

# **REQUEST FOR PROPOSAL TO PROVIDE INDIVIDUAL CONSULTANT SERVICES**

**Title:** Administrator for International Year of Planet Earth  
**Number of Consultants:** One  
**Location:** Department of Communications, Marine and Natural Resources  
Geological Survey of Ireland  
Beggars Bush  
Haddington Road  
Ballsbridge  
Dublin 4.

**Contract:** The work will be carried out over an **18-month period from July 2007** (or such other date as may be agreed thereafter) ending 31 December 2008.

## **1. INVITATION TO SUBMIT A PROPOSAL FOR THE PROVISION OF CONSULTANT SERVICES**

### **1.1 Outline**

This invitation to submit a proposal is in respect of **Administrator – International Year for Planet Earth (IYPE)** for the provision of administration services for selected IYPE activities and tasks.

The work will be carried out for the **Geological Survey of Ireland (GSI)** who are the project sponsors.

### **1.2 Query Handling**

Any queries concerning this document should be addressed to:

**Ms Mary Carter  
Geological Survey of Ireland,  
Beggars Bush,  
Haddington Rd.,  
Dublin 4,  
Ireland.**

**Telephone:** +353-1-678 2802 (direct line)  
**Fax:** +353-1-678 2559  
**e-mail:** marycarter@gsi.ie

### **1.3 Closing Date for Receipt of Proposals**

The closing date for receipt of Proposals is:

**17.00 on Friday 29 June 2007**

#### **1.4 Address for Proposals**

The Proposal should be enclosed in a sealed envelope, marked "**Proposal for Administrator IYPE**" and addressed to:

**Mary Carter  
Geological Survey of Ireland  
Department of Communications, Marine and Natural Resources  
Beggars Bush  
Haddington Road  
Dublin 4.**

#### **1.5 Language of Proposal**

The proposal must be completed in the English language.

#### **1.6 Financial Arrangements**

Payment for all services will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful consultant, following the award of the contract.

## **2. INTRODUCTION AND BACKGROUND**

### **2.1 Background**

**2008 has been designated by UNESCO as "International Year of Planet Earth (IYPE)."**

GSI has set up a National Committee to plan for this year of opportunity for geoscience. We plan a wide range of activities to try to encourage everybody to be more aware of the importance of geoscience in their everyday lives.

A dedicated website contains some basic information and downloads on IYPE as well as a Draft Programme of Events as prepared by the National Committee ( [www.planetearth.ie](http://www.planetearth.ie)).

**2.2** The Vision and Terms of Reference of the Irish National Committee are

Vision: To maximise the impact in Ireland of IYPE and to convince decision makers and the public that geoscience is an exciting and important discipline which makes critical contributions to society.

Terms of Reference:

- To coordinate and stimulate Ireland's IYPE activities
- To improve public understanding of geoscience
- To maintain contact with the international IYPE Corporation and with international activities.

### **2.3 Brief Description of the Work Required**

The work will involve administration of selected events (selected from those outlined in the Draft Programme of Events on [www.planetearth.ie](http://www.planetearth.ie))

### **2.4 Working Environment**

The Consultant will work full time at the offices of the Geological Survey of Ireland for the duration of the contract. Normal office hours are 9:15 am – 5.30 pm.

## **2.5 Equipment and Facilities**

It is not anticipated that any equipment, other than standard office equipment, will be required for the work.

## **2.6 Working Relationships**

The Consultant will report to Ms Mary Carter.

### 3. EVALUATION OF PROPOSALS AND AWARD CRITERIA

The following process will be applied in evaluating the proposals and in awarding a contract for the services required.

1. All Proposals will be examined to determine if they qualify for further evaluation. A Proposal determined to qualify for further evaluation will be termed a **Qualifying Proposal**. Qualification Criteria are given in Section 3.1. All Qualifying Proposals will be assumed to be capable of carrying out the services requested in these documents.
2. Qualifying Proposals will be further evaluated according to the **Award Criteria** given in Section 3.3.
3. The Qualifying Proposal that best meets the Award Criteria will be invited to enter into discussions with a view to being awarded a contract to provide the services requested in these documents.

