



An Chomhairle Oidhreachta The Heritage Council

Panel Response Document

Scope of Contract	Establishment of a Panel for Heritage in Schools Post-Primary Programme Single Framework with Post-Primary Stream
Duration of Panel	14 months with option to extend for up to three 1-year periods
Tender Reference	HISPP-2026-001
Issue Date	22 nd May 2026
Closing Date for Queries	29 th June 2026
Contact for Queries	E-Tenders Mailbox
Closing Date / Time for receipt of completed Questionnaires – to be submitted via www.etenders.gov.ie ONLY	Monday 6 th July 2026, noon GMT
Closing date for ongoing Applications	The panel will operate for initial period of 14 months, with the option to extend for 1-year periods, up to three times (maximum total duration: 4 years and 2 months)
Please note that information relating to this panel, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal www.etenders.gov.ie Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.	

Completed Panel Questionnaire is to be uploaded to etender.gov.ie in response to this e-tenders notice

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DISCLAIMER

This document issued herewith ("the Document") is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority's officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

Without prejudice to the principle of equal treatment, the Contracting Authority is not obliged to engage in a clarification process in respect of tender submissions with missing or incomplete information and in particular, where failure to provide the required information has already been notified to candidates as a factor which will result in their exclusion from the competition. Therefore, candidates are advised to ensure that they return comprehensive tender submissions in order to avoid the risk of elimination from the competition.

1 A. ABOUT THE CONTRACT AUTHORITY

The Heritage Council is the national body responsible for proposing policies and priorities for the identification, protection, preservation and enhancement of the national heritage. Established under the Heritage Act 1995, the Heritage Council works to ensure that Ireland's heritage is valued, protected and enhanced for the benefit of present and future generations.

The Heritage Council's strategic plan, Our Place in Time: Heritage Council Strategic Plan 2023-2028, sets out our vision for heritage in Ireland and our commitment to supporting heritage-based education

that is inclusive and accessible to all. We work to ensure that heritage is clearly evident in educational programmes and that diverse aspects of Ireland's cultural, built and natural heritage are represented. The Heritage in Schools (HIS) programme has successfully operated at primary level for many years, connecting heritage specialists with schools to deliver engaging educational workshops. Through this Request for Tender, we seek to establish in 2026 a robust framework for delivery of the Heritage Council's new Heritage in Schools post-primary programme.

1 B. OVERVIEW OF THE PROGRAM

The Heritage in Schools Post-Primary (HISPP) programme provides a panel of heritage specialists with expertise relating to natural, built and/or cultural heritage, who visit post-primary schools to provide students with learning experiences that help them to discover and appreciate their own heritage. Through these learning experiences heritage specialists share their expertise and cater to the post-primary curriculum. The explicit aims of the programme are:

1. To generate a greater awareness of and appreciation for heritage (in its various expressions) in post-primary schools. This involves encouraging students and their teachers to engage with local, national, and international heritage (as appropriate to the curriculum, and via the use of appropriate pedagogical methods, such as active and/or place-based learning where possible);
2. To offer opportunities for students and teachers to enhance their heritage-related subject knowledge by engaging with (a) heritage directly and (b) the expertise of heritage specialists;
3. To leverage heritage's curricular connections to support delivery of the post-primary curriculum, manifesting the benefits of heritage in education.

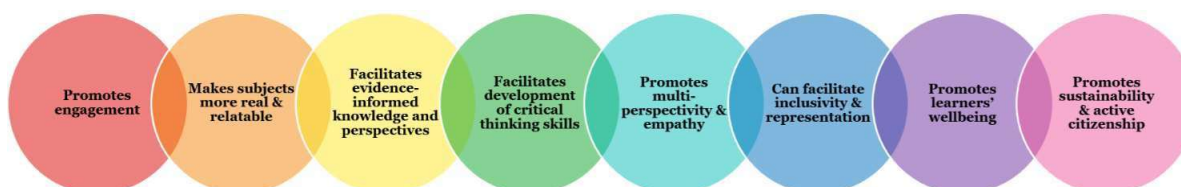


Fig. 1.1. The benefits of heritage in education

Collectively, the programme's panel offers visits across all year groups at post-primary, catering to a wide range of curricular subjects. This reflects that heritage has manifold connections to subject areas as diverse as history, geography, Gaeilge, English, art, civic and political education, technology and

music, across Junior and Senior Cycles, including Transition Year. Visit types on offer include full day visits (5hrs +), half day visits (3-4hrs) and short session visits (1-2hrs). HISPP co-funds visits with schools at the following rates:

	Full day visit (5hrs+)	Half day visit (3-4hrs)	Short session visit (1-2hrs)
Cost to school (non-DEIS)	€100	€65	€35
Cost to Heritage Council	€150	€110	€60
Cost to DEIS school	€60	€45	€20
Cost to Heritage Council	€190	€130	€75
<i>Total cost of visit</i>	<i>€250</i>	<i>€175</i>	<i>€95</i>

Additionally, specialists are compensated for travel by The Heritage Council at a rate of €0.434 per km to a maximum distance of 241km per return journey. Subject to prior agreement with The Heritage Council, it may be appropriate for some specialists to charge schools an additional fee for workshop materials costs (e.g. for willow weaving).

HISPP specialists leverage their own heritage expertise to design and offer workshops which will meet schools' needs and develop students' skills and their understanding and appreciation of heritage and its curricular connections. Applicants will indicate what visit types, year groups, curricular subjects and geographical locations they wish to serve when applying to join the panel. While many visits take place in the classroom and on school grounds, some visits take place in the local area (e.g. ecology surveys in a local habitat, or built heritage and history tours of the local town etc.). An important feature of HISPP visits is that students are actively engaged in learning (e.g. via active, experiential, inquiry-based learning etc.) and are provided with opportunities to explore their own (e.g. local) heritage.

Heritage specialists are booked directly by participating schools using the Heritage in Schools website. The process involves schools browsing a catalogue of profiles for specialists, and then making direct contact with specialists to enquire about availability and options. Once a school and specialist have provisionally agreed to a visit, the school makes a formal booking via the Heritage in Schools website, and this is processed and confirmed by the Heritage in Schools team.

Specialists on the panel are required to deliver a minimum annual (calendar year) visit requirement of 10 visits. Specialists will be required to agree to the terms and conditions listed below if successful in their application to participate in the Heritage in Schools programme. The Heritage Council will provide introductory training to successful Applicants during onboarding. The Heritage in Schools team will collect visit feedback from participating schools, and in line with policy, this data will be utilised for quality assurance purposes.

Please note that the Heritage in Schools programme's primary stream has similar, but slightly different aims, pricing and curricular focus. This is owing to the different contexts and curricula at primary and post-primary levels. Full details of the programme's primary stream will be issued in future documentation in 2027 when applications open for the primary programme. In the meantime, more information on the programme at primary level can be found at www.heritageinschools.ie.

2. FRAMEWORK STRUCTURE AND DURATION

2.1 Framework Type

This competition will establish a single framework with one panel stream:

- Post-Primary Programme: Heritage specialists delivering heritage education workshops to groups of students in post-primary schools

2.2 Inception Schedule

- Post-Primary Programme: Framework to be inceptioned in 2026

2.3 Duration

The framework will be established for an initial period of 14 months, with the option to extend for 1-year periods, up to three times (maximum total duration: 4 years and 2 months). It is anticipated that the framework will be inceptioned during the academic year 2026/27, and will run until the end of the calendar year 2027, if extensions are not applied. Extensions may be applied at the Heritage Council's discretion.

2.4 Estimated Value

The estimated total value of services purchased under this framework is in the region of **€393,800 (ex. VAT)** over the maximum lifetime of the framework. Without the application of extensions, the

anticipated value of services purchased **under the framework** (up until the end of the calendar year 2027) is estimated to be in the region of **€88,300 (ex. VAT)**. These figures are provided strictly for indicative purposes only, as there is no guaranteed expenditure under the framework.

2.5 Use of the Framework

The Heritage Council will use this framework as and when requirements arise. However, there is no obligation upon the Contracting Authority to make use of this framework or to guarantee any minimum volume of work to successful Applicants.

3. SCOPE OF SERVICES

3.1 Overview

The Heritage Council seeks to engage suitably qualified and/or experienced Applicants to deliver heritage-based educational workshops for post-primary schools across Ireland. These workshops will promote one or more aspects of heritage and serve the relevant curriculum for each educational level being served.

3.2 Applicants Requirements

We accept applications from independent contractors, sole traders, single-person companies and other small companies with relevant heritage expertise. Each individual expert will apply individually and will be assessed on their own unique merits (not on the expertise held within a company structure).

Individual applicants must be able to:

1. Plan and deliver engaging, age-appropriate educational workshops which promote one or more aspects of heritage and serve the post-primary curriculum as appropriate to the intended year/subject groups
2. Effectively communicate with schools and teachers about their offerings and how they might meet schools' and teachers' needs and wants, including students' learning needs, via their heritage-based educational workshops
3. Demonstrate expertise in one or more areas relating to heritage, including but not limited to:
 - o Cultural heritage
 - o Built heritage
 - o Natural heritage
 - o Specific disciplines such as: archaeology and material culture, history and archives

(family, local, national), Irish language, traditional literature, folklore, Irish traditional music, heritage conservation (cultural, built and natural), geology, ecology, biology, biodiversity, traditional crafts (e.g. dry stone walling, thatching, woodworking and traditional carpentry, blacksmithing, signwriting, etc.)

4. Travel to schools or other appropriate locations agreed with schools to deliver heritage-based workshops
5. Familiarise themselves with and adhere to the Heritage in Schools operating systems, policies and procedures

3.3 Stream-Specific Requirements

Post-Primary Stream:

- Workshops aligned with the Junior Cycle and Senior Cycle curricula, including Transition Year
- Clear curricular connections to relevant subjects and their learning outcomes (e.g. History, Geography, Science, Gaeilge, Art, English, CSPE, etc.)
- Understanding of pedagogical approaches appropriate for young people aged 12-18
- Ability to adapt delivery for different year groups and ability levels

4. QUALIFICATIONS AND EXPERIENCE

We accept applications from independent contractors, sole traders, single-person companies and other small companies with relevant heritage expertise. Each individual expert will apply individually and will be assessed on their own unique merits (not on the expertise held within a company structure).

4.1 Heritage Expertise - Route A (Qualifications)

Each supplier must be sufficiently capable in their respective heritage discipline(s). For disciplines where formal qualifications are the norm, applicants should demonstrate their expertise by providing proof of formal qualifications (e.g. further education and training, vocational education and training, higher education) in the form of certificates or other appropriate official documentation.

For submitted qualifications to be recognised for scoring purposes, they must be able to be placed on or compared with the National Framework of Qualifications (NFQ). Qualifications from outside Ireland will be identified and compared to a level on the NFQ via the NARIC Ireland database.

4.2 Heritage Expertise - Route B (Portfolio)

The Heritage Council recognises that in exceptional circumstances, some specialisms may have been developed via experience and without the awarding of any formal qualifications. Therefore, Applicants without formal qualifications but with demonstrable heritage-related expertise are permitted to submit a portfolio.

The portfolio must include:

1. Two reference letters from authoritative referees (e.g. references from recognised/qualified discipline experts, accrediting bodies, customer testimonials, etc.) attesting to the applicant's expertise and experience in their heritage-related discipline(s)
2. Three examples of their heritage-related work in appropriate and accessible formats (e.g. photos, text, links to online content/audio/video, etc.)

The Heritage Council reserves the right to contact identified referees and customers at its discretion, and to accept or reject these references for consideration in the assessment process, as it deems appropriate.

5. ELIGIBILITY REQUIREMENTS

5.1 Eligibility Statement

This framework is open to independent contractors, sole traders, single-person companies and other small companies with relevant heritage expertise, where the service is delivered by named individual experts. Each individual expert will apply individually and will be assessed on their own unique merits (not on the expertise held within a wider company structure).

5.2 Public Sector Employees

Please be aware that it is the Applicant's responsibility to ensure that he or she is eligible under public sector employment rules, especially the One-Person One-Salary rule.

Applicants cannot apply if they are a full-time permanent public servant. Part-time/casual/temporary public employees and retired public servants may apply but must ensure compliance with the "one person, one salary" principle. By applying, you confirm your eligibility. False declarations will result in removal from the panel.

5.3 Heritage Council Funding Recipients

Applicants who are in receipt of funds from The Heritage Council via another Heritage Council programme, project or initiative, including via any of the grant schemes, must declare this in their

application.

Such applicants may be eligible, subject to:

- Clear ring-fencing of activities to avoid double-funding
- Formal conflict of interest assessment and management by the Heritage Council
- Approval by the Heritage Council on a case-by-case basis

5.4 Sub-contracting and Pair Working

Sub-contracting by Applicants on the Heritage in Schools panel **is not permitted**.

Empanelled Applicants who require a partner to deliver their programme must apply to the Heritage Council outlining the added benefit in terms of extended reach or depth of learning that would merit the additional cost to the Heritage Council and how this added value will be demonstrated.

For the purposes of this competition to join the Heritage in Schools panel, individuals must apply separately, even where they are associated with a small company. Applicants with qualifying circumstances who intend to apply to work in pairs are encouraged to indicate this to The Heritage Council in their applications. If successful, once empanelled, Applicants with qualifying circumstances who wish to work in pairs will have the option of formally applying to The Heritage Council for access to this accommodation.

5.5 Reasonable Accommodations

The Heritage Council is committed to ensuring that the application process and framework operation are accessible to all. Applicants who require reasonable accommodation at any stage of the process (application, interview, delivery) should contact the Heritage Council to discuss their requirements. All requests will be considered in line with relevant legislation and good practice in accessibility.

6. SELECTION AND AWARD CRITERIA

6.1 Overview

Awarding of places on the framework will be based on a successful application, followed by a successful interview, and is subject to panel capacity (maximum 100 places per stream). The Most Economically Advantageous Tenders will be assessed based on the quality of applications and interviews. Price is not a criterion in the evaluation, as fees and rates are set by The Heritage Council.

The evaluation process comprises:

- 1. Mandatory Selection Criteria (Pass/Fail)**
- 2. Award Criteria - Written Application Assessment (Scored)**

3. Award Criteria - Interview Assessment (Scored)

6.2 Mandatory Selection Criteria (Pass/Fail)

All applicants must satisfy the following mandatory requirements:

6.2.1 Safeguarding Declaration and Training

It is a mandatory requirement that applicants:

- A) Complete a safeguarding declaration (see Section 6.2.5 below), AND
- B) Submit a valid Children First training certificate in their name, with a minimum of two years until expiry from the date of application

Failure to meet both requirements will result in automatic exclusion from the competition.

6.2.2 Applicant & Funding Declaration

Applicants must complete the following declaration:

"I confirm that I am applying to join the Heritage in Schools panel either:

- *as an independent contractor / sole trader, or*
- *on behalf of a small company or single-person company,*

and that the named individual expert(s) in this application will be the person(s) delivering visits. I acknowledge that each individual expert will be assessed on their own unique merits and that assessment will not be based on any wider team or company resources.

