



Louth County Council

PEACEPLUS Procurement Plan May 2026

*Projects supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).*

## Version Control

Version 1  Nov 2024	Publication
Version 2  Updated 10/01/2025	<p>Updates made to Selection Criteria: To remove reference to Personnel &amp; Skills; To update requirements under previous contracts / experience</p> <p>Updates made to Award Criteria: To include Rules re length of submission; To clarify requirements re Criterion A-D</p>
Version 3  Updated 13/05/2026	<ul style="list-style-type: none"> <li>• Update made to change PEACEPLUS logo to current version which references the NI Executive &amp; the Government of Ireland.</li> <li>• Changes under the three themes to show current Procurement status.</li> <li>• Change to the Indicative Schedule for Procurement to show where procurement has been undertaken and update indicative timetable for future procurement.</li> <li>• Update to Assessment Scoring to demonstrate Pass level of 50% rather than 60%</li> <li>• Update to selection criteria to remove duplicate values and rule length requirements</li> <li>• Update to Award Criteria for response length indicators</li> <li>• Update to Instructions for Award Criterion B</li> <li>• Update to Assessment Weighting to reflect updated pass level</li> <li>• Update to insurance requirements</li> </ul>

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## Introduction

Please note, this document is not intended to replace any European or National procurement rules and/or legislation. This document is created to be indicative of the type of requirements that tenderers can expect from projects tendered for under PEACEPLUS, by Louth County Council.

Please note requirements outlined in this document are indicative and are provided for illustrative purposes only. Specific requirements outlined in the Request for Tender (RFT), or Request for Quotation (RFQ) documents may differ from those outlined here.

### **What is PEACEPLUS?**

PEACEPLUS is a new European Union funding programme designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes. The design reflects the importance of peace-building activity, but also the importance of actions that will contribute positively to the economy, building prosperity and adjusting to the new environment and challenges we face.

Locally PEACEPLUS is supported by Louth County Council and Louth Local Community Development Committee (LCDC). The PEACEPLUS Programme is managed by the Special European Programmes Body (SEUPB).

For more information on the PEACEPLUS Programme, please visit <https://www.seupb.eu/PEACEPLUS>

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## The Louth PEACEPLUS Action Plan

Louth County Council submitted their proposed PEACEPLUS Action Plan in application for funding under Theme 1 of the PEACEPLUS Programme - Building Peaceful & Thriving Communities, in March 2024. Approval was received in October 2024. The Action Plan is a result of the peacebuilding needs and issues that emerged in 2022-2023 via the 23 public consultation meetings held across Louth, the e-survey and numerous one-to-one consultation sessions. The Action Plan outlines 15 projects that will be carried out under three headings:

### 1. Community Regeneration & Transformation

Under Theme 1 Community Regeneration and Transformation, the aim is to develop and enhance areas or buildings across Louth to upgrade them from their current standard, to increase usage, with the aim of improving cross-community relations and community cohesion. There are two capital projects proposed: the rejuvenation of St Nicolas Church, Dundalk, and works to improve accessibility and information at the Battle of the Boyne site, Drogheda. Both projects will have complementary activity projects running alongside and after construction works to support cross-community and cross border engagement. These projects aim to improve the physical appearance of the areas and communities in which they will operate and also offer a host of new opportunities for engagement by participants from a wide variety of community backgrounds.

### 2. Thriving & Peaceful Communities

Under Theme 2 Thriving and Peaceful Communities, the aim is to unite communities and help them to grow and / or rebuild and learn from a difficult past. There are seven activity projects proposed. Via two Sports Programmes, three Arts Programmes and two Programmes focusing directly on Youth, these activities will create opportunities to build and sustain relationships between people from different community backgrounds across a wide range of different sectors.

### 3. Celebrating Cultures & Diversity

Under Theme 3 Celebrating Cultures and Diversity, there are six activity projects proposed. These projects are designed to increase understanding of and respect for all cultural identities across County Louth. We understand that cultural diversity means the existence of a variety of cultural or ethnic groups encompassing a range of population differences including race; ethnicity; age; ability; language; nationality; economic status; gender; religion; and sexual orientation. Projects proposed include entrepreneurship activities, classes to introduce and improve participants Irish Language

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Skills, and use of the Arts to share stories, improve understanding of participants backgrounds and showcase cultural diversity.