#### 3.1. Qualification Criteria

Proposals will be initially evaluated by reference to the following qualification criteria.  
Essential

- Hold a recognised honours degree in Geology, Earth Science or equivalent.
- Experienced in the use of computers especially Microsoft Office (Word, Excel, Powerpoint)
- Experience in administration of programmes and events

Desirable:

- Hold an ECDL
- Experience in administration of programmes and events similar to those described in the IYPE Draft Programme of events

#### 3.2 Key Competencies & Skills

The key competencies and skills required for the post of Administrator are: professional competence, demonstrated commitment to quality results, ability to work well on one's own initiative, ability to work well under pressure, excellent communications and interpersonal skills, and a keen understanding of customer service.

#### 3.3 Award Criteria

A contract will be awarded from the **Qualifying Proposals** on the basis of:

#### **The Most Economically Advantageous Proposal**

A scoring approach will be adopted in determining the Most Economically Advantageous Proposal. Scoring will be made based upon the proposal and an interview. The following **Award Criteria**, with the maximum scores provided in brackets, will be applied to determine which Proposal is the most economically advantageous:

- A knowledge and understanding of the Earth Sciences. (50 marks).
- Experience in the use of computers (20 marks)
- Professional competence, demonstrated commitment to quality results, ability to work well on one's own initiative, ability to work well under pressure, excellent communications and interpersonal skills, and a keen understanding of customer service (30 marks).

The Proposal that is deemed to be **The Most Economically Advantageous** will be invited to enter into discussions with a view to being awarded a contract to provide the services requested in these documents.

#### **4. REQUIRED INFORMATION**

You are required to provide the following information in the format indicated below. Failure to do so may result in your Proposal not being considered.

##### **4.1 Personal Information**

You are required to provide the following:

- Name
- Address
- Telephone number
- Fax number (if any)
- E-mail address and
- Website address (if any)

of the person submitting the Proposal and who will carry out the work for the services requested in these documents.

##### **4.3 Other information**

You are required to provide:

- Confirmation that you hold a recognised honours degree in Geology, Earth Science or equivalent.
- The information requested in Section 3.2 of this document to enable the Project Manager to assess your proposal.
- Confirmation of acceptance by the Consultant of the Conditions described in Section 5 of this Request for a Proposal.
- Confirmation of your availability for the stated timeframe for this project.
- A statement that he/she is able to carry out all the work requested by the Project Sponsors, specified in Section 2.3 of this document in the stated timeframe (18 months).

#### **5. CONDITIONS**

These following conditions will apply to all Proposals:

1. Information provided by Consultant will be treated as contractually binding. However, the Project Sponsors reserve the right to seek clarification or verification of any such information.
2. Before a contract is awarded the successful Consultant will be required to produce a copy of their Tax Clearance Certificate.
3. All payments made to the Consultant will be liable to the deduction of withholding tax. The current rate is the standard rate of income tax - 20%.
4. The GSI will not be liable in respect of any costs incurred by proposers in the preparation of Proposals or any associated work effort.

5. Proposals which are delivered late will not be considered. All Proposals must be delivered to the above address not later than *17.00, Friday 29 June 2007*.
6. Evidence of Public Liability and Employer Liability Insurance for the Consultant will be required before a Contract is awarded.
7. Any conflicts of interest involving a Consultant must be fully disclosed to the Minister for Communications, Marine and Natural Resources, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the Consultant.
8. Any registerable interest involving the Consultant and the Minister for Communications, Marine and Natural Resources, members of the Government, members of the Oireachtas or employees of the Department of Communications, Marine and Natural Resources or their relatives must be fully disclosed in the response to this Request for a Proposal or should be communicated to the Department of Communications, Marine and Natural Resources immediately upon such information becoming known to the Consultant, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registerable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act, 1994.
9. A statement from the Consultant that none of the excluding circumstances (a), (b), (c), (e) and (f) listed in Paragraph 1 of Article 20 of EU Council Directive 93/36/EEC (co-ordinating procedures for the award of public supply contracts) applies to them (listed in Appendix A to this Document).

## *APPENDIX A*

*Extract from Article 20, Paragraph 1 of EU Council Directive 93/36/EEC*

*of 14th June 1993*

*co-ordinating procedures for the award of public supply contracts:*

1. Any supplier may be excluded from participation in the contract who:
  - (a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
  - (b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations;
  - (c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of *res judicata*;
  - (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
  - (e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
  - (f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
  - (g) is guilty of serious misrepresentation in supplying the information required under this Chapter.