I understand that this panel is not open to larger organisations (including medium or large companies, public bodies, NGOs or consortia) and that it is not a mechanism for such organisations to secure work on behalf of multiple staff.

I also agree to disclose via this application whether I am the direct recipient of funding from The Heritage Council via any other programme or funding stream, other than Heritage in Schools. In the event that my application is successful, I agree I will notify the Heritage in Schools Programme Manager immediately should I become a recipient of any such funds during my time on the Heritage in Schools panel."

Responses: I agree / I do not agree (tick as appropriate).

Failure to agree to this declaration will result in automatic exclusion.

6.2.3 Tax Compliance

Applicants must demonstrate tax compliance through one of the following routes:

Option 1: Confirm tax compliance status verifiable through Revenue's online facility, providing:

- Tenderer Name

- VAT Registration or Tax Reference Number (PPSN)
- Access Number

Option 2: Hold a current valid Tax Clearance Certificate (generally relates to non-residents), providing:

- Registration Number
- Certificate Number

Option 3: Confirm that they have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request

6.2.4 Financial Capacity

Applicants must confirm financial standing ensuring the applicant has the financial capacity to pay debts as they fall due. Evidence may be required prior to confirmation to the panel, by way of auditor's letter or equivalent.

6.2.5 Safeguarding Declaration Text

"I declare that:

- I have never been convicted of, nor am I currently under investigation for, any offence that may pose a risk to children or young people
- I have never been the subject of any safeguarding-related disciplinary action or professional misconduct finding
- I agree to comply with all safeguarding and child protection policies, including Children First: National Guidance for the Protection and Welfare of Children, and with The Heritage Council's Safeguarding Statement and Child Protection Policy
- I understand that Garda Vetting is required and that my engagement is subject to its successful completion
- The information I have provided is true and complete, and I understand that providing false or misleading information may result in exclusion from the recruitment process or termination of engagement"

(All boxes must be ticked)

6.2.6 Statutory Obligations Declaration

Applicants must confirm full compliance with the following legislation (or equivalent legislation in their country of establishment/operation):

- Employment Equality Acts 1998-2011
- Equal Status Acts 2000-2011
- National Minimum Wage Act 2000 as amended

- Organisation of Working Time Act 1997 as amended
- Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007
- Disability Act 2005
- General Data Protection Regulation 2016/679

6.2.7 Conflicts of Interest and Anti-Collusion

Applicants must declare:

- That they have no conflict of interest (personal, financial or organisational) that would impair objective performance of the contract
- Compliance with ethics legislation and non-canvassing rules during the procurement process
- That the application has been prepared independently without collusion with other applicants

6.3 Award Criteria - Written Application Assessment

Applications will be scored for evidence of applicants' heritage expertise, youth engagement experience, and written communication skills and programme understanding. These are the core criteria for scoring, weighted double to reflect their fundamental importance.

Additional criteria (bonus marks) are awarded for attributes that address identified gaps in provision: Irish language proficiency, expertise in built heritage skills, expertise in inclusive heritage, and teaching qualifications.

Table 1: Application Assessment Scoring Matrix

Criteria	Assessment	Marks	Weight	Total
<u>Core Criteria</u>				
Heritage expertise	Route A (qualifications) OR Route B (portfolio)	10	X2	20
Youth engagement experience	Details of relevant experience	10	X2	20
Written communication & programme understanding	Draft specialist profile text	10	X2	20
<u>Additional Criteria</u>				
Irish language proficiency bonus	Qualifications OR TEG self-declaration + willingness to deliver through Irish	5	X1	5

Built or inclusive heritage skills gap	Self-declaration of specialism	8	X1	8
Teaching qualifications	Teaching/education qualifications	2	X1	2
Total marks available				75
Threshold for interview				30 (40%)

6.3.1 Heritage Expertise (10 marks, multiplied by 2 = 20 marks)

Route A - Provision of Qualifications:

1 mark awarded per NFQ Level in submitted heritage-related qualifications to a maximum of 10 marks.

Multiple qualifications can be counted, up to total award of 10 marks.

Route B - Submission of Portfolio:

- 4 marks awarded for references from authoritative sources (including customer testimonials where relevant) attesting to heritage-related expertise and/or experience of applicant
- 6 marks awarded for evidence in submitted examples of work attesting to heritage-related expertise and/or experience of applicant

6.3.2 Youth Engagement Experience (10 marks, multiplied by 2 = 20 marks)

Applicants must list relevant experience (calendar years involved and description):

Post-Primary Stream applicants:

- 2 marks per calendar year with relevant experience serving a post-primary school setting
- 1 mark per calendar year with relevant experience serving a youth engagement or education context other than post-primary (e.g. a primary school setting, Youth Reach, youth clubs, further or higher education etc.)

A maximum of 5 years' experience will be counted for scoring purposes, with priority given to those years spent serving the relevant context (i.e. post-primary).

Note: Relevant experience refers to experience the assessors deem to be sufficiently analogous to, or formative with regard to transferable skills and/or knowledge which would facilitate the delivery of heritage-based educational workshops at the relevant level.

6.3.3 Written Communication Skills & Programme Understanding (10 marks, multiplied by 2 = 20 marks)

Applicants must submit draft profile text describing their offering on Heritage in Schools to schools.

This will be assessed on:

i) Clarity, conciseness and informativeness of profile text (5 marks):

Indicative content regarding informativeness includes:

- Type of visits offered
- Heritage discipline and activities cited
- Nature/location of visits offered
- Information around additional materials costs for relevant specialisms/workshops

Clarity and conciseness measured by reader experience and understanding of text.

ii) Relevant curricular connections and reference to student learning (5 marks):

Indicative content includes:

- Reference to curricular levels and curricular subjects relevant to the heritage offering
- Appropriate reference to relevant curricular documents (e.g. links between the heritage covered and specific learning outcomes or strands, and/or curriculum assessment tasks)
- Reference to, or relevant description of appropriate pedagogical methods and student learning (e.g. connections with active, experiential, enquiry-based learning as appropriate to the heritage discipline)

For post-primary applicants, explicit connections to Junior Cycle, Senior Cycle and/or Transition Year requirements are expected.

Note: Core marking totals 60 marks after weights applied (i.e. 6.3.1, 6.3.2 & 6.3.3).

6.3.4 Additional Criteria (Bonus Marks - Up to 15 marks available)

Policy Justification for Additional Criteria:

These criteria reflect strategic priorities identified in the Heritage Council's strategic plan Our Place in Time: Heritage Council Strategic Plan 2023-2028 and national policy commitments. The Heritage Council is committed to proportionality and transparency in award criteria, ensuring that all weightings are justified by contract objectives and policy commitments.

- Irish language proficiency (5 marks, 6.7% of total): Reflects the commitment in Our Place in Time that "the Irish language is clearly evident in our funded programmes" and supports compliance with the Official Languages Act 2003 (as amended). This weighting

recognises the policy importance of Irish-medium education provision while maintaining the primacy of core quality criteria.

- **Built heritage skills (8 marks, 10.7% of total):** Supports the commitment in Heritage Ireland 2030 to "promote our vernacular built heritage and support associated traditional skills" via increased "heritage awareness in school curricula". Programme data indicates under-representation of traditional built heritage skills in current provision, and this weighting addresses an identified gap.
- **Inclusive heritage (8 marks, 10.7% of total):** Reflects the Heritage Council's commitment to "support and enable heritage-based education and civic engagement that is inclusive and accessible to all". This criterion addresses the need to ensure diverse heritage perspectives are represented in educational programming, promoting equality and social inclusion objectives.
- **Teaching qualifications (2 marks, 2.7% of total):** Recognises research and piloting data collected by the Heritage Council highlighting that the use of appropriate pedagogical methods (e.g. active learning) in visits is seen by teachers as a particularly important feature for Heritage in Schools, particularly at post-primary level. This modest weighting acknowledges pedagogical expertise while recognising that heritage expertise remains the primary requirement.

Total additional criteria: 15 marks (20% of application score), ensuring that core quality criteria (heritage expertise, youth engagement experience, and written communication) **remain predominant at 60 marks (80% of application score).**

Irish Language Proficiency (5 marks maximum):

Two possible routes:

- ***Route A: Provision of Irish language qualifications***
 - o 2 marks for Irish language qualification at Level 5 NFQ
 - o 5 marks for Irish language qualification at Level 6 NFQ or higher
- ***Route B: Self-declaration using TEG framework ([link to TEG self-test will be provided](#))***
 - o 2 marks for TEG Level B2
 - o 5 marks for TEG Level C1

Note: To be awarded any bonus marks for Irish language proficiency, applicants must also declare that they are willing and able to conduct visits fully through Gaeilge in Irish language medium post-primary schools (i.e. Gaelcholáistí).

Built or Inclusive Heritage Skills Gap (8 marks):

Awarded if specialism on offer is:

- A traditional built heritage skill (e.g. dry-stone walling, thatching, traditional carpentry, lime plastering, etc.), OR
- Focused on the heritage of one or more underrepresented/marginalised groups

Applicants must explicitly identify the skill or group in their application.

Teaching/Education Qualifications (2 marks maximum):

- 1 mark for applicants with a teaching/education qualification at NFQ Level 5 or 6
- 2 marks for applicants with a teaching/education qualification at NFQ Level 7 or above

Note: The award criteria outlined in Section 6.3 apply to the post-primary stream only.

6.4 Interview Threshold and Invitation

All applicants who:

- Pass all mandatory selection criteria (Pass/Fail), AND
- Score $\geq 30/75$ on written application assessment (40% threshold)

will be invited to interview.

Where the number of qualifying applicants exceeds interview capacity of 100 for the post-primary stream (owing to practical constraints around interviewing capacity and timelines), the top-scoring 100 applicants will be invited to interview.

This rule is non-discretionary and will be applied consistently to all applicants. There is no discretion to invite applicants below the threshold or to exclude applicants who meet the threshold (subject only to the capacity cap stated above).

Tie-breaker provisions:

In the event of a tie, priority will be given in the following order:

1. Applicants with heritage-related qualifications over those without
2. Among those with qualifications, applicants with the highest NFQ Level heritage-related qualifications
3. Applicants who were awarded bonus marks over those who were not, prioritising categories in this order:
 - Built/inclusive heritage skills gap
 - Irish language proficiency

- Teaching qualification

6.5 Award Criteria - Interview Assessment

6.5.1 Interview Structure

Applicants who are invited to interview will be interviewed in person (or via video conferencing where necessary for accessibility or other exceptional reasons) by a panel of between 2 and 4 assessors. Interviews will use standardised interview scoring sheets and will last approximately 25 minutes. Interviews will assess three competency domains through a series of 6 questions. Each question will assess one or more competency domains, and responses will be graded separately for quality in respect of each domain being assessed.

6.5.2 Competency Domains

Table 2: Interview Competency Domains

Competency Domain	Description
Communication Skills	Demonstrates the ability to communicate effectively relevant and important information, while being sufficiently clear, comprehensive and concise.
Understanding of the Role	Demonstrates appropriate and sufficient understanding of the role, including how the programme will operate and their role in delivering it. This includes having a well-developed understanding of their own offering, how it fits the Heritage in Schools programme template, how it relates to heritage, how it will engage students, and how it will serve the curriculum at the relevant stages in post-primary
Commitment to the HIS Programme	Demonstrates a willingness to meet the requirements of the programme and The Heritage Council and to be flexible and adaptable to ensure high-quality visits are delivered and the Heritage in Schools programme is successful.

6.5.3 Scoring Scale

Each question response will be graded for quality using the following scale:

Table 3: Interview Quality Scoring Scale

Quality Descriptor	Excellent	Very Good	Good	Fair	Poor	Unacceptable
Marks	5	4	3	2	1	0

In total, 60 marks are available for the competency domain questions, **with 20 marks per competency domain**.

6.5.4 Interview Pass Requirements

To pass the interview stage, applicants must achieve:

1. Overall minimum score: 36/60 (60%)
2. Minimum score per competency domain: 8/20 (40%) in each of the three domains
3. No zero scores on any individual question

Failure to meet any of these thresholds will result in exclusion from the framework.

6.5.5 Interview Governance

Interviews will be conducted according to the following governance arrangements:

- Minimum of two assessors per interview panel
- Independent scoring followed by discussion to agree final mark per competency
- Use of standardised interview record sheets
- Document retention in accordance with public procurement requirements
- Reasonable accommodation for candidates with disabilities as requested
- Where multiple interview panels are used (for high application volumes), moderation processes will be employed to ensure consistency of standards across panels

6.6 Final Ranking and Framework Placement

Successful applicants (those who pass all mandatory selection criteria and achieve the required interview thresholds) will be ranked according to their combined total score from:

- Written Application Assessment (maximum 75 marks)
- Interview Assessment (maximum 60 marks)
- Total available: **135 marks**

Places on the framework will be awarded in order of final ranking, up to the maximum capacity of 100 places for the post-primary panel.

Note: The interview details, award criteria and final ranking details outlined in Sections 6.4, 6.5 and 6.6 apply to the post-primary stream only.

7. POST-INTERVIEW REQUIREMENTS

Successful applicants at interview will be required to complete the following before being formally appointed to the framework:

7.1 Garda Vetting

All successful Applicants must complete Garda Vetting through the Heritage Council's registered vetting process. The Heritage Council will facilitate this process. Engagement is conditional upon successful completion of Garda Vetting.

7.2 Confirmation of IT and Operational Capacity

Applicants must confirm they have:

- Access to appropriate IT equipment (computer, internet connection) for programme administration
- Ability to use the Heritage in Schools booking and management system
- Access to reliable transport to travel to schools
- Appropriate insurance (Public Liability as relevant to their activities)

7.3 Induction and Training

All successful Applicants must attend:

- Heritage in Schools induction session (date to be notified)
- Any additional training sessions required by the Heritage Council (e.g. updates to policies, procedures, safeguarding)

Failure to attend required induction and training will result in non-appointment or removal from the panel.

8. FRAMEWORK OPERATION

8.1 Service Delivery Model

Booking Process:

- Schools browse specialist profiles on the Heritage in Schools website

- Schools contact specialists to discuss availability and visit requirements
- Schools submit a booking request directly through the online booking system
- Specialists review and approve/reject booking request via the online booking system
- The Heritage Council review and approve/reject booking request
- If approved, visit takes place
- Specialist submits claim form with school confirmation
- Heritage Council processes payment

Visit Parameters:

- Maximum number of visits per specialist per calendar year across the framework: 175.
This figure is subject to change and is at the absolute discretion of The Heritage Council.

- Minimum engagement requirement: Applicants must be available to deliver at least 10 visits per calendar year to remain active on panel.

- Geographic coverage: Applicants should indicate their preferred geographic area of operation, though willingness to travel to multiple regions is desirable.

