An Roinn Aeráide,
Fuinnimh agus Comhshaoil
Department of Climate,
Energy and the Environment

Please note: Appendix 1 is also contained within the CfT document entitled '*Full RFT Document_training programme for the Ireland4LIFE capacity building project'*, on pages 20 – 26. The below document has been provided for ease of reference only. Please ensure you review the Full RFT document when preparing your proposal.

APPENDIX 1 – REQUIREMENTS + SPECIFICATIONS

FOR

CALL FOR TENDERS

Services to design and implement a comprehensive training programme for the Ireland4LIFE capacity building project.

1. Overview of required services

The Department requires services to support the design and implementation of comprehensive training programmes to deliver the objectives of the IRELAND4LIFE capacity building project.

Background

The Ireland4LIFE project aims to address Ireland's underrepresentation in the EU LIFE Programme by enhancing capacity, improving proposal quality and fostering broader stakeholder engagement. Despite strong national commitments to the European Green Deal and EU Biodiversity Strategy, Ireland's application and success rates remain below the EU average, with significant barriers including limited expertise, weak stakeholder networks and a lack of national co-financing mechanisms.

Ireland4LIFE aims to:

- Build institutional capacity by recruiting and training National Contact Point (NCP) staff, enabling advanced guidance and mentoring for applicants.
- Engage stakeholders through workshops, tailored support and peer-learning networks to empower local authorities, private organisations and NGOs.
- Develop co-financing frameworks to address financial barriers and sustain long-term participation in the LIFE Programme.
- Enhance outreach through targeted campaigns, a centralised online knowledge hub, and engagement with underrepresented sectors.

The objectives of the services required as part of this Request for Tenders include:

1. Design and deliver a ‘train-the-trainer’ programme to strengthen the expertise and capacity of the DCEE team to effectively support LIFE programme applicants and beneficiaries.
2. Build stakeholder capacity through targeted training sessions delivered by expert consultants, and by delivering a series of high-level training modules focused on complex and technical aspects of the LIFE Programme.
3. Develop and implement a sustainable training framework for ongoing capacity building across the target audiences and stakeholders for the Ireland4LIFE project.

Participants of the training programmes will include 1) National Contact Point staff in the Department of Climate, Energy and the Environment and 2) Local Authorities across Ireland as the main targeted audience of the Ireland4LIFE project (including Climate Action Officers and Biodiversity Officers). Each of the two cohorts has distinct learning objectives.

2. Scope of work

The consultancy shall comprise the following core workstreams:

1. Design and Deliver a Train-the -Trainer Programme

The training programme should enable the National Contact Point (NCP) team to develop an advanced understanding of LIFE programme priorities, evaluation criteria and policy alignment (EU, national & local). Once completed, the NCP staff should be adequately upskilled and capable of independently assisting the review and development of high-quality proposals by potential applicants. It should also ensure that the NCP is equipped with a standardised approach to provide the service of accurate, consistent advice to applicants on the technical, financial and strategic aspects of their proposals.
During the development and delivery of the training programme, learning objectives should be supported by a competency framework, allowing for progress tracking and pre and post training assessments.

Assessments should be designed to ensure the level of proficiency can be accurately measured. For instance, a post training knowledge assessment should cover LIFE rules, evaluation criteria, budget eligibility and impact measurement. Other interactive assessment methods should be explored with the project team to maximise the outcomes of the training programme.

2. Design and Delivery of Advanced Training Modules

The training programme for Local Authorities should enable them to understand LIFE eligibility, priorities and evaluation scoring and provide advanced level training modules on the core aspects of the EU LIFE programme application process. It should enable Local Authorities to develop the ability to prepare competitive proposals with strong intervention

logic, measurable impact and accurate and compliant budgets. It should facilitate them to overcome and address common pitfalls and to apply sector specific best practice to their proposals. It should also cater to the needs of Climate Action Officers and Biodiversity Officers, whether through tailored modules or approaches.

During the development of the training programme, learning objectives should be supported by a competency framework, allowing for progress tracking and pre and post training assessments.
Assessments should be designed to ensure the level of proficiency can be accurately measured. For instance, stakeholders could be engaged in interactive sessions that mimic real actions that they will need to master during the proposal development. Interactive assessment methods should be explored with the project team to maximise the outcomes of the training programme.

This training should be delivered in a strategic manner, ensuring it is designed prior to the EU LIFE Programme call for 2027 and the first iteration can be rolled out in parallel to the timelines of the annual EU LIFE funding call opening. The strategic provision of training and opportunity to participate in specific modules should provide applicants with the opportunity to maximise the benefits of any completed training for the next funding period in 2027.