There is a total of €4,679,354 available to Louth County Council under this funding stream. Please note project values are indicative and are **inclusive** of VAT.

The proposed projects outlined in the Louth PEACEPLUS Action Plan will all be delivered by open tender:

**Theme: Community Regeneration & Transformation (CRT)**

<b>CRT A: Battle of the Boyne site</b>	<b>Indicative Project Value:</b> €586,687	<b>Indicative No. Participants:</b> 300	<b>Indicative contact hours:</b> 16	<b>Programme Duration:</b> 2 years
<b>Procurement due 2026</b>	(Build €373,900 Animation €212,787)			

**Programme Descriptor** To improve signage and access from County Louth and animate the iconic Battle of the Boyne Site into a more shared space, facilitated through a co-design process with residents, key stakeholders including Louth County Council, Coillte, OPW, Orange Order and others.

An activity programme will run in conjunction with the capital works.

<b>CRT B: St Nicolas Church</b>	<b>Indicative Project Value:</b> €837,208	<b>Indicative No. Participants:</b> 610	<b>Indicative contact hours:</b> 16	<b>Programme Duration:</b> 2 years
<b>Procurement due 2026</b>	(Build €689,827 Animation €147,381)			

**Programme Descriptor** The aim is to renovate the church to allow for use as a facility for appropriate music and cultural events together with providing facilities to foster related rehearsal, education and skills development. This allows communities to come together in a shared space

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with a shared goal. The project includes the reintroduction of the Southern Gallery with an access stairway (dedicated education and rehearsal space). Internal renovations will also be included. As with most Church buildings, the facility is idle for most of every week. Undertaking this renovation project will make the church significantly more suitable and usable.

An activity programme will run in conjunction with the capital works.

**Theme: Thriving & Peaceful Communities (TPC)**

<b>TPC A1 Sport: Sports Engagement Programme</b>	<b>Indicative Project Value:</b> €265,000	<b>Indicative No. Participants:</b> 700	<b>Indicative contact hours:</b> 32	<b>Programme Duration:</b> 2 years
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**Programme Descriptor:** The programme will build on cross border sports club/community partnerships already in place between clubs in Louth and those in Belfast and Derry building on previous peace building activities but bringing a new generation into this type of activity. Some governing bodies of these sports operate on an all-Ireland basis and hence this will add value because of their policies, marketing and approach to tackle racism and sectarian views and behaviours in these sports. Sports wearable stats tracking software will enable capture and analytics for all activities in the programme to enable a new level of understanding of the impact of physical activity. Each profile for each of the 700 participants will allow them personally to see their development but also create group competition and cross border comparisons through every element of delivery in their programme.

<b>TPC A2: Sports Leadership Programme (through outdoor</b>	<b>Indicative Project</b>	<b>Indicative No.</b>	<b>Indicative contact</b>	<b>Programme Duration:</b>
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<b>pursuits)</b>  <b>Contracted – Programme ongoing</b>	<b>Value:</b> €75,000	<b>Participants:</b> 80	<b>hours:</b> 28	2 years
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**Programme Descriptor:**

County Louth also offers varied sea and landscapes in its natural environment along with the local capacity to help co-design and facilitate an outdoor pursuits programme with a leadership focus. Using the natural environment to participate in a mix of group activities, young participants will learn new skills, navigate and participate in a choice of medium to high adrenalin outdoor pursuits including, rock-climbing, kayaking, downhill mountain biking and zip wires type activities with a view to building the leadership skills of young people in non-traditional sports.

<b>TPC B1:</b>  <b>Collaborative Arts Programme</b>  <b>Contracted – Programme ongoing</b>	<b>Indicative Project Value:</b> €304,915	<b>Indicative No. Participants:</b> 500	<b>Indicative contact hours:</b> 20	<b>Programme Duration:</b> 2 years
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**Programme Descriptor:** The PEACEPLUS Collaborative Arts Programme will examine the challenges faced by different communities in their local areas in terms of integration and cohesion with a view to exploring how to build a greater sense of belonging within communities through arts-based exploration activities. This project will build on projects completed successfully under PEACE IV in particular Creative Interventions and Peace of Art Programme. Activities will include Commissioning a composer to write a piece with school children and professional adults, music tuition, collaboration with migrant communities to collect songs from their home countries. Community based groups such as women’s groups and the Muslim community will also be engaged in this project, culminating in a final concert

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and exhibition.