Fees and Expenses:

- Visit fees: See table below for post-primary visit fees only.
- Travel expenses: Reimbursed at €0.434 per km up to a limit of 241km per return journey
- Materials costs: Subject to prior agreement with The Heritage Council, it may be appropriate for some Applicants to charge schools an additional fee for workshop materials costs (e.g. for willow weaving).

Rates table (post-primary visits):

	Full day visit (5hrs+)	Half day visit (3-4hrs)	Short session visit (1-2hrs)
Total visit fee (including school's contribution)	€250	€175	€95
<i>Breakdown:</i>			
<u>Visits to non-DEIS schools</u>			
School's contribution	€100	€65	€35
Heritage Council's contribution	€150	€110	€60
<u>Visits to DEIS schools</u>			
School's contribution	€60	€45	€20
Heritage Council's contribution	€190	€130	€75

Note: in the case of promotional visits which are free for schools, The Heritage Council will reimburse the specialist for the total visit fee and the aforementioned travel expenses. Materials costs will not be covered by The Heritage Council.

8.2 Quality Assurance

The Heritage Council operates a comprehensive quality assurance framework:

Feedback Collection:

- Teachers complete brief online feedback forms after each visit
- Feedback is monitored by Heritage Council staff
- Feedback is shared with Applicants (anonymised where appropriate)

Performance Monitoring:

- Visit numbers and completion rates
- Feedback scores and comments
- Timeliness of responses to booking requests
- Compliance with policies and procedures
- Attendance at required training/meetings

Performance Standards:

- **Quality:** Applicants are expected to meet minimum quality standards. These standards are reflected by the quality of the visit feedback received from participating schools.
- **Response time to The Heritage Council:** Within 7 days
- **Compliance with safeguarding and administrative requirements:** 100%

8.3 Grounds for Removal from Panel

Applicants may be removed from the framework for:

1. **Safeguarding concerns:** Any safeguarding issue, breach of Children First requirements, or failure to maintain valid Garda Vetting
2. **Performance issues:** Persistent poor feedback, failure to meet minimum visit requirements, repeated complaints
3. **Non-compliance:** Failure to comply with Heritage in Schools policies, procedures or terms of engagement
4. **Breach of contract:** Material breach of any contractual terms
5. **Professional misconduct:** Behaviour inconsistent with professional standards or bringing the programme into disrepute

The Heritage Council will follow fair procedures in all removal decisions, including:

- Written notification of concerns
- Opportunity to respond
- Improvement plan where appropriate
- Formal decision with right to appeal

8.4 Annual Review

Panel membership will be subject to satisfactory annual performance review. The review will consider:

- Visit activity levels
- Feedback scores
- Compliance with requirements
- Professional development and engagement with programme

The Heritage Council reserves the right to review a Specialist's performance at any time and, where it considers performance to be unsatisfactory (acting reasonably), to suspend or remove that Specialist from the Panel with immediate effect and/or to decline to renew their membership for any subsequent year.

9. INSTRUCTIONS TO APPLICANTS

9.1 Queries

Applicants should ensure that they have read this document and any associated information available on www.etenders.gov.ie and in any relevant Open Call for Competition relating to this competition. Applicants should satisfy themselves that they have all the information required to complete this stage of the procurement process.

Requests for additional information and clarification on any matters must be made via the Questions and Answers facility on www.etenders.gov.ie. All clarifications/additional information will be issued via the etenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the etenders website.

9.2 Completing the Application Questionnaire

When completing the Application Questionnaire (see Appendix 1), applicants should note the following:

- All questions must be completed in full and with reference to other documents or other parts of the Application Questionnaire where necessary.
- All questions should be answered with relevance to the subject matter of this competition
- Where a 'Rule' is associated with a particular question, applicants must satisfy the requirements of the rule in order to remain eligible for consideration
- Applicants are permitted to add lines to pro-forma tables and boxes if required
- The Application Questionnaire must be completed in English or Irish; where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided
- Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process

9.3 Submission of Applications

Applications must be submitted via the electronic postbox available on www.etenders.gov.ie. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to email, fax, post or hand delivery) will NOT be accepted.

The closing date and time for receipt of applications is noon on Monday 6th July 2026. Applications received after this deadline will not be accepted.

9.4 Evaluation of Applications

The Heritage Council will evaluate applications in accordance with the selection and award criteria set out in Section 6 of this document.

While not being obliged to seek clarifications from applicants, the Heritage Council reserves the right, at its absolute discretion, to ask applicants for clarification or elaboration of certain responses to assist in evaluation, where it is considered appropriate and necessary.

However, it is emphasised that the Heritage Council will not seek clarifications where any of the essential pass requirements (mandatory selection criteria) have not been met and where they were required to be provided as part of the original application on pain of exclusion. Therefore, applicants should pay particular attention to ensure that their applications contain all required information.

9.5 Canvassing and Collusion

Any effort by an applicant to unduly influence Heritage Council personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of applications and in decisions concerning the award of framework places shall result in application rejection.

In accordance with Section 38 of the Ethics in Public Office Act 1995, any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

All applicants are strictly prohibited from discussing any aspect of their application with other applicants or otherwise exchanging information or colluding in respect of the framework. Any applicant who fails to comply with this requirement will be disqualified.

9.6 Freedom of Information

All responses to this request for tenders will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law.

The Heritage Council is subject to the Freedom of Information Act 2014. Applicants should be aware that information provided in applications and subsequent framework operation may be subject to release under FOI, subject to applicable exemptions.

Applicants are invited to consider if any of the information supplied by them should not be disclosed because of its sensitivity. If this is the case, applicants should:

- Clearly mark the sensitive information as "Commercially Sensitive" or "Confidential"
- Provide a specific explanation of why the information is sensitive and the harm that could result from disclosure
- Note which exemption(s) under the FOI Act may apply

Common examples of potentially sensitive information:

- Commercially sensitive pricing or cost information
- Confidential business strategy or methodologies
- Personal data (which is generally protected under data protection law)

The Heritage Council will consider any sensitivity claims when responding to FOI requests, but cannot provide absolute guarantees that information will not be released, as FOI decisions must be made in accordance with the Act. The Heritage Council accepts no liability whatsoever in respect of any information provided which is subsequently released under FOI or in respect of any consequential damage suffered as a result of such disclosure.

However, applicants should note that:

- The fact of participation in the competition and appointment to the framework (if successful) will generally not be treated as confidential
- Information relevant to the assessment of value for money in public spending is less likely to be exempt
- Public interest may outweigh confidentiality claims in certain circumstances

9.7 Standstill Period and Award Notification

After the evaluation process is completed, all applicants will be notified in writing of the outcome of their application. Notifications will state whether the applicant has been successful or unsuccessful and will include the overall result and, where applicable, information on how to request feedback. A **standstill period of 14 calendar days** will apply from the date on which notification of the award decision is issued to all applicants. During this standstill period, no formal appointments to the framework will be made.

Unsuccessful applicants may, during the standstill period, submit a written request for further information or clarification regarding the evaluation of their application. Any such requests should clearly state the aspects on which clarification is sought.

Following expiry of the standstill period, and subject to there being no legal challenge or other impediment, the Heritage Council will proceed to formally appoint successful applicants to the framework.

9.8 Data Protection

The Heritage Council is committed to protecting and respecting your privacy. Personal data provided in applications will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Legal basis for processing: Processing of personal data is necessary for the performance of a task carried out in the public interest (establishment and operation of the Heritage in Schools framework) and for compliance with legal obligations to which the Heritage Council is subject (public procurement law, child protection legislation, financial accountability requirements).

Personal data collected includes:

- Contact and identification information
- Qualifications and professional experience
- Safeguarding declarations and vetting outcomes
- Tax compliance information
- Performance and feedback data (for successful Applicants)

Personal data will be used solely for the purposes of:

- Evaluating applications for framework appointment
- Administering the framework and delivering the Heritage in Schools programme
- Quality assurance, performance monitoring and programme improvement
- Compliance with legal and regulatory requirements (including public procurement, child protection, financial controls, and Freedom of Information obligations)
- Statistical reporting and programme evaluation (in anonymised/aggregated form)

Disclosure of personal data:

- Personal data will not normally be disclosed to third parties without consent, except where required by law (e.g. Freedom of Information requests, audit requirements, legal proceedings, child protection concerns)
- Vetting information will be processed in accordance with National Vetting Bureau requirements
- Successful applicants' names and specialist profiles may be published on the Heritage in Schools website for the purposes of enabling schools to select appropriate Applicants

Retention periods:

- Application records (unsuccessful): 1 year from completion of competition

- Application records (successful): Duration of panel membership plus 6 years
- Panel member records: Duration of panel membership plus 6 years
- Financial records: 7 years from final payment (in accordance with financial regulations)

Data subject rights: Applicants have rights of access, rectification, erasure (subject to retention obligations), restriction, objection and portability in relation to their personal data. To exercise these rights or for further information, contact Cathy Connelly (cconnelly@heritagecouncil.ie), or in her absence Martina Malone (mmalone@heritagecouncil.ie), or see the Heritage Council's Privacy Statement at <https://www.heritagecouncil.ie/site-info/privacy-statement>.

10. TERMS OF ENGAGEMENT

10.1 Nature of Relationship

Successful applicants appointed to the framework will be engaged as independent contractors. They will not be employees of the Heritage Council. Applicants (whether acting as individuals or small companies) will be responsible for their own tax, PRSI, insurance and professional obligations.

10.2 Framework Agreement and Binding Contracts

Appointment to this framework does not guarantee any work or income. The framework creates a standing arrangement allowing the Heritage Council to engage Applicants for school visits, but the Heritage Council is not obliged to provide any minimum number of visits.

When a Legally Enforceable Agreement Exists:

- A binding contract for a specific visit is formed only when all four steps are completed:
- A participating school requests a visit from you via the Heritage in Schools platform, AND
- You accept that specific visit request, AND
- The Heritage Council approves that visit request, AND
- You deliver that visit to the school

Each approved and delivered visit constitutes a separate contract for services under the framework terms.

Payment Terms and Cancellations

You will only be paid for visits that are delivered.

- If a school cancels before delivery: no payment
- If you cancel before delivery: no payment
- If the Heritage Council rejects the visit before delivery: no payment
- If a visit is cancelled for any reason (including weather, school closure, or other circumstances beyond anyone's control): no payment and no reimbursement of preparation costs

Important: By joining this panel, you accept the risk that visits may be cancelled at short notice due to weather, school emergencies, or other unforeseen circumstances. You should not incur significant non-recoverable costs in preparing for visits until they are confirmed by all parties and weather conditions are favourable.

The Heritage Council will not reimburse travel costs, preparation time, or any other expenses for cancelled visits, regardless of the reason for cancellation or when the cancellation occurs.

10.3 No Guarantee of Work

There is no minimum or maximum volume of work guaranteed under this framework. The number of visits allocated to each panel member will depend on:

- School demand and booking patterns
- Geographic distribution of requests
- Specialist area and curriculum relevance
- Availability of the panel member
- Quality and performance considerations
- Panel capacity and distribution across specialisms

Applicants must be available to accept a reasonable number of visits (minimum engagement requirement as specified in Section 8.1) to remain active on the panel, but the Heritage Council does not commit to offering any specific number of visits to any panel member.

10.4 Tax and PRSI

Applicants are responsible for their own tax affairs and PRSI contributions as self-employed individuals. The Heritage Council will make payments to Applicants gross (without deduction of tax or PRSI), and Applicants are responsible for:

- Registering as self-employed with the Revenue Commissioners
- Declaring all income received from Heritage in Schools activities
- Making appropriate income tax returns and payments
- Paying Class S PRSI contributions as applicable
- Maintaining their own tax compliance status

Applicants confirm by acceptance of framework appointment that they understand and accept these obligations and that they will maintain tax compliance throughout their panel membership. The Heritage Council reserves the right to verify tax compliance status during the framework period.

10.5 Insurance

Applicants must maintain appropriate insurance cover relevant to their activities. The Heritage Council will specify minimum requirements for Public Liability insurance as appropriate.

10.6 Intellectual Property

Pre-existing materials: Intellectual property rights in materials, resources and workshop content developed by the panel member prior to or independently of their Heritage in Schools engagement remain the property of the panel member.

Heritage in Schools branding: Applicants may reference their Heritage in Schools panel membership in professional materials and marketing, using approved Heritage Council branding and messaging as specified in the programme guidelines. Applicants must not misrepresent the nature of their relationship with the Heritage Council or suggest endorsement beyond their panel membership.

Programme materials: The Heritage Council reserves the right to use anonymised feedback, evaluation data, and aggregated information about visit content for programme evaluation, reporting and improvement purposes, in accordance with data protection requirements.

10.7 Child Protection

Applicants must comply at all times with:

- Children First: National Guidance for the Protection and Welfare of Children
- The Heritage Council's Safeguarding Statement and Child Protection Policy
- All relevant legislation including the Children First Act 2015

Any safeguarding concerns must be reported immediately to the Heritage Council's Designated Liaison Person.

10.8 Results Notification, Feedback and Appeals

Notification of results:

- Applicants will be notified of the outcome of their written application (whether invited to interview or unsuccessful) within 6 weeks of the application closing date
- Applicants will be notified of the outcome of their interview within 6 weeks of interview date
- A standstill period of 14 calendar days will apply following notification of final framework appointment decisions, during which no formal appointments will be made

Feedback:

- Unsuccessful applicants (at either written or interview stage) may request written feedback on their performance
- Feedback requests should be submitted within 14 days of notification of outcome
- The Heritage Council will provide feedback within 15 working days of request, including:
 - o Scores achieved on relevant criteria
 - o General observations on areas of strength and areas for improvement
 - o Information on the threshold/cut-off applied

Review and appeals:

- Applicants who believe there has been a material error in the evaluation of their application may request a review
- Requests for review must be submitted in writing within the 14-day standstill period, clearly stating:
 - o The specific grounds for review (e.g. alleged error in scoring, failure to consider relevant information, procedural irregularity)
 - o The specific remedy sought
- The Heritage Council will endeavour to acknowledge review requests within 5 working days and will conduct a review of the evaluation, which may include:
 - o Re-checking calculations and scoring
 - o Reviewing the application of criteria
 - o Confirming procedural compliance
- The outcome of the review will be communicated within 10 working days of the request where practicable
- The Heritage Council's decision following review is final

This process is without prejudice to applicants' rights to seek remedies under public procurement law, including potential recourse to the High Court.

11. APPENDICES

Appendix 1A – Application Questionnaire

Section A: Applicant name

We accept applications from independent contractors, sole traders, single-person companies and other small companies with relevant heritage expertise. Each individual expert will apply individually and will be assessed on their own unique merits (not on the expertise held within a company structure).

