qualified providers are invited to support the delivery of **Deliverable 2.1.4 - Development of a Shared Digital Knowledge Portal.**

2. Background

CHANGE is designed to address urgent and shared environmental governance challenges across the island of Ireland, including climate change, biodiversity loss, marine ecosystem degradation, and declining freshwater quality. These challenges are increasingly intensified by post-Brexit regulatory divergence and evolving UK–EU relationships, which risk fragmenting environmental policy, weakening cross-border cooperation, and limiting effective data sharing.

The overall aim of CHANGE is to strengthen cross-border environmental governance and resilience through a structured, evidence-based and participatory approach. Central to the project is the development of a shared framework to understand, analyse, and respond to regulatory divergence between Northern Ireland and Ireland. This includes detailed policy mapping across key environmental themes, identifying areas of alignment and divergence, and assessing the implications for environmental protection and coordinated action.

The project will also address critical challenges in cross-border environmental data by developing a comprehensive data inventory and undertaking a gap analysis to identify missing

or incompatible datasets. This will support improved interoperability, enabling more effective evidence-based decision-making and joint environmental monitoring.

Through inclusive engagement with environmental NGOs, public authorities, researchers, and communities, CHANGE will facilitate structured consultation and co-design processes. These will underpin the development of strategic action plans and the implementation of pilot initiatives, demonstrating practical and scalable approaches to cross-border cooperation. In addition, the project will promote east–west engagement, supporting knowledge exchange and alignment with wider UK and EU environmental policy frameworks.

3. Scope of Services

The development of the Shared Digital Knowledge Resource will be undertaken through a collaborative, co-design approach involving the successful provider, the wider CHANGE project team and relevant stakeholders. The successful provider will contribute technical expertise, design recommendations and development capabilities, working in partnership with the CHANGE team to translate the project's objectives, existing research, data requirements and stakeholder insights into a functional digital platform. The portal's overall direction, structure, functionality, content organisation and user experience will be developed iteratively through consultation, shared decision-making and agreed review and approval stages. The CHANGE project team will retain oversight of the portal's strategic direction and approval of key design and development decisions, with the successful provider responsible for delivering the agreed technical solutions. This approach will ensure that the platform reflects the collective expertise, priorities and requirements of the CHANGE partnership, rather than being developed independently by the appointed provider.

A. Portal Design and User Experience

- **Co-design and develop, in collaboration with the CHANGE project team, a user-friendly, accessible, and dynamic web portal to host the shared digital knowledge resource**
- **Develop intuitive navigation, layout, and user journeys through an iterative, user-centred design process informed by consultation with the CHANGE project team and relevant stakeholders**
- **Ensure branding is consistent throughout and in line with the CHANGE project**
- **Ensure the portal meets accessibility standards and supports inclusive user engagement**
- **Incorporate search functionality with filters and categorisation to enable efficient data discovery**

B. Portal Development and Functionality

- **Develop a functional digital knowledge portal based on the collaboratively agreed design, technical specifications and functional requirements**
- **Develop and implement agreed core features, informed by the CHANGE team's requirements and priorities, including:**
    - **Search and filtering tools**
    - **Upload and content management functionality**
    - **Knowledge library structure for documents, datasets, and resources**
- **Ensure compatibility across devices (desktop, tablet, mobile)**
- **Apply appropriate security, hosting, and performance standards**
- **Work with the CHANGE project team to review and prioritise functionality, ensuring that technical development remains aligned with agreed project objectives and available resources**

C. Content Management and Knowledge Library

- **Co-design with the CHANGE project team a structured knowledge library framework to organise and present content, drawing on the project's data inventory, gap analysis and wider research outputs**
- **Enable user-friendly upload tools for authorised contributors and User Access Management**
- **Provide technical expertise and recommendations to support the collaborative development of content categorisation, tagging, and metadata standards, in consultation with the CHANGE project team and relevant subject-matter experts**
- **Ensure content is easily searchable, accessible, and maintained over time**
- **Ensure that the knowledge library structure can accommodate evolving project outputs, additional datasets and future content requirements, as agreed with the CHANGE project team**

D. SEO and Optimisation

- **Implement Search Engine Optimisation (SEO) best practices to maximise visibility and accessibility**
- **Optimise portal structure, metadata, and content for discoverability, in alignment with the agreed information architecture, content priorities and accessibility requirements of the CHANGE project**
- **Provide guidance on ongoing SEO management and performance monitoring**

E. Testing, Feedback and Refinement

- **Develop and release a functional version of the portal for user testing in coordination with the CHANGE project team**

- **Facilitate structured feedback from the CHANGE project team and stakeholders through agreed review sessions, usability testing and collaborative evaluation of the platform's functionality and user experience**
- **Refine functionality, usability, and performance based on feedback and agreed development priorities, with significant changes subject to review and approval by the CHANGE project team**
- **Ensure the final platform is stable, user-friendly, and fit for purpose**

F. Maintenance and Support

- **Provide ongoing portal maintenance and technical support for an agreed period**
- **Address bugs, updates, and performance improvements**
- **Ensure system reliability, security, and data integrity**
- **Provide guidance on long-term management and sustainability of the platform**
- **Provide appropriate technical documentation, knowledge transfer and training to designated CHANGE team members and our external IT support team**
- **to support the ongoing management, maintenance and future development of the platform**

G. Delivery and Coordination

- **Work collaboratively with the CHANGE project team throughout the design, development, testing and implementation of the portal, ensuring an ongoing process of co-design, consultation, review and shared decision-making. This will include:**
    - **Align portal development with wider project objectives and the strategic direction agreed by the CHANGE partnership**
    - **Ensure integration with shared data and outputs from other deliverables working with relevant CHANGE team members to understand existing research, data structures and knowledge requirements**
- **Provide regular progress updates, including risks, issues, and milestones and participate in scheduled project meetings, collaborative design workshops and agreed review sessions**
- **Deliver all outputs in line with agreed timelines and specifications**
- **Engage with designated CHANGE team members at key development stages to review proposed designs, functionality and technical solutions, incorporating feedback before progressing to subsequent stages**

4. Budget / Contract Value

The maximum budget available for this contract is:

€45,000.00 (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.