<p><b>TPC B2: Animating Shared Spaces Louth Stories Through Art</b></p> <p><b>Contracted – Programme ongoing</b></p>	<p><b>Indicative Project Value:</b> €247,068</p>	<p><b>Indicative No. Participants:</b> 300</p>	<p><b>Indicative contact hours:</b> 20</p>	<p><b>Programme Duration:</b> 2 years</p>
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**Programme Descriptor:** The cultural significance of Louth’s heritage is important not just from a tourism and economic point of view but equally important to connect people and place. Building on this cultural heritage through this project will enable participants to explore the shared history of the place people call home. It will enable the start of discussions that shine a light on the past and create opportunities for discussions about the future of this cross-border place at a time of great change as a result of Brexit and other challenges. This project will deliver an Animating Shared Spaces Louth Stories Through Art, programme. The project will explore stories of notable local historical and more modern figures which provide a context for a shared appreciation of the culture and heritage that has helped shape County Louth and its cross-border location thus challenging perceptions and fostering connections between divided communities – attitudinal change and providing a sense of collective achievement through the completion of collaborative shared space arts projects which will be displayed at a finale event.

<p><b>TPC B3: Digital Arts Programme</b></p> <p><b>Contracted – Programme ongoing</b></p>	<p><b>Indicative Project Value:</b> €96,189</p>	<p><b>Indicative No. Participants:</b> 150</p>	<p><b>Indicative contact hours:</b> 22</p>	<p><b>Programme Duration:</b> 2 years</p>
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**Programme Descriptor:** The project will focus on engaging with a range of marginalised groups and assist them to engage in the creative economy and explore creative careers.

Activities could include a coder dojo initiative, digital fabrication initiative, animation initiative, amongst others.

<p><b>TPC C1: Youth Leadership and mentoring programme</b></p> <p><b>Contracted – Programme ongoing</b></p>	<p><b>Indicative Project Value:</b> <b>€230,361</b></p>	<p><b>Indicative No. Participants:</b> 300</p>	<p><b>Indicative contact hours:</b> 30</p>	<p><b>Programme duration: 2 years</b></p>
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**Programme Descriptor:**

The objective of this programme would be to provide participants with the skills and guidance to develop their leadership skills and provide mentoring to them throughout its duration. This strand would have a focus on enhancing these skills and increasing the confidence of young people post COVID while also allowing meaningful engagement and interactions with youth from other communities, traditions, and cultures.

<p><b>TPC C2: Youth and Community Safety Engagement, wellbeing and signposting</b></p> <p><b>Contracted – Programme ongoing</b></p>	<p><b>Indicative Project Value:</b> €172,908</p>	<p><b>Indicative No. Participants:</b> 200 (converting to 40)</p>	<p><b>Indicative contact hours:</b> 24</p>	<p><b>Programme duration:</b> 18 months</p>
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**Programme Descriptor:**

This strand would focus on delivering a cross community cross border engagement and signposting programme with a focus on the rural border area. It would aim to engage 200 young people and key stakeholders with a view to building improved trust and confidence in Louth and signposting young people to a range of other useful and relevant services to them.

40 participants would be engaged for more intensive activities.

The means of delivering this would be through detached work and outreach to the targeted rural border areas. These are areas that are all too often left behind in the greater focus and often lack youth clubs or organised youth-based activities outside of sports.

This proposal would also have an emphasis on one-to-one support for young people that would be delivered through specialised outreach and activities that will build towards relevant and meaningful signposting catered towards them.

**Theme: Celebrating Cultures & Diversity (CCD)**

CCD	A:	Culture	Indicative Project	Indicative No. Participants:	Indicative contact hours:	Programme duration:
Heritage/Multi history		cultural	Value: €140,846	150	27	18 months
Tender submission deadline passed, at evaluation stage						

**Programme Descriptor:** A Multi-Cultural / Inter-cultural / Citizenship Programme to increase engagement in Multi-Cultural events with those from different cultural traditions and to increase awareness and understanding of and trust and respect for the different cultures and traditions through two projects - The "Around the World in 7 Days" Events and shared learning through a creativity Programme and through a multi-ethnic youth performance group, resulting in 3 performances. The programme will contain two main elements co-ordinated by one deliver agent.