Weighting: Pass/Fail

Pass Requirement: Applicants must complete this Section

Applicant Name: (individual or company name)	
Individual specialist's name (only complete if applicant name is a company name):	
Stream applying for :	Post-primary
Address:	
Telephone (Mobile):	
Email:	
Website (if any):	
VAT Registration number or PPSN number:	

A2 – Tax Compliance

Weighting: Pass/Fail

Pass requirement: Applicants must complete the self-declaration (A5) providing information regarding their tax compliance. Please note rules on tax compliance.

A3 – Financial Capacity

Weighting: Pass/Fail

Pass requirement:

The applicant must confirm that they have the financial capacity to pay their debts as they fall due. Evidence of financial standing may be requested by the Heritage Council before admission to the panel.

For sole traders, suitable evidence may include one or more of the following:

- A recent statement of assets and liabilities (prepared by the applicant or their accountant).
- A letter from an accountant or tax adviser confirming that the applicant is trading as a going concern and is, to the best of their knowledge, able to meet their debts as they fall due.
- Recent Revenue documentation showing tax compliance (e.g. Tax Clearance details) together with confirmation from the applicant that there are no outstanding judgments or insolvency proceedings.

The Heritage Council reserves the right to request clarifications or additional information where necessary.

A4 – Insurance

Weighting: Pass/Fail

Pass requirement: Applicants should complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.

Insurance Type	Required Level
Public Liability	€6.5 million

NOTE: if applicants don't have these insurances, please confirm what insurances are in place and any reasons why these levels can't be put in place.

A5 – Self Declaration for Financial Information

Tax Compliance		
Option 1:	Yes	
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:	No	
Applicant Name:		
Vat Registration or Tax Reference Number (PPSN): Please note non-VAT registered Applicants maybe subject to schedule E taxes		
Access Number:		
Option 2:	Yes	
I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents)	No	
To this end, please confirm:		
Registration Number:		
Certificate Number:		
Option 3:	Yes	
I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request	No	
Financial Capacity		
I confirm that I have, and will maintain, sufficient financial capacity to pay my debts as they fall due. I understand that, if requested, I will provide appropriate evidence of this (for example a simple statement of assets and liabilities, or a brief letter from my accountant or tax adviser).	Yes	
	No	

Insurances Public Liability insurance at the levels set out below will be required only if you are successful, and you may confirm that you will arrange these levels if you are appointed to the panel.
I confirm that we have the following insurances in place:

Insurance Type	Level in place	Details of Excess	Expiry Date
Public Liability	€ 6.5 million		
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful.		Yes	
		No	
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.		Yes	
		No	
Please note that the Contracting Authority reserves the right to verify self-declarations regarding financial capacity prior to admittance to panel and/or award of any contract under the panel.			
Signed:			
Position:			
Date:			

A6 – Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g., where only minor amounts are involved).

1.1		Yes	No
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	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision, or control, been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		

1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		
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An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	The Economic Operator: has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social, and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social, and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		

2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior		

	contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages, or other comparable sanctions.		
2.1h	- is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Declaration re Statutory Obligations

We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		

These Declarations are made for the benefit of the Contracting Authority.

I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:

Name of Economic Operator:

Authorised Signatory:

Name in Block Capitals:

Position:

Appendix 1B: Technical Criteria – These are PASS/FAIL criteria

Section B – Mandatory Selection Criteria

Weighting:

Pass/Fail requirement to remain eligible in the competition. Applicants must provide all required documents and declarations signed as a part of **Appendix 4 – Tender Response Document (TRD)**

Tasks / documents to be completed:

- B1: Stream Selection
- B2: Public Sector Employment
- B3: Safeguarding Declaration (declaration: tick 4 boxes & sign/confirm by typing name)
- B4: Children First Training Certificate (upload)
- B5: Applicant & Funding Declaration (tick box) B6: Conflicts of Interest and Anti-Collusion (declaration)

*Submit all required documents and declarations signed as a part of **Appendix 4 - Tender Response Document (TRD)***

Section C – Award Criteria - Written Application

C1: Heritage Expertise

- Route A: Identify qualifications and NFQ level(s) and upload qualification certificates, OR
- Route B: Upload portfolio (2 reference letters + 3 work examples)

C2: Youth Engagement Experience (list with years and descriptions)

*Submit all required documents and declarations signed as a part of **Appendix 4 - Tender Response Document (TRD)***

Note, as per RFT: Applicants can be provided a link to the National Framework of Qualifications (NFQ) [here](#). Applicants who wish to establish where foreign qualifications sit on the NFQ, can consult NARIC [here](#).

C3: Written Communication and Programme Understanding

C3: Written Communication & Programme Understanding

Follow the instructions below to compile a draft profile text, which will inform schools about your offering under the Heritage in Schools programme. You will complete this profile text using our

structured template. If you would like to view similar profile texts aimed at primary schools for inspiration, visit: www.heritageinschools.ie

1) Summary (one or two sentences only – about 20-30 words):

Summarise your offering in one or two sentences. The summary text will appear on the search directory before people click into your profile so it's what will draw them onto your page. Keep in mind that a search will provide several profiles, so you want yours to stand out.

2) Introductory paragraph (about 10-50 words):

Use this section to build on the summary text, in order to give an overview of what you offer. This is where you put any extra introductory information that did not fit in the summary. Again, keep it short, but you can use this section to flesh out the above summary if you wish.

3) Heritage topics: (recommended about 50-70 words per topic; max. 200 words in total)

Identify up to three distinct topics a school can choose from, based on your heritage specialism and your intended offerings.

For example, an archaeologist on the programme might offer:

- an 'archaeological methods workshop'
- a 'local monument investigation field trip'
- a 'make your own artefact/experimental archaeology'

A historian, on the other hand might identify topics based on:

- distinct time periods
- types of history
- events such as 'The Middle Ages', 'local and oral history', 'Ireland: 1916'

Give each topic a name and then provide a short summary of what's involved. For each topic identified, you should provide a short description. This should describe what will be covered, but also make sure to include information on what students will be doing to learn about the topic. Think about what a teacher who may be interested in booking your services would want to know.

4) Year groups:

Identify which year groups you will visit. You can choose any number and combination of year groups from the following: 1st year, 2nd year, 3rd year, Transition Year, 5th year, 6th year.

5) Subject selection:

Select from our list, **up to three** post-primary curricular subject areas which most align with your offering:

- History

- Gaeilge
- Geography
- Science (including Biology, Chemistry, Physics)
- Agricultural Science
- Climate Action and Sustainable Development
- English
- Music
- Arts (including Visual Art and Drama, Film and Theatre Studies)
- Civic, Social, Political Education (including CSPE and Politics and Society)
- Religious education (including Jewish and Hebrew Studies)
- Technology subjects (including Engineering, Graphics, Wood technology, Construction Studies, Design and Communication Graphics, Technology)
- Home economics
- Classical studies and ancient languages (including Classics, Latin and Ancient Greek)
- Business studies (including enterprise)
- Modern foreign languages
- Physical education
- SPHE
- Maths and related subjects (inc. Applied Maths and Computer Science)

For more information on the post-primary curriculum and its specific constituent subjects, see:

<https://www.curriculumonline.ie/>

6) Curricular connections:

Keeping in mind the subject areas and year groups you've selected, list up to 12 specific curricular connections that your offering has. We have provided guidance below on what connections to make based on the different curricular documents at different curricular stages in post-primary.

Transition Year

For Transition Year, we recommend you review the 2024 [Transition Year Programme Statement](#), and highlight the student dimensions (pp. 11-15 of the linked document) to which your offering can contribute. For example, you could identify "Transition Year Programme Statement. Student Dimensions: Personal Growth, Being a Learner, Civic and Community

Engagement, Career Exploration.” In deciding which student dimensions are relevant to your offering, please reflect on how your offering intersects with the developmental indicators and student experiences listed under each student dimension. If you want to include further curricular connections for Transition Year, you can also choose to list those Senior Cycle key competencies (see p. 5 of document above) which align with your offering (e.g. “Senior Cycle key competencies: cultivating wellbeing, participating in society, thinking and solving problems”).

Junior Cycle subjects (1st, 2nd and 3rd years)

When making connections at Junior Cycle, we strongly recommend that you list specific *learning outcomes* from the identified Junior Cycle subject specification(s) your offering serves (for example, “Junior Cycle History. Learning outcomes: 1.4, 1.6, 1.7, 2.1, 2.6, 2.11. Junior Cycle Geography: Learning outcomes: 3.2, 3.4, 3.5. Junior Cycle Gaeilge (T2). Learning outcome 2.6.”). You can also choose to identify entire subject specification strands as a single connection where your offering contributes to delivering many of a strand’s learning outcomes (e.g. “Junior Cycle History, Strand One: The Nature of History”).

Leaving Certificate (including LCA and LCVP) subjects (5th and 6th years)

Some Leaving Certificate (Senior Cycle) subjects will have modern subject specifications with strands and learning outcomes, similar to Junior Cycle. Where this is the case, we again strongly recommend that you to highlight your offering’s connections to specific learning outcomes and/or strands, as appropriate. Where older subject curricular syllabuses are still in place, we suggest you focus on identifying relevant topics from the subject (for example, “Leaving Certificate History. Later modern Ireland. Topic 3: The pursuit of sovereignty and the impact of partition, 1912-1949”).

Note: please note that each Transition Year student dimension, Senior Cycle key competency, subject learning outcome, strand, or topic listed will be counted as a single curricular connection, and only the first 12 listed will be considered for assessment purposes.

7) Counties catered for:

Please identify those counties in the Republic of Ireland which you are willing to travel to and serve on the Heritage in Schools programme if successful in this competition. Please note travel will be remunerated at €0.434 per km up to a maximum of 241km per return journey.

8)	Additional information (please mark with a 'Y'/'N' as appropriate)
	• Caters for special needs • Provides practical/hands-on activities • Offers field trips beyond school grounds • Visits offered <i>as Gaeilge</i> (please only tick this if you can deliver fluently in a Gaelcholáiste)
9)	Contact information:
	Include the contact information you would like to communicate to schools and teachers via our programme directory.
<i>Submit all required documents and declarations signed as a part of Appendix 4 - Tender Response Document (TRD)</i>	

Section D: Additional Criteria (Bonus marks)	
	• D1: Irish Language Proficiency (if applicable – identify qualification and qualification upload and willingness declaration <u>OR</u> TEG self-declaration and willingness declaration) • D2: Built or Inclusive Heritage Skills Gap (if applicable - self-declaration with explicit identification) • D3: Teaching Qualifications (if applicable – identify qualifications and NFQ level(s) and upload qualification certificates)
<i>Submit all required documents and declarations signed as a part of Appendix 4 - Tender Response Document (TRD)</i>	

Section E: Supporting Information

- **E1 — Geographic Coverage**
- **E2 — Availability**
- **E3 — Visit Types**
- **E4 — Year Groups and Subjects**
- **E5 — Pair Working**
- **E6 — Reasonable Accommodations**
- **E7 — Heritage Council Funding Declaration**

*Submit all required documents and declarations signed as a part of **Appendix 4 - Tender Response Document (TRD)***

Section F: Previous Experience – Referees

Minimum requirement to remain eligible in the competition: Applicants should provide two professional referees who are willing and able to speak to the applicant's suitability for the Heritage in Schools programme. This may involve speaking to the applicant's heritage expertise and/or their ability to engage children and/or young people.

All fields should be completed in full. Please note that The Heritage Council may contact the relevant referees to confirm any information provided and to ascertain their perspectives on the applicants' suitability for the programme.

Referee #1

Referee Name:

Referee telephone (mobile):

Referee email:

Relationship of applicant to referee:

Year referee first met applicant in a professional context:

Any other information you consider relevant:

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Referee #2	
Referee Name:	
Referee telephone (mobile):	
Referee email:	
Relationship of applicant to referee:	
Year referee first met applicant in a professional context:	
Any other information you consider relevant:	

Section G: Declaration and Signature

By signing this document, I confirm that:

Declaration	Tick (✓)
I have read the full Request for Tender (RFT) and Applicant Guide and I understand the requirements	
The information provided in this application is accurate and complete to the best of my knowledge	
I understand that providing false or misleading information may result in exclusion from this and future competitions	
I agree to comply with all Heritage Council policies and procedures, including safeguarding, child protection, data protection and programme operating procedures	

I understand that admission to this panel does not constitute a binding and enforceable agreement and that a legally enforceable agreement will only exist when a specific visit request is accepted	
I acknowledge that the Heritage Council has the right to undertake service audits to validate performance and I agree to facilitate such audits	
I confirm that I have not canvassed any Heritage Council employee or panel member and have not colluded with any other applicant in preparing this application	
I agree to treat the details of this process as private and confidential	

Signed:			
Name (in Capital Letters):			
On behalf of:			
Address:			
Email:			
Telephone:		Date:	

Appendix 2 – Interview Assessment Framework

Interview Threshold and Invitation

All applicants who:

- Pass all mandatory selection criteria (Pass/Fail), AND
- Score $\geq 30/75$ on written application assessment (40% threshold)

will be invited to interview.

Where the number of qualifying applicants exceeds interview capacity of 100 for the post-primary stream (owing to practical constraints around interviewing capacity and timelines), the top-scoring 100 applicants will be invited to interview.

This rule is non-discretionary and will be applied consistently to all applicants. There is no discretion to invite applicants below the threshold or to exclude applicants who meet the threshold (subject only to the capacity cap stated above).

Tie-breaker provisions:

In the event of a tie, priority will be given in the following order:

1. Applicants with heritage-related qualifications over those without
2. Among those with qualifications, applicants with the highest NFQ Level heritage-related qualifications
3. Applicants who were awarded bonus marks over those who were not, prioritising categories in this order:
 - Built/inclusive heritage skills gap
 - Irish language proficiency
 - Teaching qualification

Award Criteria - Interview Assessment

Interview Structure

Applicants who are invited to interview will be interviewed in person (or via video conferencing where necessary for accessibility or other exceptional reasons) by a panel of between 2 and 4 assessors. Interviews will use standardised interview scoring sheets and will last approximately 25 minutes. Interviews will assess three competency domains through a series of 6 questions. Each question will assess one or more competency domains, and responses will be graded separately for quality in respect of each domain being assessed.

Competency Domains

Interview Competency Domains

Competency Domain	Description
Communication Skills	Demonstrates the ability to communicate effectively relevant and important information, while being sufficiently clear, comprehensive and concise.
Understanding of the Role	Demonstrates appropriate and sufficient understanding of the role, including how the programme will operate and their role in delivering it. This includes having a well-developed understanding of their own offering, how it fits the Heritage in Schools programme template, how it relates to heritage, how it will engage students, and how it will serve the curriculum at the relevant stages in post-primary
Commitment to the HIS Programme	Demonstrates a willingness to meet the requirements of the programme and The Heritage Council and to be flexible and adaptable to ensure high-quality visits are delivered and the Heritage in Schools programme is successful.

Scoring Scale

Each question response will be graded for quality using the following scale:

Interview Quality Scoring Scale

Quality Descriptor	Excellent	Very Good	Good	Fair	Poor	Unacceptable
Marks	5	4	3	2	1	0

In total, 60 marks are available for the competency domain questions, **with 20 marks per competency domain**.

