
Request for Tender

*Trócaire head office invites tenders for the provision of services to **Develop Practical Climate Finance Guidance for Trócaire Country Programmes and Partners**. Renderers' must demonstrate that they have the resources and expertise to supply the goods and/or services required.*

Tender Release Date: 13th August 2026

Deadline for tender submission: 18h00, Friday 4th September 2026

1. Introduction

Tenders are invited from suppliers who wish to be considered for selection as the supplier of below services and/or goods Trócaire.

This tender document deals with:

- Section 2 : Confidentiality
- Section 3 : Profile of Trócaire
- Section 4 : Scope of the work
- Section 5 : Content and format of Tenders
- Section 6 : General Terms and Conditions
- Section 7 : Conflict of Interest
- Section 8 : Contract Period
- Section 9 : Intellectual Property (**for services contracts**)
- Section 10 : Termination of Contract
- Section 11 : Evaluation of Tenders
- Section 12 : Submission of Tenders

2. Confidentiality

Trócaire will treat the content of all tenders as strictly confidential, and information provided in the tenders will be used solely for the purpose of deciding on the award of a contract as described in this document.

3. Profile of Trócaire

Trócaire is an International NGO. We work with local partners in the world's most at-risk communities and with people in Ireland to tackle the underlying causes of poverty and injustice and respond to the crises they create. Together we bring about positive and lasting change for a just world. Trócaire works in up to 20 countries across Africa, Asia, Latin America and the Middle East. With the support of the generous people of Ireland, we work towards five goals:

- Promote Access to Justice;
- Achieve Climate & Environmental Justice;
- Ensure Women & Girls' Protection, Voice & Influence;
- Save Lives and Protect Human Dignity
- Mobilise the Public on the island of Ireland to achieve Global Justice.

More information about Trócaire can be found on <http://www.trocaire.org/>.

4. Scope of goods and services required

The purpose of this consultancy is to strengthen understanding of climate finance among Trócaire staff and partners, identify climate finance opportunities that are most relevant and accessible for Trócaire country programmes and partners and develop practical, user-friendly guidance, resources and tools on how to assess and access climate finance in line with climate justice and localisation principles. It is not intended to provide a comprehensive review of the global climate finance architecture, but rather to focus on the mechanisms, opportunities and approaches that are most relevant and accessible to Trócaire's programming and partnerships.

Expected Outcome: By the end of the consultancy, Trócaire staff and partners will have a stronger understanding of climate finance, increased awareness of relevant opportunities and risks, and practical guidance and tools to support informed and locally led engagement with climate finance mechanisms.

The consultancy will:

1. Develop accessible learning resources that explain climate finance, trends, key mechanisms, opportunities and risks for non-specialist audiences¹
2. Map relevant climate finance mechanisms, donors and funding opportunities that may be relevant to Trócaire partners and country programmes, particularly for adaptation, loss and damage, resilience and locally led climate action
3. Identify key barriers, opportunities and considerations affecting partner access to climate finance
4. Develop practical guidance and tools to support Trócaire country teams and partners to assess, access and engage with climate finance opportunities

Expected Outputs

1. A short learning resource on climate finance for Trócaire staff and partners
2. A mapping and prioritisation of relevant climate finance mechanisms, donors and opportunities for Trócaire and partners, e.g. adaptation, mitigation, resilience and locally led climate action, food systems, natural resource management and women's economic empowerment funding
3. Practical guidance and tools that support country teams and partners to assess and access climate finance
4. A brief paper outlining considerations and recommendations for Trócaire's role in supporting partner access to climate finance in line with climate justice and localisation principles
5. A validation workshop and webinar to present findings and gather feedback from Trócaire staff and partners

The target audience for these outputs are Trócaire country teams, Programme, management and institutional funding staff, Trócaire partners - Local and national organisations interested in climate finance.

¹ Local organisations working on climate resilience, sustainable development and community-led adaptation, but whose primary focus is not climate policy or climate finance

5. Content and Format of Tenders

To facilitate the tender evaluation, we ask all tenderers to submit a detailed tender response as per below structure. This structure is not limited and can be expanded with additional documentation.

5.1 Administrative Details

- Company/organisation profile including relevant background and areas of expertise
- Details of previous relevant experience related to climate finance, climate justice, localisation, programme guidance, organisational learning and/or NGO programming
- Details of available human resources including CVs and short bios of proposed consultants/team members and clarification of roles within the assignment
- Details of any subcontracting (if applicable)
- At least 2 examples of relevant previous assignments, publications or reports completed within the past 3 years
- Relevant quality assurance processes/documentation if applicable
- Acceptance or comments on Trócaire's General Terms and Conditions for Procurement, Supplier Code of Conduct and Data Processing Agreement

5.2 Technical Details

Tenderers should submit a technical proposal including:

- Understanding of the assignment and reflections on the key issues, opportunities and practical considerations outlined in the TOR
- Proposed methodology and approach, including how the consultancy will:
 - o incorporate climate justice and localisation principles
 - o engage with partners and local/women-led organisations
 - o facilitate organisational learning and reflection
 - o ensure practical and actionable outputs
- Proposed workplan and timeline for delivery of the consultancy
- Description of how consultations, interviews, workshops and facilitation processes will be carried out
- Description of relevant experience undertaking similar assignments
- Demonstrate experience simplifying complex climate finance concepts, developing practical guidance and learning resources
- Proposed approach to stakeholder engagement and communication throughout the consultancy process
- Identification of any anticipated risks, limitations or assumptions and how these will be managed

5.3 Pricing Details

- Detailed budget breakdown in EUR, including consultancy fees/daily rates and any anticipated expenses
- Details of VAT and any other applicable taxes
- Proposed payment schedule linked to deliverables
- The period for which prices and terms quoted will remain valid

6. General Terms and Conditions of this RFT

- Trócaire does not bind itself to accept the lowest priced tender.
- Trócaire does not guarantee exclusivity and reserves the right to engage other companies for the same services (if required) during the term of the contract.