<p><b>CCD B1: Ex Prisoners and their Families - Community Transformation</b></p> <p>Introduction to Community Restorative Justice in Louth</p> <p><b>Tender submission deadline passed, at evaluation stage</b></p>	<p><b>Indicative Project Value:</b></p> <p>€18,130</p>	<p><b>Indicative No. Participants:</b></p> <p>50</p>	<p><b>Indicative contact hours:</b> 16</p>	<p><b>Programme Duration:</b></p> <p>2 years</p>
<p><b>Programme Descriptor:</b> To deliver two symposiums on the Introduction to Community Restorative Justice in Louth - to explore issues of perceived prejudice, discrimination, demonisation and social justice experienced by ex-political prisoners and their families on a cross border basis to examine the experience of other restorative justice projects around the island of Ireland north and south, and to explore the feasibility and desirability of establishing community restorative justice programmes in County Louth. The symposiums would include delegates from An Garda Síochána, the Probation Service, ex-prisoner groups and restorative justice practitioners from both sides of the border, Tusla, Local Authorities, community groups.</p>				
<p><b>CCD B2: Ex Prisoner Irish Language Engagement Programme</b></p> <p>Procurement due 2026</p>	<p><b>Indicative Project Value:</b></p> <p>€13,808</p>	<p><b>Indicative No. Participants:</b></p> <p>30</p>	<p><b>Indicative contact hours:</b> 16</p>	<p><b>Programme Duration:</b></p> <p>2 years</p>
<p><b>Programme Descriptor:</b> To establish an ex-political prisoner Irish Language engagement programme with the wider community in Co Louth and engage with the Ulster Scots language community in Northern Ireland to explore the richness of both languages on a cross-border basis with the objective of enhancing mutual understanding and respect. The activity project</p>				

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will enable people to engage in sustained cross community activities to facilitate greater integration of the ex-political prisoner community with non-Irish speakers. It is proposed that this programme establish an Ex political prisoner engagement programme with the wider community in Co Louth through the medium of the Irish language:

- Conversational Irish language classes by ex-prisoners and their families for small groups
- Aimed at adults from immigrant communities and for Irish people who have not spoken Irish since leaving the educational system with the objective of familiarising non-native speakers with the essential of the language they may encounter daily.
- A cross-border exchange between ex Political Prisoners Irish language teachers and language teachers from the Ulster Scots community to explorer the richness of languages - Irish and Ulster Scots with their classes.

<p><b>CCD C1: Minority Ethnic and Traveller Community Entrepreneurship Programme</b></p> <p><b>Tender submission deadline passed, at evaluation stage</b></p>	<p><b>Indicative Project Value:</b> <b>€101,040</b></p>	<p><b>Indicative No. Participants:</b> 106</p>	<p><b>Indicative contact hours:</b> 26</p>	<p><b>Programme Duration:</b> 2 years</p>
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**Programme Descriptor:** To deliver a social entrepreneurship programme for the traveller community and ethnic minority communities across County Louth. To be inclusive of leadership and entrepreneurship skills, that promote attitudinal change towards those from minority communities engaging and developing social enterprises. To increase the likelihood of those from minority communities and target groups establishing social enterprises that address local need.

<p><b>CCD C2: LGBTQIA+ Capacity Building Programme</b></p> <p><b>Tender submission deadline passed, at evaluation stage</b></p>	<p><b>Indicative Project Value:</b> €102,991</p>	<p><b>Indicative No. Participants:</b> 106</p>	<p><b>Indicative contact hours:</b> 34</p>	<p><b>Programme Duration:</b> 2 years</p>
<p><b>Programme Descriptor:</b> To deliver a LGBTQIA+ Capacity Building and Community Empowerment Programme over two main activities including an outreach project in rural and cross border areas that will raise awareness, understanding and respect for the LGBTQIA+ community; and a public sector service delivery culturally sensitive awareness raising initiative with 36 participants with a view to combating prejudice and discrimination and creating a safer and more inclusive county.</p>				
<p><b>CCD D: Shared Narratives Past, Present and Future Storytelling Programme - linked to film, Exhibition, Art Gallery</b></p> <p><b>Contracted – programme ongoing</b></p>	<p><b>Indicative Project Value:</b> €371,400</p>	<p><b>Indicative No. Participants:</b> 1,100</p>	<p><b>Indicative contact hours:</b> 20</p>	<p><b>Programme Duration:</b> 2 years</p>
<p>To deliver a Shared narratives Storytelling cross border Project that brings together diverse, divided and often overlooked groups in society to hear their stories related to the conflict and to celebrate the insight and understanding their perspective and experience brings to wider society. Within this project there are 4 core elements that together blend into this cohesive PEACE building project namely</p>				