Interview Pass Requirements

To pass the interview stage, applicants must achieve:

1. Overall minimum score: 36/60 (60%)
2. Minimum score per competency domain: 8/20 (40%) in each of the three domains
3. No zero scores on any individual question

Failure to meet any of these thresholds will result in exclusion from the framework.

Interview Governance

Interviews will be conducted according to the following governance arrangements:

- Minimum of two assessors per interview panel
- Independent scoring followed by discussion to agree final mark per competency
- Use of standardised interview record sheets
- Document retention in accordance with public procurement requirements
- Reasonable accommodation for candidates with disabilities as requested
- Where multiple interview panels are used (for high application volumes), moderation processes will be employed to ensure consistency of standards across panels

Heritage in Schools Post-Primary Programme Framework Agreement

Contracting Authority: The Heritage Council

Framework Title: Establishment of a Framework Panel for Heritage in Schools Post-Primary Specialists

RFT Reference: HISPP-2026-001

Framework Commencement Date: September 2026

Framework Expiry Date: December 2027

Extension Option(s): Initial term of 14 months, with option to extend for up to three additional 1-year periods, subject to applicable procurement law and the discretion of the Contracting Authority.

Programme Covered: Post-Primary only

1. Parties

This Framework Agreement is made between:

1. **The Heritage Council**, Church Lane, Kilkenny, R95 X264 (the “**Contracting Authority**”); and
2. **[INSERT FULL NAME OF SPECIALIST]**, of **[INSERT ADDRESS]** (the “**Specialist**”).

Together referred to as the “**Parties**” and each a “**Party**”.

2. Background

A. The Contracting Authority has conducted a public procurement competition for the establishment of a framework panel of Heritage in Schools Post-Primary Specialists under the above RFT.

B. The Specialist has been admitted to the framework panel following that competition, subject to the terms of this Framework Agreement.

C. The Contracting Authority wishes to set out the legal terms governing the Specialist’s admission to, and participation in, the Framework and the terms applicable to any Call-Offs under it.

3. Definitions and Interpretation

3.1 Definitions

In this Agreement, unless the context otherwise requires:

- “**Adequacy Decision**” means a decision adopted by the European Commission that a relevant third country, territory or one or more specified sectors within such third country or

international organisation ensures an adequate level of protection in accordance with Article 45 of the GDPR.

- **“Agreement”** means this Framework Agreement together with its Schedules and any documents expressly incorporated by reference.
- **“Appropriate Safeguards”** means the measures set out in Article 46 of the GDPR.
- **“Appropriate Technical and Organisational Measures”** means the appropriate technical and organisational measures referred to in Data Protection Legislation (including, as appropriate, the measures referred to in Article 32(1) of the GDPR) which may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the measures adopted.
- **“Call-Off”** means a specific booking, assignment, Visit, or block of Visits placed under the Framework in accordance with Clause 6.
- **“Commencement Date”** means the date first written above or such other date as the Parties may agree in writing.
- **“Confidential Information”** means all non-public information disclosed by one Party to the other in connection with this Agreement (and for the avoidance of doubt, includes Personal Data).
- **“Controller”** has the meaning given to it in Article 4(7) of the GDPR;
- **“Data Protection Legislation”** means the Data Protection Acts 1988 to 2018, the GDPR and, any other applicable law and regulatory requirements relating to the Processing of Personal Data and to privacy including Directive 2002/58/EC and the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011 (E-Privacy Regulations), as such legislation shall be supplemented, amended, revised or replaced from time to time and all guidance and codes of practice issued by a relevant Supervisory Authority, such as the Data Protection Commission, from time to time and which are applicable to a Party.
- **“Data Subject”** has the meaning given to it in Article 4(1) of the GDPR.
- **“Data Protection Commission”** means the Supervisory Authority in Ireland for the purposes of Article 51 of the GDPR, whose principal administrative offices are at 21 Fitzwilliam Square South,

Dublin 2, D02 RD28, Ireland, or any replacement Supervisory Authority under Data Protection Legislation, appointed from time to time in Ireland.

- **“Framework”** means the framework arrangement / panel established by the Contracting Authority pursuant to the RFT for the Heritage in Schools Post-Primary Programme.
- **“Operating Procedures”** means the programme operating rules, booking procedures, claims procedures, safeguarding procedures and any other service procedures set out in Schedule 1 and/or otherwise notified in accordance with this Agreement.
- **“Personal Data”** has the meaning given to it in Article 4(1) of the GDPR and for the purposes of this Agreement relates only to Personal Data or any part of such Personal Data Processed under this Agreement, as more particularly set out in Clause 18.1.
- **“Personal Data Breach”** means any personal data breach as described in the GDPR in respect of the Personal Data and **Personal Data Breaches** shall be interpreted accordingly.
- **“Processing”** has the meaning given to it in Article 4(2) of the GDPR, and **Processed, Process, Processes** and cognate terms shall be interpreted accordingly.
- **“Processor”** has the meaning given to it in Article 4(8) of the GDPR. **“Programme”** means the Heritage in Schools Post-Primary Programme operated by the Contracting Authority.
- **“Restricted Transfer”** means any transfer of Personal Data to countries outside of the EEA which are not subject to an Adequacy Decision, where such transfer would be prohibited by Data Protection Legislation.
- **“RFT”** means the Request for Tender and all appendices, clarifications, responses and amendments issued by the Contracting Authority for this competition.
- **“School”** means a participating post-primary school under the Programme.
- **“Services”** means the services to be provided by the Specialist under this Agreement and any Call-Off, as described in the RFT and Schedule 1.
- **“Specialist”** means the individual panel member admitted to the Framework under this Agreement.
- **“Standard Contractual Clauses”** means the contractual clauses dealing with the transfer of Personal Data outside the EEA, which have been approved by (i) the European Commission; or (ii) adopted by a Supervisory Authority such as the Data Protection Commission and approved by the European Commission under Data Protection Legislation, as may be revised, updated or replaced from time to time.

- **“Supervisory Authority”** means any court, regulatory agency or authority which, according to applicable laws and/or regulations (including Data Protection Legislation, supervises privacy issues and/or the Processing of Personal Data.
- **“Term”** means the duration of this Agreement as set out in Clause 5.
- **“Visit”** means an in-person half-day, full-day, short-session or other approved engagement delivered under the Programme.

3.2 Interpretation

3.2.1 References to legislation shall include any amendment, replacement or re-enactment of same.

3.2.2 References to the singular include the plural and vice versa.

3.2.3 Headings are for convenience only and do not affect interpretation.

3.2.4 If there is any conflict between the main body of this Agreement and Schedule 1, the main body of this Agreement shall prevail, unless expressly stated otherwise.

4. Nature of the Agreement

4.1 This Agreement governs the Specialist’s admission to and participation in the Framework. Admission to the Framework does not create any guarantee of work, minimum income, minimum volume of Call-Offs or exclusivity.

4.2 Nothing in this Agreement obliges the Contracting Authority to offer any Call-Off to the Specialist, nor obliges the Specialist to accept any proposed Call-Off, unless and until a Call-Off is formed in accordance with Clause 6.

4.3 Membership of the Framework shall be subject to review at the end of each calendar year or such other review cycle as may be specified by the Contracting Authority. Nothing in this Agreement shall entitle the Specialist to be retained on the Framework.

4.4 The Contracting Authority reserves the right to admit, suspend, remove or otherwise manage panel membership in accordance with the RFT, this Agreement and any applicable law.

5. Term

5.1 This Agreement shall commence on the Commencement Date and shall continue for the duration of the Framework, unless terminated earlier in accordance with this Agreement.

5.2 The initial term of the Framework shall be 14 months, with the option to extend for up to three additional 1-year periods, exercisable at the sole discretion of the Contracting Authority, subject to the RFT and applicable procurement law.

6. Call-Off Mechanism

6.1 A Call-Off contract shall arise only when all of the following steps have occurred:

- a participating School submits a specific Visit request through the Heritage in Schools booking system or other approved booking process;
- the Specialist accepts that specific Visit request;
- the Contracting Authority approves that specific Visit request; and
- the Visit is delivered.

6.2 No Visit shall be regarded as an approved Call-Off unless it has been properly recorded and approved through the applicable booking process. If a School does not book through the approved system, the Specialist shall not be entitled to claim payment from the Contracting Authority for that Visit unless the Contracting Authority expressly agrees otherwise in writing.

6.3 Each Call-Off shall incorporate:

- this Agreement;
- the relevant provisions of the RFT;
- the applicable Operating Procedures in force at the date of the Call-Off; and
- any specific details agreed in the booking confirmation.

6.4 The School participates as a beneficiary and co-funder within the Heritage Council call-off structure. Under normal circumstances, the School shall pay the Specialist directly for the School's contribution to the Visit fee as set out in Schedule 2. Where the Contracting Authority operates promotional visits that are entirely free to Schools, the School shall have no payment obligation and the Contracting Authority shall pay the full Visit fee to the Specialist.

6.5 If a Visit is cancelled before delivery, no payment shall be due to the Specialist unless the Contracting Authority expressly agrees otherwise in writing. The Contracting Authority shall not be liable for preparation costs, wasted travel, or other costs arising from a cancelled Visit.

6.6 Notwithstanding Clause 6.5, in the case of events beyond the reasonable control of one or more parties (including but not limited to force majeure events as described in Clause 23), the Heritage Council may, at its absolute discretion, consider potential resolutions including but not limited to partial payment.

7. Status of the Specialist

7.1 The Specialist is engaged as an independent contractor and not as an employee, worker, agent or partner of the Contracting Authority. Nothing in this Agreement shall render the Specialist an employee, worker, agent or partner of the Contracting Authority, and the Specialist shall not hold themselves out as such.

7.2 The engagement and appointment of a Specialist to provide Services under this Agreement does not create any mutual obligations on the part of the Contracting Authority to offer, or the Specialist to accept, any further contract, booking, engagement or services.

7.3 The Specialist shall be fully responsible for their own income tax, social welfare contributions, PRSI, USC, VAT (if applicable), and any other levies required by law to be paid by them, and no responsibility shall lie with the Contracting Authority in this regard.

7.4 The Specialist indemnifies the Contracting Authority against:

- any tax arising in respect of the Specialist for which the Contracting Authority is called upon to account to the relevant taxing authority; and
- any employment-related claims brought by or on behalf of the Specialist in connection with the provision of the Services.

7.5 The indemnities given by the Specialist in Clause 7.4 are uncapped and shall survive termination of this Agreement.

8. Performance of Services

8.1 The Specialist shall perform the Services with due skill, care, diligence and professionalism, and in accordance with:

- this Agreement;
- the RFT;

- the Operating Procedures;
- all applicable law; and
- any reasonable lawful instructions issued by the Contracting Authority concerning the Programme.

8.2 The Specialist shall deliver a programme of Visits that supports the post-primary curriculum, including Junior Cycle, Senior Cycle and Transition Year where applicable, and covers one or more aspects of Ireland's built, natural and/or cultural heritage.

8.3 Unless otherwise approved in writing by the Contracting Authority, the Specialist shall work with a maximum of 30 students at a time.

8.4 The Specialist shall have basic IT skills and access to email and internet facilities sufficient to operate the online booking and claims system and to communicate effectively with the Contracting Authority and participating Schools.

8.5 The Specialist shall respond to queries from the Contracting Authority within seven days, or within such shorter period as may reasonably be required in urgent safeguarding or operational situations.

9. Safeguarding, Child Protection and Garda Vetting

9.1 The Specialist shall comply with all legal and statutory requirements relating to the protection and welfare of children and young people, including Children First and any applicable child protection legislation, guidance or policy.

9.2 The Specialist shall complete and maintain the required Children First training and any refresher or successor training specified by the Contracting Authority.

9.3 The Specialist shall familiarise themselves with and comply with the Contracting Authority's Child Protection Policy, Safeguarding Statement and any Programme-specific safeguarding procedures.

9.4 The Specialist shall provide all information required for Garda Vetting and acknowledges that participation in the Framework and/or individual Call-Offs is conditional upon satisfactory vetting where required.

9.5 The Specialist shall carry any official Programme identification card when visiting Schools, where such card is issued by the Contracting Authority.

9.6 The Contracting Authority may suspend the Specialist from the Framework immediately where safeguarding concerns arise, pending investigation.

9.7 Complaints Procedure:

9.7.1 Teachers or Principals who wish to make a formal complaint in relation to the conduct of a Heritage in Schools Specialist while organising or delivering a Heritage in Schools Scheme visit (virtual or in person) may do so by email to the Programme Manager within 30 days of the incident from which the complaint arises.

9.7.2 Any serious complaints received by the Heritage Council will be directed to the appropriate authorities in the first instance.

9.7.3 Only complaints directly related to the conduct of a Heritage in Schools Specialist while organising or delivering a Heritage in Schools Scheme visit (virtual or in person) will be considered.

9.7.4 The Programme Manager will review each complaint to determine if it is a valid complaint. If the Programme Manager concludes that the complaint is trivial, vexatious, or not made in good faith, a decision will be made not to investigate the complaint.

9.7.5 Upon receipt of a valid complaint, the Heritage in Schools Programme Manager shall, within 5 working days:

- acknowledge receipt of the complaint to the complainant and outline the steps proposed for investigating the complaint and the time limits for completion of the investigation; and
- inform the Heritage in Schools Specialist that a complaint has been received and outline the steps proposed for investigating the complaint and the time limits for completion of the investigation.

9.7.6 If deemed necessary, school visits and bookings may be suspended until the complaint has been investigated.

9.7.7 The Heritage in Schools Programme Manager shall seek the consent of the complainant and the Specialist to share relevant information for the purposes of the investigation.

9.7.8 The Heritage in Schools Programme Manager shall seek the consent of the complainant and the Specialist in finding an informal resolution of the complaint.

9.7.9 At the end of the investigation, the Heritage in Schools Programme Manager will provide a report of their investigation to the complainant and the Specialist. The report will include any recommendations needed to resolve the matter and an invitation to the complainant and the Heritage Specialist to raise questions about any issues.

9.7.10 The Specialist shall cooperate fully with any investigation and shall provide all information and documentation reasonably requested by the Programme Manager within the timescales specified.

9.7.11 Should the complainant or the Heritage Specialist be dissatisfied with recommendations made following the investigation, the recommendations may be appealed to the CEO. Any such appeal should be made within 5 working days in writing.

10. Insurance

10.1 The Specialist shall maintain throughout the Term and throughout any Call-Offs the insurance levels required by the RFT and/or notified by the Contracting Authority, including at minimum:

- Public Liability Insurance: €6.5 million with a specific indemnity to the Contracting Authority

10.2 The Specialist shall provide evidence of insurance cover on request and shall immediately notify the Contracting Authority of any lapse, cancellation, avoidance or material change in cover.