3. Delivery of Extensive Stakeholder Training

A series of in-depth training workshops will be conducted and delivered to Local Authorities on topics such as LIFE Programme priorities, proposal preparation and project management, and any advanced modules developed by the consultants and agreed with the Ireland4LIFE project team. These sessions will be led by expert consultants and tailored to stakeholder needs taking into consideration Local Climate Action Plans for example. They will be delivered to multiple local authorities at a time based on regional assembly geographical areas, this will enable better participation due to reduced travel and will include natural LIFE partners amongst neighbouring local authorities.

4. Development of Stakeholder-Specific Guidance

Practical training and guidance materials will be developed in close consultation with stakeholders and the Ireland4LIFE project team. Materials will be tailored to address the specific needs of different target groups, including climate action and biodiversity officers from local authorities and support the effective delivery of the training programmes. These materials will include but may not be limited to:

- Full facilitator guides and participant workbooks for every module.
- Slide decks, case studies, exercises and answer keys.

- Templates, evaluation checklists and annotated examples, application timelines, process workflows etc.

The content will be informed by a previously completed Gap Analysis and will reflect real-world examples and common pitfalls encountered in past submissions. The guidance material will include a range of formats to support different learning techniques as well as the applicant's journey through the funding application process. All materials will be in editable formats and .pdf, and will be branded with Ireland4LIFE and EU LIFE programme branding provided by the Ireland4LIFE project team.

5. Development of a sustainable training framework

The overarching and final objective of this work is to develop a sustainable training framework for the National Contact Point team that can be adopted and implemented independently of the contracted consultants upon the conclusion of any awarded contract, ensuring that Ireland4LIFE meets its objective of building capacity within the dedicated team in the Department of Climate, Energy and the Environment.

The train-the trainer approach will create a self-sustaining system of internal expertise, enabling the DCEE team to maintain and expand their capacity beyond the project duration while the development of training programmes for local authorities will equip the team with a ready-made training format to implement. Together, the development of these training programmes should be reviewed and refined to create an overarching framework for the Department to deliver the service of effective training to stakeholders on the EU LIFE programme.

As part of this work, the project team will request the provision of advice and best practice recommendations for knowledge sharing mechanisms which will promote consistency and best practice in application guidance and evaluation processes, including recommendations for establishing a knowledge-sharing network and platform where potential applicants can avail of any training materials developed, best practices, lessons learned and guidance material. This will support the eventual creation of an online repository of resources.

Example of deliverables
As part of the delivery of this work, the consultants shall provide a number of deliverables at agreed deadlines and in line with project specifications and quality expectations. Deliverables will include but are not limited to the following items listed in the table below:

	Deliverable	**Description**
1.	Training Programme Plans and Delivery Schedule	Documents mapping out full training programme contents, methods and schedule of delivery from early 2027 to end of 2028.

2.	Full suite of training materials to support delivery of training programme	All high-quality print and digital training materials developed to effectively support learning objectives of the training programmes
3.	Training Programme Report – Train the Trainer Programme	Summary of all training activities with the National Contact Point, participant feedback and trainer evaluations.
4.	Knowledge Sharing Network Recommendations	Recommendations and advice on how to implement a knowledge sharing network and online platform providing access to resources, best practices and networking opportunities, to support learning and training objectives.
5.	Advanced Training Report	Report summarising the content, outcomes and participant feedback from advanced training sessions.
6.	Stakeholder Training Programme Report	Comprehensive summary of training activities, including content, participation, and outcomes, training evaluation and recommendations for continuous improvement.
7.	Stakeholder specific guidance materials	Guidance documents tailored for different stakeholder groups

Expectations regarding workshop delivery methods and travel

It is the expectation of the Ireland4LIFE project team that any approach to the delivery of training programmes will include a mix of online and onsite training. In particular, given the main target audience of the Ireland4LIFE project comprises the 31 national local authorities, the Ireland4LIFE project team would like to ensure that ample opportunity is provided to ensure local authority staff in different locations can attend training sessions by organising a selection of training days in different regions across Ireland. At a minimum, training days will need to be held in each of the three local authority areas covered by a Regional Assembly which include Northern and Western Region; Southern Region; and Eastern and Midland Region.

The Ireland4LIFE project team will undertake the administration and logistics of organising any onsite training, as well as cover costs associated with venue booking and overnight accommodation if required. The Ireland4LIFE project will not cover travel costs for contracted consultants, and this should be factored into any costings provided for onsite / in person training in the Pricing Schedule in Appendix 2.