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- Element 1: Building on the Aftermath.
- Element 2: Focus on Women.
- Element 3: Education and Young People and
- Element 4: Ex-political prisoners and security forces.

The project will enhance the capacity of participants to form effective and sustainable relationships with others from different backgrounds using the different art genres as the storytelling medium (film, music, song, poetry/prose, theatre and photography, Education) that promotes understanding, encourages further engagement, strengthens integration and reconciliation, and builds cohesion with and towards those from different target groups.

## PEACEPLUS Procurement

Procurement will take place within EU & National Procurement Guidelines, as set out in internal policies. Procurement will also include SEUPB guidance. Louth County Council will function as the Lead Partner in all projects. The following points should be noted to ensure compliance:

- As Lead Partner we are responsible for compliance with EU and national procurement policy for the entire partnership
- As Lead Partner we will consider advice given by the SEUPB or any other person from the Managing Authority
- As Lead Partner it is our responsibility to be aware and informed of up-to-date procurement rules and, if needed, guidance will be sought from the SEUPBs Financial Control Unit
- Financial recording and record keeping is of utmost importance to European funding. As such the successful tenderer will need to capture and provide accurate data.
- The successful tenderer will need to demonstrate that they are sensitive to the historical and political environment in which they will be operating.
- The successful tenderer will need to adhere to SEUPB rules regarding demographics, monitoring & Evaluation, and Reporting

### **Demographics**

Participation in projects should include the following demographics:

- **Cross community** – Catholic Nationalist Republican (CNR) 80%; Protestant Unionist Loyalist (PUL) 5%; Minority Groups 15%
  - Participants must include a minimum of 5% from PUL background and a minimum of 15% from other minority groups.
  - 80% maximum can be made up of participants from a CNR background.

This is in line with 2022 Census data.

- **Cross border** - 90% Republic of Ireland (ROI); 10% Northern Ireland (NI)

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- There should be a cross-border split of participants with a maximum of 90% coming from Republic of Ireland and minimum of 10% from Northern Ireland.

## **Monitoring & Evaluation**

Monitoring & Evaluation are key aspects of each project. Each successful tenderer will need to show clearly how they will monitor and evaluate the programme. This may include:

- Providing detailed workplans and timelines to show that the programme can be completed on time.
- Equality data must be captured via registration, to include information such as gender, race, religion, community background, sexual orientation, disability status.
- A log of participation hours, through registration at all activities, must be kept.
- Before and after surveys must be conducted with all participants to measure meaningful engagement and may ask the following

### *Attitudinal / Behavioural changes*

- % of those who have a more positive attitude towards someone from a different religious or racial background
- % who are more likely to socialise / play sport with someone from a different religious or racial background
- % who are more likely now to travel across the border

### *Increased level of cohesion, sharing, social inclusion and integration*

- % who feel like their area feels like a more cohesive or integrated place
- % who feel more respected and understood as a result of engagement in the programme
- % who feel their place feels like a more shared place as a result of PEACEPLUS funding

### *Transformational effect of peacebuilding*

- % who feel they have a greater understanding and awareness of others and the value of reaching out
- % who feel this place is a better place in which to live as a result of their engagement in the project
- % who feel that people get on better with other from a different community than they did 5 years ago

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- % who feel that people will get on better with others from a different community in 5 years' time

**Please note that a % target will be set for each indicator.**

In addition, the following may be required

- Giving project access to the SEUPB Monitoring and Evaluation team and also to the Louth County Council PEACEPLUS team.
- Establishing focus groups as part of the monitoring and evaluation criteria.
- Producing case studies as part of the monitoring and evaluation criteria.