10.3 Failure to maintain the required insurance shall be deemed a material breach of this Agreement and may result in immediate suspension or termination in accordance with Clause 22.

11. Fees, Expenses and Payment

11.1 Fees payable for Visits, and the contribution payable by Schools and by the Contracting Authority respectively, shall be as set out in Schedule 2 or such other schedule as may be issued with the final contract documentation.

11.2 The operating model provides that the School pays the Specialist directly after each Visit for the School contribution, and the Specialist claims the balance from the Contracting Authority through the approved online system.

11.3 Claims must be submitted through the approved online system within 14 days of the relevant Visit and must include all supporting information required by the Operating Procedures.

11.4 Travel, tolls and ferry costs shall only be reimbursed in accordance with Schedule 2 and the Operating Procedures. Accommodation costs shall not be reimbursed unless expressly approved in writing in advance by the Contracting Authority.

11.5 The Contracting Authority shall use reasonable endeavours to process valid claims within 15 working days in accordance with its supplier payment policy.

11.6 Specialists shall only be paid in respect of Services actually delivered. No payment shall be made for cancelled Visits and the Contracting Authority shall not reimburse preparation costs, travel costs or other expenses arising from cancelled Visits, except where expressly authorised by the Contracting Authority in writing.

11.7 The fee rates set out in Schedule 2 may be amended during the Framework term following review by, and at the discretion of, the Contracting Authority. The Contracting Authority shall provide written notice of any fee amendments to all Framework members with reasonable notice prior to implementation.

11.8 This contract is for the provision of education to children and young people and is therefore exempt from VAT. The Specialist is fully responsible for their own income tax, social welfare contributions, PRSI, USC, and any other levies required by law to be paid by them, and no responsibility lies with the Contracting Authority in this regard.

12. Booking, Claims and Operational Procedures

12.1 The Specialist shall comply with the booking and claims process specified in Schedule 1, including use of the Heritage in Schools online booking system.

12.2 The Specialist shall not be entitled to claim payment for any Visit that has not been properly booked and approved through the system, unless otherwise agreed in writing by the Contracting Authority.

12.3 The Specialist shall complete all claim documentation accurately and fully, including Visit summaries, variations, travel details and supporting records.

12.4 The Specialist shall obtain and retain the required school confirmation / Visit confirmation documentation in the form specified by the Contracting Authority.

12.5 The Visit Confirmation Form is an administrative template for operational purposes and does not form a contractual appendix to this Agreement.

13. Panel Capacity, Minimum Activity and Annual Review

13.1 The Contracting Authority may set limits on the number of Visits per Specialist per calendar year, depending on budget and any other factors considered relevant by the Contracting Authority.

13.2 The Specialist shall undertake a minimum of ten Visits per calendar year in order to remain on the Panel, unless otherwise agreed in writing by the Contracting Authority.

13.3 The Contracting Authority may review the Specialist's performance and activity annually, including but not limited to compliance, feedback, responsiveness, safeguarding and activity levels.

13.4 Failure to meet the minimum Visit requirement in Clause 13.2 shall be subject to discretionary review by the Contracting Authority, which may result in removal from the Panel, issuance of a warning, or agreement to alternative arrangements having regard to the circumstances.

14. Health and Safety

14.1 The Specialist shall comply with all applicable health and safety legislation and with all relevant health and safety procedures of the Contracting Authority and of the participating School.

14.2 The Specialist shall take all reasonable steps to ensure the safety of students, teachers and others during Visits, including where Visits involve outdoor learning, movement outside school grounds, practical activities or specialist equipment.

14.3 The Contracting Authority has carried out an assessment of any potential for harm to a child while availing of its services. The areas of risk are identified in the Child Safeguarding Statement and Child Protection Policy together with procedures for managing risks and accidents. All schools have

their own child protection policies in place. When visiting a school, the Specialist is subject to the child protection policies and health and safety procedures of that school.

15. Branding, Website Profile and Communications

15.1 The Specialist can use Programme promotional materials, templates and branding provided by the Contracting Authority as required.

15.2 The Specialist shall provide a profile photograph and profile text for the Programme website and shall keep such information reasonably up to date.

15.3 The Specialist cannot issue press releases, public statements or promotional content that imply endorsement by the Contracting Authority beyond the fact of their approved participation in the Programme, without prior written consent.

15.4 When posting on social media in relation to Heritage in Schools activities, the Specialist shall tag the Heritage Council using the hashtag #HeritageCouncil and the handle @TheHeritageCouncil (for Facebook, Instagram, and LinkedIn).

16. Evaluation, Monitoring and Audit

16.1 The Specialist can engage in, and assist with, Programme evaluation and quality assurance activities as reasonably required by the Contracting Authority.

16.2 The Specialist shall keep accurate records relating to Visits, claims, payments received, school confirmations and any other information reasonably required for administration, audit or evaluation.

16.3 The Contracting Authority, or persons authorised by it, may carry out service audits or request records reasonably necessary to validate claims, monitor performance or evaluate Programme delivery.

16.4 The Specialist shall retain all records required under this Agreement for a period of 7 years from the date of the relevant Visit or such longer period as may be required by law. The Contracting Authority retains copies of Visit Confirmation Forms submitted as part of each specialist claim and maintains records of bookings and claims via its online booking and claims system.

17. Conflicts of Interest, Other Work and Public-Sector Restrictions

17.1 Nothing in this Agreement shall prevent the Specialist from engaging in or offering the same or other services to other parties, provided such activities do not interfere or conflict with, or cause or

result in a breach of, the Specialist's obligations under this Agreement and the Specialist is not in a position of conflict of interest with the Contracting Authority.

17.2 The Specialist shall notify the Contracting Authority immediately of any actual, potential or perceived conflict of interest arising during the Term.

17.3 Where the Specialist is a serving public servant or otherwise subject to restrictions on additional public remuneration, the Specialist warrants that they have obtained, and shall maintain, all necessary approvals required under applicable rules, including compliance with the "one person, one salary" principle where relevant.

18. Data Protection and Confidentiality

18.1 Each Party shall comply with their respective obligations as independent Controllers in respect of the Personal Data under applicable Data Protection Legislation. The categories of Personal Data Processed by the Specialist in relation to the Contracting Party include but are not limited to employee and representative contact details, such as name and business email address and phone number. The categories of Personal Data Processed by the Contracting Party in respect of the Specialist include, but are not limited to contact details such as name, email address, home address and phone number, qualification and training details and financial/bank account details for payment purposes.

18.2 Neither Party shall be construed as a Processor in relation to the other Party, unless the conditions for Processing change, such that one Party Processes the relevant Personal Data on behalf of and on the instructions of the other Party.

18.3 The Parties shall not be construed as joint Controllers unless the conditions for Processing of the relevant Personal Data change such that the Parties in conjunction with one another jointly, in a collaborative fashion, determine the purposes and means of Processing of such Personal Data.

18.4 Each Party shall inform the other Party as soon as possible of any requests from Data Subjects regarding rectification or erasure of Personal Data, or restriction of or objection to the Processing of Personal Data. Each Party shall, to the extent that such a request affects the Processing of Personal Data, provide reasonable assistance to the other Party to enable compliance with Data Protection Legislation. Notwithstanding the foregoing, each Party shall remain responsible itself for dealing with requests from Data Subjects in respect of Personal Data, to the extent that such requests are directed by the Data Subject to that Party.

- 18.5 Each Party shall notify the other Party immediately if it becomes aware of, or suspects: (i) any breach of this Agreement; or (ii) a Personal Data Breach which is likely to affect or invoke the other Party's obligations under Data Protection Legislation, or (iii) any situation or envisaged development that shall in any way influence, change or limit the Processing of the Personal Data. Each Party shall document all Personal Data Breaches in accordance with Data Protection Legislation and fully cooperate with other Party to ensure compliance with Data Protection Legislation. Each Party shall use reasonable endeavours to mitigate any damage suffered by a Data Subject in these circumstances.
- 18.6 Neither Party shall retain or process Personal Data for longer than is necessary to carry out the purposes for which it was collected.
- 18.7 Throughout the term of the Framework Agreement, each of the Parties undertake to have in place Appropriate Technical and Organisational Security Measures to:-
- (a) prevent unauthorised or unlawful processing of the Personal Data and the accidental loss or destruction of, or damage to, the Personal Data; and
 - (b) ensure a level of security appropriate to the harm that might result from such unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the Personal Data.
- 18.8 Where Parties act as independent Controllers, a Restricted Transfer may only be made where there are Appropriate Safeguards in place with regard to the rights of Data Subjects (including but not limited to the Standard Contractual Clauses, binding corporate rules, or any other model clauses or transfer mechanism approved by the DPC).
- 18.9 Any Party which is entering into the Appropriate Safeguards with a Data Importer shall comply with the guidance of any relevant regulatory authority on Restricted Transfers in particular with respect to the use of Standard Contractual Clauses and any additional or supplementary measures required to be taken in the context of any such Restricted Transfers, including but not limited to the requirement to carry out risk assessments and to adopt mitigating measures to ensure essentially equivalent protection for Data Subjects in the jurisdiction of the Data Importer.
- 18.10 Clauses 18.8 and 18.9 shall not apply to a Restricted Transfer if other compliance steps (which may include, but shall not be limited to, obtaining explicit consents from Data Subjects) have been taken to allow the relevant Restricted Transfer to take place without breach of applicable Data Protection Legislation.

- 18.11 The Specialist shall keep secure and confidential any personal data and any non-public information obtained in connection with the Programme and shall use such information only insofar as necessary to deliver the Services.
- 18.12 The Specialist shall not disclose Confidential Information to any third party except where required by law or expressly authorised in writing by the Contracting Authority.
- 18.13 The Specialist acknowledges that the Contracting Authority is subject to the Freedom of Information Act 2014 (the “FOIA”) and associated guidance and codes of practice and may be required to disclose information in accordance with law. The Specialist shall cooperate with the Contracting Authority to provide it with reasonable assistance where required in respect of any requests under the FOIA.

19. Intellectual Property

19.1 Intellectual property rights in materials, resources and workshop content developed by the Specialist prior to or independently of their Heritage in Schools engagement remain the property of the Specialist.

19.2 The Specialist hereby grants to the Contracting Authority a non-exclusive, irrevocable, royalty-free licence to use, reproduce, adapt, publish and display such materials for Programme delivery, evaluation, promotional, archival and educational purposes.

19.3 The Specialist warrants that materials provided or used by them do not infringe third-party rights and shall indemnify the Contracting Authority against claims arising from infringement.

20. Assignment, Subcontracting and Pair Working

20.1 This Agreement is personal to the Specialist and may not be assigned, transferred, novated or subcontracted without the prior written consent of the Contracting Authority.

20.2 Where pair working is permitted as a reasonable accommodation or for approved health and safety reasons, such arrangement must be pre-approved in writing by the Contracting Authority and shall be subject to any additional conditions it may impose.

20.3 Both individuals participating in pair working must have been successful in applying to the Framework separately and must each hold separate Framework Agreements with the Contracting Authority.

20.4 Framework members who require a partner to deliver their programme must apply to the Heritage Council outlining the added benefit in terms of extended reach or depth of learning that would merit the additional cost to the Heritage Council and demonstrating how this added value will be evidenced.

20.5 Pair working arrangements must be pre-approved in writing by the Contracting Authority and shall be subject to any additional conditions the Contracting Authority may impose.

21. Liability and Indemnities

21.1 The Specialist shall be liable for loss, damage, cost or expense arising from their breach of this Agreement, negligence, fraud, willful misconduct, infringement of third-party rights or breach of law.

21.2 Subject to Clause 21.3, the Specialist's liability under this Agreement is uncapped. The Specialist is required to maintain Public Liability Insurance to a minimum limit of €6.5 million with a specific indemnity to the Heritage Council.

21.3 Nothing in this Agreement shall limit liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, or any liability that cannot lawfully be excluded or limited.

22. Suspension and Termination

22.1 Either Party may terminate this Agreement by giving not less than one calendar month's written notice to the other Party.

22.2 The Contracting Authority may suspend or terminate this Agreement, or remove the Specialist from the Panel with immediate effect, where the Specialist:

- neglects, fails or refuses to provide the Services as reasonably and properly required;
- commits a material breach of this Agreement;
- fails to maintain required safeguarding, vetting or insurance standards;
- fails to comply with Operating Procedures or Programme policies;
- fails to respond to Contracting Authority queries within required timescales on a persistent basis;
- acts in a manner likely to bring the Programme or the Contracting Authority into disrepute; or
- otherwise meets any removal ground expressly stated in the RFT.

22.3 The Contracting Authority may suspend the Specialist pending investigation of any safeguarding, conduct, performance, compliance or legal issue.

22.4 Any appeal or internal review process shall be as set out in the Programme policies and procedures notified to Framework members from time to time.

23. Force Majeure

23.1 Neither Party shall be liable for delay or failure in performing its obligations under this Agreement where such delay or failure results from an event beyond its reasonable control.

23.2 In the case of events beyond the reasonable control of one or more parties that result in cancellation or disruption of Visits, the Heritage Council may, at its absolute discretion, consider potential resolutions including but not limited to partial payment, or waiver of the no-payment rule set out in Clause 11.6.

24. Notices

24.1 Any notice under this Agreement shall be in writing and sent by email and/or post to the contact details notified by the relevant Party.

24.2 Notices shall be deemed received:

- if delivered by hand, on delivery;
- if sent by post, 3 working days after posting;
- if sent by email, on the date of transmission if sent before 9:00 am on a working day, otherwise on the next working day.

25. Governing Law and Jurisdiction

25.1 This Agreement shall be governed by the laws of Ireland.

25.2 The courts of Ireland shall have exclusive jurisdiction to hear any dispute arising under or in connection with this Agreement.

26. General

26.1 This Agreement, together with the RFT and any documents expressly incorporated by reference, constitutes the entire agreement between the Parties in relation to its subject matter.

26.2 No amendment to this Agreement shall be effective unless in writing and signed by or on behalf of both Parties, save that the Contracting Authority may update Operating Procedures and administrative policies in accordance with Clause 12 where such updates do not materially alter the procurement outcome and remain consistent with the RFT.

26.3 If any provision of this Agreement is held invalid, illegal, void or unenforceable, such provision will be deemed amended to conform to applicable laws so as to be valid and enforceable, or if it cannot be so amended without materially altering the intention of the Parties, it will be deleted but validity, legality and enforceability of the remainder of this Agreement shall remain in full force and effect and shall not be impaired or affected in any way.

26.4 No failure or delay by either Party to exercise any right shall operate as a waiver of that right and shall not prevent any future exercise of that right or remedy in whole or in part.

26.5 Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between the Parties or make any party an agent for any other party, for any purpose whatsoever.

26.6 This Agreement may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute this Agreement.

26.7 The Parties consent to the execution by or on behalf of each other party to this Agreement by electronic signature, provided that such manner of execution is permitted by law.