- Trocaire shall be free to
 - To accept the whole, or part only, of any tender.
 - To accept none of the proposals tendered.
 - To republish this Request for Tenders.
- In the event of not accepting any of the tender submissions received on foot of this RFT, Trocaire shall be free to make such arrangements as it considers necessary in relation to the provision of the goods/services.
- Trocaire will not be liable for any costs or expenses incurred in the preparation of a tender.
- The Contract shall be considered as a contract made in Ireland, according to **Irish** law and subject to the exclusive jurisdiction of the **Irish** courts.
- The Standard Procurement Terms and Conditions to which Trocaire expects all of its supplier to respect can be found here <https://www.trocaire.org/wp-content/uploads/2025/03/Trocaire-General-Terms-Conditions-for-Procurement-V4-April-2023.pdf>
- The Suppliers Code of Conduct to which Trocaire expects all of its suppliers to respect can be found here <https://www.trocaire.org/wp-content/uploads/2023/05/Trocaire-Supplier-Code-of-Conduct-V3-April-2023-EN.pdf>.

7. Conflicts of interest

Any conflicts interest involving an applicant must be fully disclosed to Trocaire. Failure to disclose a conflict may disqualify an applicant or invalidate an award of the contract. Applicants are required to declare any current or past work which might reasonably be considered to represent a conflict of interest. It will be for Trocaire to decide if a material conflict of interest exists and applicants in doubt in this regard should seek the advice of Trocaire.

8. Contract Type and Period

This contract will be awarded as a consultancy service contract to develop practical guidance, learning resources and tools to strengthen understanding of climate finance and support Trocaire country teams and partners to assess and engage with climate finance opportunities.

The consultancy is expected to run over a period of approximately three months from the date of contract signature. A detailed timeline and deliverables schedule will be agreed with the successful consultant/team at inception.

Any extension to the contract period will be subject to agreement between both parties and satisfactory progress against agreed deliverables.

9. Intellectual Property (for service contracts only)

Any concept, guidelines or other material developed during the contract will be considered the property of Trocaire and may be used by Trocaire at any time.

10. Termination of Contract

10.1 Trocaire reserves the right to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination. The contract may be terminated by either party on giving appropriate written notice.

10.2 If at any stage during the contract, the goods / services delivered by the tenderer is found to be unsatisfactory, the contract may be terminated by Trocaire. In the event of such a termination, the

tenderer will only be entitled to receive payment in relation to the acceptable goods / services rendered at that time.

11. Evaluation of Tenders

11.1 All suppliers should at least meet following **minimum criteria (pass/fail)**:

- *Minimum 5 years' demonstrated professional experience in climate finance, climate justice, localisation, climate adaptation, resilience and/or related fields.*
- *Minimum 2 years' experience working with NGOs*
- *Experience delivering at least three (3) consultancy assignments related to climate finance, climate justice, adaptation finance, localisation, or equitable access to funding within the last five (5) years.*
- *Experience working in at least two (2) countries in Africa and/or other Global South contexts.*
- *Submission of at least 2 examples of relevant previous assignments, publications, reports, or written outputs completed within the past 3 years.*
- *Acceptance of Trócaire's General Terms & Conditions of Procurement, Supplier Code of Conduct, and Data Processing Agreement.*

11.2 The successful tenderer will be the one who, in the opinion of Trócaire, submits the most economically advantageous proposal applying the following **award criteria (percentage scoring)**:

	Award Criteria examples	Score %
	<i>Relevant experience and depth of expertise in climate finance, climate justice, localisation, gender and equitable access</i>	25
	<i>Quality and practicality of the proposed methodology and approach</i>	30
	<i>Experience producing learning resources, guidance and tools</i>	15
	<i>Cost and value for money (daily rate, expenses and taxes or duties that may be incurred)</i>	20
	<i>Expertise and suitability of the proposed team</i>	10

11.3 During the evaluation period clarification may be sought in writing from tenderers. Responses to requests for clarification may not materially change any elements of the tenders submitted.

11.4 No unsolicited communications from tenderers will be accepted or entertained during the evaluation period.

11.5 A shortlist of those who have tendered may be drawn up and a certain number of those who have tendered may be invited to make a final presentation/demo of their tender.

12. Submission of Tenders

Your proposal marked “RFT Climate Finance 2026” should be submitted via www.etenders.gov.ie and will be acknowledged after the deadline.

The deadline for the receipt of tenders is **18h00, Friday 4th September 2026.**

All queries relating to any aspect of this RFT can be directed to deirdre.mcardle@trocaire.org. Queries will be accepted no later than noon on Monday 24th August 2026.

Tenderers should ensure that they register their interest in this Competition, by clicking on the “Accept” button on www.etenders.gov.ie, to receive all responses to queries and other updates in relation to this Competition. Any technical issues or issues relating to registration or submission of Tenders on the Tender site should be directed to the Helpdesk: irish-eproc-helpdesk@eurodyn.com

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation in their Tender before the Tender Deadline. Tenderers should consider the fact that upload speeds vary.

13. Appendices

Climate Finance Terms of Reference