**Table outlining Specific Programme Requirements Monitoring & Evaluation (M&E)**

**Please note this list is illustrative and does not indicate final M&E requirements.**

<b>Participants</b>	<b>Targeted &lt;&gt; Participants.</b>	Evidenced by registration forms and/or sign in sheets and contact hours tracking spreadsheet.
<b>Cross-community balance</b>	There will be a requirement to strive to achieve Catholic 80% /20% split compromising of Protestant /Other Minority faith Religions or No Religion.	Evidenced by equality information provided on registration forms.
<b>Cross-community contact hours per Participant</b>	<b>Min &lt;&gt; Hours per Participant.</b>	Evidenced by registration forms and/or sign in sheets and contact hours tracking spreadsheet.
<b>Cross-border</b>	This Programme will incorporate cross-border interaction	Evidenced by registration forms and/or sign in sheets  Evidenced by progress reports.

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<b>Communications</b>	Launch & Close Celebration events and issue a minimum of <> press releases. See Link to the SEUPB Communication Guideline  <a href="https://www.seupb.eu/peaceplus/guidance-funded-projects/communication-guidelines">https://www.seupb.eu/peaceplus/guidance-funded-projects/communication-guidelines</a>	Evidenced by photos and/or press/social media evidence.
<b>Peace and Reconciliation 'Transformation'</b>	Positive, 'transformative' impact for peace and reconciliation of individual participants.  Positive attitudinal and/or behavioural changes of participants	Evidenced by qualitative responses on completed evaluation returns.
<b>Timeframe</b>	<> Months.	Completed programme delivery and evaluation.  Completed invoices and payment claims submitted.

### Reporting requirements

- Quarterly reports must be submitted to Louth County Council, PEACE department.
- Regular meetings will be held with Louth County Councils PEACE department. These will range from quarterly meetings at a minimum, to weekly meetings depending on the stage of the project and project needs.
- Evaluation reports will be required at selected points throughout the project and at project end.
- Final project report will be required.
- The successful tenderer will be required to participate in SEUPB audits as required. These can occur after the project has finished.

### Communication requirements

The SEUPB Communication Guidelines are available via <https://www.seupb.eu/peaceplus/guidance-funded-projects/communication-guidelines>

### Summary of Requirements

- PEACEPLUS must be written as one word and in capital letters at all times.

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- All communications materials related to the project, including any leaflet, brochure, signage, invite, advertisement, etc, must include the PEACEPLUS logo and a statement to the effect that the project is supported by the PEACEPLUS Programme (textual reference).
- PEACEPLUS funded projects must acknowledge that they have received PEACEPLUS funding on all their social media accounts. The fact that your project is supported by the PEACEPLUS Programme, must be clearly stated in the 'About' section of your social media profile.
- At least one regularly updated webpage is required for each project, this may be hosted on the website of the Lead Partner or equivalent. Websites/pages must include the correct use of the PEACEPLUS logo and the textual reference. Pages must also include a link to the SEUPB website: [www.seupb.eu](http://www.seupb.eu)
- A proportionate and appropriate media event/publicity opportunity to mark both the commencement and completion of all projects must be arranged and invites sent to the SEUPB and relevant match-funding representatives at least three weeks in advance.
- Quarterly communication reports are required.

**Please note this list is illustrative and does not indicate final communication requirements.**

**Please note that all reports listed may be provided to PEACEPLUS Partnership, SEUPB and other bodies such as Louth Community Development Committee as required.**

All expenditure, reporting, monitoring and evaluation must be completed by a given date. If not, expenditure will be deemed ineligible

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## Thresholds

- Expenditure over EU thresholds will follow existing EU Public Procurement Directives and the Remedies Directives
- Expenditure under EU thresholds will follow existing EU and national procurement rules.

**WE RECOMMEND ALL INTERESTED PARTIES TO REGISTER ON E-TENDERS - <https://www.etenders.gov.ie>**

### **Tendering Process**

The following steps will be followed in our procurement of goods and services:

1. The budget figures and need for goods and services have been based on realistic estimates.
2. Begin tendering process in a timely manner.
3. Description of goods and services required will be clear, concise and non-restrictive and all suppliers will receive the same lists of goods and/or services.
4. The table below sets out tender requirements as per EU Thresholds as of November 2024

### **Thresholds for Goods & Services only**

	<b>QUOTATIONS/ TENDERS REQUIRED</b>	<b>MINIMUM DOCUMENTATION TO RETAIN</b>
< €5,000.00	Seek verbal or written quotes from one or more interested & competent suppliers (best practice is to seek a minimum of three written quotes).	Must have documented evidence of having sought these and of responses where obtained.  Simplified Procedure facility (formerly Quick Quotes) to be used on eTenders, where possible.