26.8 The Parties:

26.8.1 agree that an executed copy of this Agreement may be retained in electronic form;
and

26.8.2 acknowledge that such electronic form shall constitute an original of this Agreement and may be relied upon as evidence of this Agreement.

26.9 The provisions of this Agreement that are expressly or by implication are intended to come into or continue in force on or after termination or expiry of this Agreement shall remain in full force and effect.

Schedule 1 – Services and Operating Procedures

1. Programme Requirements

The Specialist shall:

- deliver Visits aligned to the aims of the Heritage in Schools Post-Primary Programme;
- support the post-primary curriculum and student learning outcomes;
- cover aspects of Ireland's built, natural and/or cultural heritage; and
- comply with the Programme's pedagogical, safeguarding and operating requirements.

2. Booking Procedure

1. A participating post-primary School identifies a Specialist through the Programme website or approved system.
2. The School contacts the Specialist regarding availability and visit requirements.
3. The School submits a formal booking request through the approved system.
4. The Specialist reviews and accepts or declines the request.
5. The Contracting Authority reviews and approves or rejects the booking request.
6. If approved, the Visit proceeds.

3. Claims Procedure

Claims must be submitted through the approved system within 14 days of the Visit and must include all required supporting information.

4. Visit Confirmation Form

The Visit Confirmation Form is an administrative template provided by the Contracting Authority for recording Visit delivery and obtaining school confirmation. It does not form part of this contractual Agreement.

5. Minimum and Maximum Activity Levels

- Minimum: 10 Visits per calendar year, unless otherwise agreed in writing.
- Maximum / cap: as notified by the Contracting Authority from time to time.

6. Communications and Website Profile

- Profile text and photograph to be supplied by the Specialist.
- Responses to Heritage Council queries within 7 days.

7. Evaluation and Quality Assurance

- Participation in monitoring, feedback and evaluation activity as reasonably required.

Schedule 2 – Fees and Expenses

1. Visit Fees

Visit Type	Full day visit (5+ hrs)	Half day visit (3– 4 hrs)	Short session visit (1–2 hrs)
School contribution – non-DEIS	€100	€65	€35
Heritage Council contribution – non-DEIS	€150	€110	€60
School contribution – DEIS	€60	€45	€20
Heritage Council contribution – DEIS	€190	€130	€75
Total visit fee	€250	€175	€95

2. Travel and Other Expenses

- Travel rate: €0.434 per kilometre.
- Maximum return journey distance: 241 km.
- Accommodation: not reimbursable unless expressly approved in writing in advance by the Contracting Authority.
- Materials costs: may only be charged where expressly approved in advance by the Contracting Authority in accordance with Programme rules.

3. Cancellations and No-Shows

3.1 No payment shall be due for cancelled Visits unless expressly authorised by the Contracting Authority in writing.

3.2 In the case of events beyond the reasonable control of one or more parties (including force majeure events, severe weather, public health emergencies, or other exceptional circumstances), the Heritage Council may, at its absolute discretion, consider potential resolutions including but not limited to:

- partial payment where a Visit was commenced but could not be completed;
- waiver of the no-payment rule in exceptional circumstances; or
- such other resolution as the Heritage Council deems appropriate in the circumstances.

3.3 Any decision by the Heritage Council under Clause 3.2 shall be final and binding and shall not create any precedent or entitlement for future circumstances.

Execution

Signed for and on behalf of **The Heritage Council**:

Name: _____

Title: _____

Signature: _____

Date: _____

Signed by the **Specialist**:

Name: _____

Signature: _____

Date: _____



Appendix 4

Heritage in Schools Programme (HIS)

Tender Response Document

Panel Establishment: Post-Primary Stream

Tender Reference: HISPP-2026-001

Issue Date: 22nd May 2026

Closing Date for Applications: Monday 6th July, noon GMT

Submission Method: Via www.etenders.gov.ie ONLY

Important: Read the full Request for Tender (RFT) and Applicant Guide before completing this form. All applications must be submitted through www.etenders.gov.ie. Applications submitted by email, post, or any other means will not be accepted.

How This Document Is Structured?

Section	What It Covers	Type
A — Your Details	Contact information including tax, insurance, legal compliance	Pass/Fail
B — Mandatory Declarations	Safeguarding Declaration, Children First Training Certificate, Applicant & Funding Declaration, Conflicts of Interest and Anti-Collusion Declaration	Pass/Fail
C1 — Heritage Expertise	Qualifications or portfolio	Scored
C2 — Youth Engagement Experience	Relevant experience in schools/youth settings	Scored
C3 — Written Communication & Programme Understanding	Draft specialist profile text	Scored
D — Additional Criteria (Optional)	Irish language, built/inclusive heritage, teaching qualifications	Scored (Bonus)

E — Supporting Information	Geography, availability, pair working	Information only
F — References	Two professional referees	Required
G — Declaration & Signature	Final sign-off	Required

Scoring overview:

- Sections C 1, C2, C3 - core criteria — 60 marks total (after weighting applied)
- Section D: Bonus marks — up to 15 marks
- Total written application score: 75 marks maximum
- Interview (if invited): 60 marks
- Grand total: 135 marks
- Minimum threshold to be invited to interview: 30/75 (40%)

SECTION A — YOUR DETAILS

Weighting: Pass/Fail — This section must be completed in full.

Failure to complete this section will result in exclusion from the competition.

Section A: Applicant Information

We accept applications from independent contractors, sole traders, single-person companies and other small companies with relevant heritage expertise, where the service is delivered by named individual experts. Each individual expert will apply individually and will be assessed on their own unique merits (not on the expertise held within a wider company structure). Larger organisations (including medium and large companies, public bodies, NGOs and consortia) are not within the intended scope of this panel and are not eligible to apply under this competition.

Weighting: Pass/Fail

Pass Requirement: Applicants must complete this Section

Applicant Name (individual or company name):	
Individual specialist's name (only complete if applicant name is a company name):	
Stream applying for:	Post-primary
Address:	
Telephone (Mobile):	
Email:	

Website (if any):	
VAT Registration number or PPSN number:	

A2 – Tax Compliance

Weighting: Pass/Fail

Pass requirement: Applicants must complete the self-declaration (A5) providing information regarding their tax compliance. Please note rules on tax compliance.

A3 – Financial Capacity

Weighting: Pass/Fail

Pass requirement:

The applicant must confirm that they have the financial capacity to pay their debts as they fall due. Evidence of financial standing may be requested by the Heritage Council before admission to the panel.

For sole traders or small companies, suitable evidence may include one or more of the following:

- A recent statement of assets and liabilities (prepared by the applicant or their accountant).
- A letter from an accountant or tax adviser confirming that the applicant is trading as a going concern and is, to the best of their knowledge, able to meet their debts as they fall due.
- Recent Revenue documentation showing tax compliance (e.g. Tax Clearance details) together with confirmation from the applicant that there are no outstanding judgments or insolvency proceedings.

The Heritage Council reserves the right to request clarifications or additional information where necessary.

A4 – Insurance

Weighting: Pass/Fail Pass requirement: Applicants should complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.	
Insurance Type	Required Level
Public Liability	€6.5 million
NOTE: if applicants don't have these insurances, please confirm what insurances are in place and any reasons why these levels can't be put in place.	

A5 – Self Declaration for Financial Information		
Tax Compliance		
Option 1: I / we confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html To this end, please confirm:	Yes	
	No	
Applicant Name:		
Vat Registration or Tax Reference Number (PPSN): Please note non-VAT registered Applicants maybe subject to schedule E taxes		
Access Number:		
Option 2: I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents) To this end, please confirm:	Yes	
	No	
Registration Number:		
Certificate Number:		
Option 3: I confirm that I have applied for Tax Clearance status or a Tax Clearance	Yes	
	No	

Certificate which will be made available on request			
Financial Capacity			
I confirm that I/we have, and will maintain, sufficient financial capacity to pay my/our debts as they fall due. I understand that, if requested, I will provide appropriate evidence of this (for example a simple statement of assets and liabilities, or a brief letter from my accountant or tax adviser).	Yes		
	No		
Insurance. Public Liability insurance at the levels set out below will be required only if you are successful, and you may confirm that you will arrange these levels if you are appointed to the panel.			
I confirm that we have the following insurances in place:			
Insurance Type	Level in place	Details of Excess	Expiry Date
Public Liability	€ 6.5 million		
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful	Yes		
	No		
I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.	Yes		
	No		
Please note that the Contracting Authority reserves the right to verify self-declarations regarding financial capacity prior to admittance to panel and/or award of any contract under the panel.			
Signed:			
Position:			
Date:			

Weighting: Pass/Fail Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.			
Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g., where only minor amounts are involved).			
1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision, or control, been convicted of any of the following offences?	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the		

	legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		
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An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social, and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social, and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of		

	the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages, or other comparable sanctions.		
2.1h	- is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or - has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to: - unduly influence the decision-making process of the contracting entity, or - obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or - negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Declaration re Statutory Obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		

(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
These Declarations are made for the benefit of the Contracting Authority. I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

SECTION B — MANDATORY DECLARATIONS (PASS/FAIL)

All declarations in this section are Pass/Fail. Failure to satisfy any requirement will result in automatic exclusion.

B1 — Stream Selection

Please indicate which stream(s) you are applying for:

Stream	Tick (✓)
Post-Primary Stream (opens 2026)	

B2 — Public Sector Employment

Please tick the statement that applies to you:

Statement	Tick (✓)
I confirm my eligibility to apply under public engagement One Person One-Salary Rule	

B3 — Safeguarding Declaration

Please read and tick each statement. **All boxes must be ticked.**

Declaration	Tick (✓)
I have never been convicted of, nor am I currently under investigation for, any offence that may pose a risk to children or young people	
I have never been the subject of any safeguarding-related disciplinary action or professional misconduct finding	
I agree to comply with all safeguarding and child protection policies, including Children First: National Guidance for the Protection and Welfare of Children, and with The Heritage Council's Safeguarding Statement and Child Protection Policy	
I understand that Garda Vetting is required and that my engagement is subject to its successful completion	
The information I have provided is true and complete, and I understand that providing false or misleading information may result in exclusion from the recruitment process or termination of engagement	

B4 — Children First Training Certificate

Requirement: You must upload a valid Children First e-Learning certificate in your name with a **minimum of two years until expiry from the date of application**.

The Children First e-Learning programme is available free at <https://www.tusla.ie/children-first/children-first-e-learning-programme/>

Confirmation	Tick (✓)
I confirm that I have attached a valid Children First training certificate with at least two years remaining until expiry	

Where to attach: Upload your certificate as a PDF or image file with your application on eTenders.

B5 — Applicant & Funding Declaration

Please read and tick **I agree** or **I do not agree**:

"I confirm that I am applying to join the Heritage in Schools panel either:

- as an independent contractor / sole trader, or*
- on behalf of a small company or single-person company,*

and that the named individual expert(s) in this application will be the person(s) delivering visits. I acknowledge that each individual expert will be assessed on their own unique merits and that assessment will not be based on any wider team or company resources.

I understand that this panel is not open to larger organisations (including medium or large companies, public bodies, NGOs or consortia) and that it is not a mechanism for such organisations to secure work on behalf of multiple staff.

I also agree to disclose via this application whether I am the direct recipient of funding from The Heritage Council

via any other programme or funding stream, other than Heritage in Schools. In the event that my application is successful, I agree I will notify the Heritage in Schools Programme Manager immediately should I become a recipient of any such funds during my time on the Heritage in Schools panel.

Response	Tick (✓)
I agree	
I do not agree	

Note: If you currently receive Heritage Council funding (e.g. a grant), you must declare this separately. Please use Section G (Supporting Information) to provide details. The Heritage Council will assess eligibility on a case-by-case basis.

Part 2 — Discretionary Exclusion Grounds

Has any of the following applied to you within the past **three years**, or does it currently apply?

Situation	Yes	No
Failed to comply with applicable environmental, social or labour law obligations in the performance of a public contract		
Bankrupt, insolvent, subject to winding-up proceedings, or subject to an arrangement with creditors		
Guilty of grave professional misconduct which renders your integrity questionable		
Entered into agreements with other persons aimed at distorting competition		
Conflict of interest in relation to this procurement that cannot be effectively remedied		
Prior involvement in preparation of this procurement procedure resulting in distortion of competition		
Shown significant or persistent deficiencies in a prior public contract, leading to early termination, damages or comparable sanctions		
Provided seriously misleading information, withheld information, or failed to submit required documents		
Attempted to unduly influence the decision-making process, obtain confidential information, or negligently provided misleading information		

If you answered **Yes** to any of the above, please provide details in the box below.

Details (if applicable):

B6 — Conflicts of Interest and Anti-Collusion Declaration

Please tick to confirm:

Declaration	Tick (✓)
I have no conflict of interest (personal, financial or organisational) that would impair my objective performance under this framework	
I confirm compliance with ethics legislation and non-canvassing rules during this procurement process	
This application has been prepared independently and without collusion with any other applicant	

SECTION C — HERITAGE EXPERTISE (SCORED)

Maximum: 10 marks × 2 weighting = 20 marks

You must complete **Route A OR Route B** (not both). Choose the route that best reflects how you developed your heritage expertise.

C1 — Route A: Formal Qualifications

Use Route A if you hold formal qualifications (e.g. degree, diploma, further education certificate, vocational qualification) in your heritage discipline.

How it is scored: 1 mark per NFQ Level of your heritage-related qualification(s), up to a maximum of 10 marks. Multiple qualifications may be counted.

Example: A Level 8 degree in Archaeology = 8 marks. A Level 8 degree in Archaeology plus a Level 6 Certificate in Heritage Management = 10 marks (capped at 10).

Qualifications from outside Ireland will be compared to the NFQ via the NARIC Ireland database.

Please list your relevant qualifications:

Qualification Title	Awarding Body	NFQ Level (if known)	Year Awarded

Where to attach: Upload copies of your qualification certificates as PDF or image files with your application on eTenders. Official documents or transcripts are preferred; translations must be provided if the original is not in English or Irish.

Route B: Portfolio (for applicants without formal qualifications)

Use Route B if you do not hold formal heritage-related qualifications but have significant demonstrable expertise developed through practice and experience.

How it is scored:

- 4 marks for reference letters from authoritative sources attesting to your heritage expertise
- 6 marks for examples of work demonstrating your heritage expertise
- Maximum 10 marks

Your portfolio must include:

1. **Two references from authoritative sources** (e.g. recognized discipline experts, accrediting bodies, heritage organizations, or customer testimonials). References should confirm your expertise and experience in your heritage discipline. **Please upload with your submission 2 reference letters** from the referees you nominate below.

Referee #1	
Referee Name:	
Referee telephone (mobile):	
Referee email:	
Relationship of applicant to referee:	
Year referee first met applicant in a professional context:	
Any other information you consider relevant:	

Referee #2	
Referee Name:	
Referee telephone (mobile):	
Referee email:	
Relationship of applicant to referee:	
Year referee first met applicant in a professional context:	
Any other information you consider relevant:	

--	--

The Heritage Council reserves the right to contact referees to verify the information provided.