Contract Management

The service provider will be required to work closely with the EU Funding Policy Team and project team for Ireland4LIFE and must have the means, technical resources, and facilities to communicate effectively and seamlessly with the Department. The service provider will be required to nominate a dedicated account manager who will act as the main point of contact with the Department for the duration of the contract. This person must have the full authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the required services.

Intellectual Property

The Department of Climate, Energy and the Environment (DCEE) requires the service provider to provide it with all training resources and files created on its behalf in their original file type. Training resources and materials are required to be transferred upon request, once completed and signed off. All work and related deliverables produced for the purposes of this Agreement, including any associated intellectual property rights and copyrights, is in the exclusive ownership of the Department. DCEE reserves the right to retain, reproduce, adapt and use all materials, resources, and outputs developed or provided under this contract following its completion. DCEE may use such materials for internal and external purposes, including training and professional development activities and may publish or share them through its knowledge hub or other DCEE communication and learning platforms.

Tender Requirements and Award Criteria – Further Detail

In your response, please supply the information requested below. Tenders that do not address the below requirements will be deemed ineligible and will be eliminated from the competition.

Detailed description and respective requirements for each Award Criterion are set out below:

1. **Cost (300 marks)**

- Tenderers are requested to complete the Pricing Schedule at Appendix 2.

2. **Technical Expertise and Subject Matter Knowledge (200 marks)**

- Tenderers are required to provide profiles of all staff that are being put forward to form the key project team on this account. Staff profiles must demonstrate the relevant knowledge, skills and expertise of key personnel assigned to work on the Department of Climate, Energy and the Environment's account. Profiles must include:

    - Qualifications
    - Experience of designing and delivering training programmes to date
    - Work history to date

- Tenderers should include confirmation of assigned staff and organisation's experience and capability in the following areas:

    - Evidence of knowledge of the EU LIFE Programme
    - Familiarity with the EU Funding landscape in Ireland
    - Evidence of previous experience in successfully delivering training programmes on complex and technical topics to different types of stakeholders
    - Evidence of high level of experience in delivering successful comprehensive learning and development and/or training programmes from start to finish which may include but not be limited to design, implementation and evaluation of the training programmes.
    - Expert level facilitation and workshop design skills
    - Capability to design high-quality print and digital training materials to effectively support learning objectives (note: branding guidelines and direction on design will be provided by the Ireland4LIFE project team).

3. Methodologies and approach to delivery (250 marks)

- Tenderers should set out the details of their training methodology and how they will deliver the required training programmes including the training techniques they will employ and how they would approach the design of the syllabus for the learning objectives described.

- Tenderers should also include information on the delivery methods of the training including:

    - Specific facilitation methods for training sessions and justification for such methods (for example in-person, hybrid, online, blended).

- Specific adult-learning techniques and best practices they will use like case studies, peer review, simulations etc.
- How they will adapt content for different audiences (National Contact Point team, local authority staff, cohorts of Climate Action Officers and Biodiversity Officers etc).
- Approaches to interactive and practical training elements.
- Assessment methods and justification for such methods (tests, practical exercises, observation, follow-up survey etc.)
- Approaches to how training will be evaluated and process for tracking and measuring the results of the training programme. This should include at a minimum:
    - Pre- and post-training assessments linked to the learning objectives.
    - Collecting feedback from participants
    - Recording attendance, engagement levels and completion rates.
- Approaches to quality management, including how stakeholder feedback will be collected and integrated into the training programme design to ensure a final usable product for the National Contact Point team once the awarded contract has been concluded.

- Tenderers should include a sample delivery schedule with their application.

    - This needs to demonstrate alignment with the EU LIFE funding call timeline for 2027.

4. Capacity, contract and project management

- Tenderers are required to provide information regarding how they will approach contract management and project management for this agreement, illustrating how they propose to work with colleagues in DCEE to ensure their needs for the Ireland4LIFE capacity building project are met.

- Tenderers are required to outline their procedures for ensuring a timely and accessible service is available to the Department, and ensuring the required capacity is in place for the project's duration.

- Tenderers are required to outline their approach for managing this account; who (or which level of staff) will be a key account manager, how Work in Progress meetings will be managed, including their frequency, and how invoicing will be managed.

- Tenderers must provide details of escalation procedures in the case of unsatisfactory work and contract management.

- Tenderers are required to include information on Service Level Agreements, and any added value they can contribute to the project work outlined.

5. Green Procurement Measures

The Department is committed to the principles of Green Public Procurement and expects the appointed consultants to deliver the services in a manner that minimises environmental impact. Tenderers are requested to provide details on their Green approach to the contract and include the following:

- Demonstrate how you will incorporate environmental principles into the delivery of the contract.