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	<b>QUOTATIONS/ TENDERS REQUIRED</b>	<b>MINIMUM DOCUMENTATION TO RETAIN</b>
€5,000.01 to < €50,000.00	Minimum of 3 written quotations from competent suppliers who ordinarily supply the relevant service.	Must have documented evidence of having sought these and of responses where obtained.  Simplified Procedure facility to be used on eTenders, where possible.
€50,000.01 to <€ €221,000	Full Tender Action To be placed on <b>eTenders</b> & <b>eTendersNI</b> websites	Evidence of use of procurement websites,  <ul style="list-style-type: none"> <li>– eTenders - Ireland</li> <li>– Signposting to – eTenders Northern Ireland</li> </ul> Projects must formally advertise in all jurisdictions where partners are based.
>€221,000	Public Advertising OJEU	Advertising on <b>eTenders</b> & <b>eTendersNI as above</b> and in addition: Advertising in the Official Journal of the EU is obligatory Projects must formally advertise in all jurisdictions where partners are based.

### Thresholds for Works Related Services

< €50,000.00	Seek a minimum of 5 written quotes.	Must have documented evidence of having sought these and of responses where obtained.  Simplified Procedure facility to be used on eTenders, where possible.
€50,000 to	Public Advertising	Evidence of use of procurement websites,

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< €221,000.00	Etenders	<ul style="list-style-type: none"> <li>- eTenders - Ireland</li> <li>- Signposting to – eTenders Northern Ireland</li> </ul> <p>Projects must formally advertise in all jurisdictions where partners are based.</p>
> €221,000.00	Public Advertising OJEU	<p>Advertising on <b>eTenders</b> &amp; <b>eTendersNI as above</b> and in addition:</p> <p>Advertising in the Official Journal of the EU is obligatory</p> <p>Projects must formally advertise in all jurisdictions where partners are based.</p>

### Thresholds for Works

< €200,000	Seek a minimum of 5 written quotes	<p>Must have documented evidence of having sought these and of responses where obtained.</p> <p>Simplified Procedure facility to be used on eTenders, where possible.</p>
€200,000 to < €5.538m	Public Advertising eTenders	<p>Evidence of use of procurement websites,</p> <ul style="list-style-type: none"> <li>- eTenders - Ireland</li> <li>- Signposting to – eTenders Northern Ireland</li> </ul> <p>Projects must formally advertise in all jurisdictions where partners are based.</p>
> €5.538m	Public Advertising OJEU	<p>Advertising on <b>eTenders</b> &amp; <b>eTendersNI as above</b> and in addition:</p> <p>Advertising in the Official Journal of the EU is obligatory</p> <p>Projects must formally advertise in all</p>

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		jurisdictions where partners are based.
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Notes:

The EU threshold changes every two years and the current EU threshold, applicable from 01st Jan 2024 to 31st Dec 2025 as follows:

- €221,000 for supplies/goods and services
  - €5,538,000 for works
  - €221,000 for works-related services
5. Selection and Award criteria shall be clearly outlined in the Tender document which will be made available to suppliers and will not be subject to change.
  6. Responses to queries by tenderers will be circulated to all potential tenderers.
  7. A Tender Evaluation Assessment multi-disciplinary Committee will assess all tenders (excluding those obtained by lowest price only). Membership will include employees of Louth County Council, members of the PEACEPLUS Partnership and / or representative community groups / bodies. Committee(s) will be formed based on the project to be evaluated to ensure that there are no conflicts of interest and to ensure that members have the correct skills and experience to make a qualified decision.
  8. Louth PEACEPLUS Partnership Committee will make the final decision on the project.
  9. Tenders will be opened at the same time with no advance knowledge of bids to be made available prior to this. They will be opened in the presence of the PEACEPLUS Programme Manager and/or PEACEPLUS Staff Officer.
  10. Arrangements have been put in place to ensure that members of the PEACEPLUS Partnership and executive officers of the Lead Partner (Louth County Council) disclose any potential conflicts of interest relating to transactions involving the project.
  11. Award Criteria: Tender selection will be based on the Selection Assessment whereby tenders will be assessed on a Pass/Fail basis. Those who Pass will proceed to the Award Assessment. The Selection & Assessment Criteria will be clearly set out in Tender documents.
  12. To ensure compliance the following documentation will be retained for audit purposes:
    - Brief/specifications supplied of goods/services required.
    - Terms of Reference for all Tenders
    - All Quotations/Tenders submitted including unsuccessful bids.
    - Documented assessment of tenders including tender assessment report reasons for selection of successful supplier
    - Clarifications Obtained and Responses Given
    - Evidence of notification to successful and unsuccessful tenders
    - Details of Assessment Committee members and record any conflicts of interest.