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.

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

- **Understanding of CHANGE objectives and the role of the shared digital knowledge resource**
- **Approach to portal design, user experience, and accessibility**
- **Approach to portal development, including functionality (search, filters, upload tools, knowledge library)**
- **Approach to content structure, metadata, and knowledge management**
- **Approach to SEO, optimisation, and performance**
- **Approach to testing, refinement, and ensuring a robust, user-friendly platform**
- **Approach to ensuring security, compliance, and data protection**

- **Proposed approach to co-design, including engagement with the CHANGE project team, incorporation of existing project research and stakeholder insights, and processes for collaborative review, feedback and approval**

Please quote your fee in euros and do not exceed the stated budget.

Organisations based in Northern Ireland bidding for this CHANGE Project contract should –

- Quote their fee in euros without including VAT at the current euro-sterling exchange rate (obtainable from the European Commission's "Inforeuro" currency converter tool here) making sure their quote does not exceed the budget limit stated in the Request for Quotation
- Label their fee clearly as "Net of VAT (Reverse Charge applies - customer to account for VAT)"
- If successful, indicate clearly when invoicing that VAT Reverse Charge applies

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

- **Relevant experience and contract examples**
  - Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise that are relevant to our requirement. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below
- **Experience working with multi-stakeholder or public sector projects**
- **Team structure, roles, and technical expertise**
- **Quality assurance and project management processes**
- **Capacity to deliver within required timelines**
- **Demonstrated ability to communicate technical concepts clearly and work collaboratively with non-technical project partners and subject-matter experts**

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

- **Delivery stages (design, development, user testing, refinement, deployment)**
- **Timeline and key milestones**
- **Approach to inclusive, accessible, and user-centred design**
- **Consideration of equality, accessibility standards, and usability**
- **Approach to sustainable delivery, maintenance, and long-term platform management**
- **Approach to coordination with the CHANGE project team and reporting**

(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)	
VAT	
Total Contract Price (including VAT)	

The Total Contract Price (including VAT) must not exceed €45,000.00.

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
- Environmental & Equality Policies
    - As an umbrella network that works to support national environmental NGOs, the IEN requests that its suppliers and partners work in an environmentally sustainable and fair manner. This includes having an Environmental Policy that complies with current legislative requirements and that your company has not been in breach of environmental legislation. Similarly, it includes having an equality and non-discrimination policy that complies with current legislative requirements.
- Price quotation

Quotations must be submitted by 18:00 on Thursday, 19 November 2026 to:

Aka Large

CHANGE Digital Officer

Irish Environmental Network (IEN)

Email: aka@ien.ie

Late submissions may not be considered.

Quotations must be submitted by 6:00pm on Thursday 19th November.

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%
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:

Price Score = (Lowest Price ÷ Bidder Price) × 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	**09.11.26**
Clarification Deadline	**13.11.26**
Submission Deadline	**19.11.26**
Evaluation	**W/C. 23.11.26**
Contract Award	**03.12.26**
Anticipated Contract Commencement:	**07.12.26**

8. Submission

Requests for clarification should be submitted in writing to Aka Large, CHANGE Digital Officer at aka@ien.ie by 12:00 noon on Friday 13th November 2026.

Late submissions will not be considered.

For queries or further information, please contact:

Aka Large

CHANGE Digital Officer

Irish Environmental Network (IEN)

Email: aka@ien.ie

Annex A

Criteria	Weight (%)	Scoring Guidance
1. Methodology and Approach	35%	Demonstrates a clear, coherent, and well-structured approach to the collaborative design, co-development and technical implementation of the shared digital knowledge portal. Shows strong understanding of user experience, accessibility, and the requirements of a dynamic, user-friendly platform. The methodology should address portal design, navigation, and usability; development of core functionality (search, filters, upload tools, knowledge library); content structure and metadata; SEO and optimisation; and approaches to testing and refinement. It should also demonstrate how security, compliance, and data protection requirements will be met, with outputs that are robust, user-focused, and fit for purpose.
2. Capacity and Resourcing	20%	Demonstrates the organisational capability to deliver the assignment within required timelines. Provides clear detail on team structure, roles, and availability. Shows relevant experience in web portal development, digital platforms, or knowledge systems, including work with multi-stakeholder or public sector environments. Includes appropriate technical expertise, project management arrangements, and quality assurance processes to support high-quality delivery.
3. Delivery Plan (including Equality & Sustainable Development)	20%	Provides a clear and realistic delivery plan, including key stages (design, development, user testing, refinement, deployment, and maintenance) and timelines. Demonstrates an inclusive, accessible, and user-centred approach to design and delivery. Outlines how the project will support equality of opportunity, accessibility standards, and usability. Also demonstrates consideration of sustainable delivery

Criteria	Weight (%)	Scoring Guidance
		practices, long-term platform maintenance, and responsible data management principles.
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.