2. Three examples of your heritage-related work in accessible formats (e.g. photos, written descriptions, links to online content, audio or video). Examples should demonstrate your expertise and experience in your heritage discipline.

Example	Format (photo/link/text/other)	Brief Description (max 50 words each)
Example 1		
Example 2		
Example 3		

Where to attach: Upload your portfolio materials (or links to online content) with your application on eTenders.

C2 — Youth Engagement Experience (SCORED)

Maximum: 10 marks × 2 weighting = 20 marks

Please list your relevant experience working with young people, particularly in school settings. Up to 5 years of experience will be counted.

How it is scored (Post-Primary Stream applicants):

- 2 marks per calendar year with relevant experience serving a post-primary school setting
- 1 mark per calendar year with relevant experience serving a youth engagement or education context other than post-primary (e.g. a primary school setting, YouthReach, youth clubs, further or higher education etc.)

Please list your experience (most recent first):

Calendar Year(s)	Setting (e.g. post-primary school, primary school, youth club etc.)	Brief Description of Role and Activities

Guidance: Relevant experience means experience the assessors consider sufficiently similar to, or formative for, the delivery of heritage-based educational workshops at post-primary school level. You do not need to have worked in heritage specifically — experience in education, facilitation, youth work or community engagement may qualify.

C3 — Written Communication and Programme Understanding

Maximum: 10 marks × 2 weighting = 20 marks

Please write a **draft specialist profile** that would appear on the Heritage in Schools website and be read by teachers and schools looking to book a heritage specialist visit.

How it is scored:

Sub-criterion	Marks
Clarity, conciseness and informativeness of profile text	5 marks
Relevant curricular connections and reference to student learning	5 marks

C3: Written Communication and Programme Understanding

Follow the instructions below to compile a draft profile text, which will inform schools about your offering under the Heritage in Schools programme. You will complete this profile text using our structured template. If you would like to view similar profile texts aimed at post- primary schools for inspiration, visit: www.heritageinschools.ie

1) Summary (one or two sentences only – about 20-30 words):

Summarise your offering in one or two sentences. The summary text will appear on the search directory before people click into your profile so it's what will draw them onto your page. Keep in mind that a search will provide several profiles, so you want yours to stand out.

2) Introductory paragraph (about 10-50 words):

Use this section to build on the summary text, in order to give an overview of what you offer. This is where you put any extra introductory information that did not fit in the summary. Again, keep it short, but you can use this section to flesh out the above summary if you wish.

3) Heritage topics: (recommended about 50-70 words per topic; max. 200 words in total)

Identify up to three distinct topics a school can choose from, based on your heritage specialism and your intended offerings.

For example, an archaeologist on the programme might offer:

- an 'archaeological methods workshop'
- a 'local monument investigation field trip'
- a 'make your own artefact/experimental archaeology'

A historian, on the other hand might identify topics based on:

- distinct time periods
- types of history
- events such as 'The Middle Ages', 'local and oral history', 'Ireland: 1916'

Give each topic a name and then provide a short summary of what's involved. For each topic identified, you should provide a short description. This should describe what will be covered, but also make sure to include information on what students will be doing to learn about the topic. Think about what a teacher who may be interested in booking your services would want to know.

Topic one

Name:

Description:

Topic two

Name:

Description:

Topic three

Name:

Description:

4) Year groups:

Identify which year groups you will visit. You can choose any number and combination of year groups from the following: 1st year, 2nd year, 3rd year, Transition Year, 5th year, 6th year.

5) Subject selection:

Select from our list, **up to three** post-primary curricular subject areas which most align with your offering:

- History
- Gaeilge
- Geography
- Science (including Biology, Chemistry, Physics)
- Agricultural Science
- Climate Action and Sustainable Development
- English
- Music
- Arts (including Visual Art and Drama, Film and Theatre Studies)
- Civic, Social, Political Education (including CSPE and Politics and Society)
- Religious education (including Jewish and Hebrew Studies)
- Technology subjects (including Engineering, Graphics, Wood technology, Construction Studies, Design and Communication Graphics, Technology)
- Home economics
- Classical studies and ancient languages (including Classics, Latin and Ancient Greek)
- Business studies (including enterprise)
- Modern foreign languages
- Physical education
- SPHE
- Maths and related subjects (including Applied Maths and Computer Science)

For more information on the post-primary curriculum and its specific constituent subjects, see:
<https://www.curriculumonline.ie/>

6) Curricular connections:

Keeping in mind the subject areas and year groups you've selected, list up to 12 specific curricular connections that your offering has. We have provided guidance below on what connections to make based on the different curricular documents at different curricular stages in post-primary.

Transition Year

For Transition Year, we recommend you review the 2024 [Transition Year Programme Statement](#), and highlight the student dimensions (pp. 11-15 of the linked document) to which

your offering can contribute. For example, you could identify “Transition Year Programme Statement. Student Dimensions: Personal Growth, Being a Learner, Civic and Community Engagement, Career Exploration.” In deciding which student dimensions are relevant to your offering, please reflect on how your offering intersects with the developmental indicators and student experiences listed under each student dimension. If you want to include further curricular connections for Transition Year, you can also choose to list those Senior Cycle key competencies (see p. 5 of document above) which align with your offering (e.g. “Senior Cycle key competencies: cultivating wellbeing, participating in society, thinking and solving problems”).

Junior Cycle subjects (1st, 2nd and 3rd years)

When making connections at Junior Cycle, we strongly recommend that you list specific *learning outcomes* from the identified Junior Cycle subject specification(s) your offering serves (for example, “Junior Cycle History. Learning outcomes: 1.4, 1.6, 1.7, 2.1, 2.6, 2.11. Junior Cycle Geography: Learning outcomes: 3.2, 3.4, 3.5. Junior Cycle Gaeilge (T2). Learning outcome 2.6.”). You can also choose to identify entire subject specification strands as a single connection where your offering contributes to delivering many of a strand’s learning outcomes (e.g. “Junior Cycle History, Strand One: The Nature of History”).

Leaving Certificate (including LCA and LCVP) subjects (5th and 6th years)

Some Leaving Certificate (Senior Cycle) subjects will have modern subject specifications with strands and learning outcomes, similar to Junior Cycle. Where this is the case, we again strongly recommend that you to highlight your offering’s connections to specific learning outcomes and/or strands, as appropriate. Where older subject curricular syllabuses are still in place, we suggest you focus on identifying relevant topics from the subject (for example, “Leaving Certificate History. Later modern Ireland. Topic 3: The pursuit of sovereignty and the impact of partition, 1912-1949”).

Note: please note that each Transition Year student dimension, Senior Cycle key competency, subject learning outcome, strand, or topic listed will be counted as a single curricular connection, and only the first 12 listed will be considered for assessment purposes.

7) Counties catered for:

Please identify those counties in the Republic of Ireland which you are willing to travel to and serve on the Heritage in Schools programme if successful in this competition. Please note travel will be remunerated at €0.434 per km up to a maximum of 241km per return journey.

8) Additional information (please mark with a 'Y'/'N' as appropriate)

- Caters for special needs
- Provides practical/hands-on activities
- Offers field trips beyond school grounds
- Visits offered *as Gaeilge* (please only tick this if you can deliver fluently in a Gaelcholáiste)

9) Contact information:

Include the contact information you would like to communicate to schools and teachers via our programme directory.

SECTION D — ADDITIONAL CRITERIA / BONUS MARKS (OPTIONAL, SCORED)

Maximum: 15 bonus marks

These criteria are optional. Complete only the sub-sections that apply to you.

D1 — Irish Language Proficiency

Maximum: 5 marks

Important: To receive any bonus marks for Irish language, you must also declare that you are willing and able to conduct visits fully through Gaeilge in Irish language medium post-primary schools (i.e. Gaelcholáistí). **Route A — Irish language qualification:**

Qualification Level	Marks
Irish language qualification at NFQ Level 5	2 marks
Irish language qualification at NFQ Level 6 or higher	5 marks

If using Route A, please provide details below and upload your certificate:

Qualification Title	Awarding Body	NFQ Level	Year Awarded
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Route B — TEG self-declaration (A link to the TEG online self-test will be provided with the RFT):

TEG Level	Marks
TEG Level B2	2 marks
TEG Level C1	5 marks

If using Route B, please confirm:

Statement	Tick (✓)
I self-assess my Irish language proficiency at TEG Level B2	
I self-assess my Irish language proficiency at TEG Level C1	

Declaration (required for both routes):

Statement	Tick (✓)
I confirm that I am willing and able to conduct visits fully through Gaeilge in Irish language medium post-primary schools (i.e. Gaelcholáistí)	

D2 — Built or Inclusive Heritage Skills Gap

Maximum: 8 marks

Bonus marks are awarded if your specialism is:

- A **traditional built heritage skill** (e.g. dry-stone walling, thatching, traditional carpentry, lime plastering, blacksmithing, signwriting, etc.), **OR**
- Focused on the **heritage of one or more underrepresented or marginalized groups** (inclusive heritage)

Statement	Tick (✓)
My specialism is a traditional built heritage skill	
My specialism is focused on the heritage of an underrepresented or marginalized group (inclusive heritage)	

Please explicitly identify your skill or group below:

My specialism is:

D3 — Teaching or Education Qualifications

Maximum: 2 marks

Qualification Level	Marks
Teaching/education qualification at NFQ Level 5 or 6	1 mark
Teaching/education qualification at NFQ Level 7 or above	2 marks

Please provide details and upload your certificate:

Qualification Title	Awarding Body	NFQ Level	Year Awarded

SECTION E — SUPPORTING INFORMATION

This section is for planning and information purposes only and will not affect your eligibility or score.

E1 — Geographic Coverage

Please indicate the counties/areas where you are willing to deliver visits. You may tick multiple counties.

Counties:

County	Tick (✓) those you will visit
All 26 counties	
Carlow	
Cavan	
Clare	
Cork	
Donegal	
Dublin	
Galway	
Kerry	
Kildare	
Kilkenny	
Laois	

Leitrim	
Limerick	
Longford	
Louth	
Mayo	
Meath	
Monaghan	
Offaly	
Roscommon	
Sligo	
Tipperary	
Waterford	
Westmeath	
Wexford	
Wicklow	

E2 — Availability

Approximately how many visits per year could you commit to delivering (subject to school demand)?

“I declare that if successful in applying to join the Heritage in Schools programme, I commit to delivering the minimum annual visit requirement of 10 visits per calendar year. I acknowledge this may mean promoting myself and my offerings under the programme directly to schools in my area.”

Minimum visits per year you can commit to	Your answer
(Note: 10 visits per year is the minimum required to remain on the panel)	

E3 — Visit Types

Please indicate which visit types you can offer:

Visit Type	Duration	Tick if available
Full day visit	5 hours+	
Half day visit	3–4 hours	

Short session visit	1–2 hours	
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E4 — Year Groups and Subjects

Please indicate which post-primary year groups and curricular subjects your visits are relevant to:

Year Group	Relevant Subjects
First Year	
Second Year	
Third Year	
Transition Year	
Fifth Year	
Sixth Year	

E5 — Pair Working

Further to Section 5.4 of the Request for Tender document, please declare if you intend to apply for pair working here, providing an explanation and citing the grounds on which you wish to apply.

Statement	Tick (✓)
I intend to deliver as a single named individual only (no pair working)	
I have a qualifying reason that may require pair working (please explain below)	

If you intend to apply for pair working, please provide brief details:

E6 — Reasonable Accommodations

Further to Section 5.5 of the Request for Tender document, please use this space to request any reasonable accommodations. In doing so, please state the specific accommodations being requested. All requests will be treated confidentially and assessed in line with relevant legislation.

Statement	Tick (✓)
I do not require any reasonable accommodation	
I require reasonable accommodation (please contact Heritage Council via eTenders)	

E7 — Heritage Council Funding Declaration

Statement	Tick (✓)
I am not currently in receipt of any Heritage Council funding	
I am currently in receipt of Heritage Council funding via the following programme(s) — please provide details below	

Details of any Heritage Council funding currently received:

SECTION F — PROFESSIONAL REFERENCE CHECKS

Required for all applicants.

Please provide contact details for **two professional referees** who can speak to your relevant experience (e.g. schools, organizations, or clients you have worked with).

Route B (portfolio) applicants: You may use the same two referees named in your portfolio here if you wish.

The Heritage Council reserves the right to contact referees as part of the selection process. Reference checks are used for **verification purposes only** and are not scored separately.

Section F: Previous Experience – Referees
Minimum requirement to remain eligible in the competition: Applicants should provide two professional referees who are willing and able to speak to the applicant's suitability for the Heritage in Schools programme. This may involve speaking to the applicant's heritage expertise and/or their ability to engage children and/or young people.
All fields should be completed in full. Please note that The Heritage Council may contact the relevant referees to confirm any information provided and to ascertain their perspectives on the applicants' suitability for the programme.

Referee #1	
Referee Name:	
Referee telephone (mobile):	
Referee email:	
Relationship of applicant to	

referee:	
Year referee first met applicant in a professional context:	
Any other information you consider relevant:	

Referee #2	
Referee Name:	
Referee telephone (mobile):	
Referee email:	
Relationship of applicant to referee:	
Year referee first met applicant in a professional context:	
Any other information you consider relevant:	

SECTION G — FINAL DECLARATION AND SIGNATURE

By signing this document, I confirm that:

Declaration	Tick (✓)
I have read the full Request for Tender (RFT) and Applicant Guide and I understand the requirements	
The information provided in this application is accurate and complete to the best of my knowledge	

I understand that providing false or misleading information may result in exclusion from this and future competitions	
I agree to comply with all Heritage Council policies and procedures, including safeguarding, child protection, data protection and programme operating procedures	
I understand that admission to this panel does not constitute a binding and enforceable agreement and that a legally enforceable agreement will only exist when a specific visit request is accepted	
I acknowledge that the Heritage Council has the right to undertake service audits to validate performance and I agree to facilitate such audits	
I confirm that I have not canvassed any Heritage Council employee or panel member and have not colluded with any other applicant in preparing this application	
I agree to treat the details of this process as private and confidential	

Field	
Full Name (block capitals):	
Signature:	
Date:	

Checklist Before You Submit

Use this checklist to

ensure your application is complete before uploading to eTenders.

Item	Included?
Section A — Personal details and financial declarations (PASS/FAIL)	☐
Section B — Mandatory declarations (PASS/FAIL)	☐
Section C — Heritage Expertise (Scored)	☐
Section D — Additional Criteria (Scored, Bonus Marks)	☐
Section E — Supporting Information	☐
Section F — Professional Reference Checks	☐
Section G — Declaration signed and dated	☐

Queries: All queries must be submitted via the Questions and Answers facility on www.etenders.gov.ie. Queries submitted directly to Heritage Council staff will not be answered.