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- Audit Trail from Platform
- Tender Assessment Report (Article 84)

13. All tenderers will be treated with equal consideration by the Assessment Committee

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## Indicative Schedule for Programme Tenders

### Community Regeneration & Transformation

<b>Programme:</b>	
Advertise Date	<b>Q3 – Q4 2026</b>
Clarifications	Where requested in good time, a contracting authority shall supply to all tenderers taking part in the procurement procedure additional information relating to the specifications and any supporting documents no later than six days before the time limit fixed for the receipt of tenders.
Tender Closing Date	5 Weeks
Opening Tender Date	Within 5 Working Days of Closing Date
Pre-Qualification/Assessment Committee Date	Schedule within 3 weeks of Closing Date
Partnership Meeting Date	Schedule within 6 weeks of Closing Date
Letter of Offer	14 days from date of notification of successful Tender

### Thriving & Peaceful Communities

<b>Programme:</b>	
Advertise Date	<b>PROCURED</b>
Clarifications	Where requested in good time, a contracting authority shall supply to all tenderers taking part in the procurement procedure additional information relating to the specifications and any supporting documents no later than six days before the time limit fixed for the receipt of tenders.
Tender Closing Date	5 Weeks

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Opening Tender Date	Within 5 Working Days of Closing Date
Pre-Qualification/Assessment Committee Date	Schedule within 3 weeks of Closing Date
Partnership Meeting Date	Schedule within 6 weeks of Closing Date
Letter of Offer	14 days from date of notification of successful Tender

### ***Celebrating Cultures & Diversity***

<b>Programme:</b>	
Advertise Date	<b>Q2 2026</b>
Clarifications	Where requested in good time, a contracting authority shall supply to all tenderers taking part in the procurement procedure additional information relating to the specifications and any supporting documents no later than six days before the time limit fixed for the receipt of tenders.
Tender Closing Date	5 Weeks
Opening Tender Date	Within 5 Working Days of Closing Date
Pre-Qualification/Assessment Committee Date	Schedule within 3 weeks of Closing Date
Partnership Meeting Date	Schedule within 6 weeks of Closing Date
Letter of Offer	14 days from date of notification of successful Tender

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## Indicative Requirements

All PEACEPLUS projects will be tagged with the Common Procurement Vocabulary (CPV) Code, 98000000, amongst others. We will also use 'PEACEPLUS' in the tender title to allow tenderers to search by a keyword.

### 1. Background

Tendering organisations should set out:

- Description of the business/organisation(s) delivering this proposal
- The nature of the organisation(s) (e.g. company limited by guarantee, community organisation, statutory organisation, private company, sole trader etc.)

### 2. Knowledge and Understanding of the Brief

- Tendering organisations should demonstrate in their proposals a good understanding of the brief and issues that this project is seeking to address.

### 3. Approach/Methodology

- This will include an interpretation of how the requirements set out in the Programme specifications can best be met and what approach will be taken to deliver this programme. This should include a detailed timetable, project and work plan including how participants will be identified and recruited.
- Details of each member of the team should be given and their individual roles set out. (CVs should be attached as an appendix). All individuals working with children and youth must be Garda or equivalent vetted.
- Explanation of how outputs and targets will be met including what actions would be taken if these outputs or targets were to prove challenging.
- Details of how this programme will contribute to equality and sustainable development should be included.
- Monitoring and Evaluation arrangements.
- Evaluation costs are ineligible.
- Demonstrate how the project will be publicised and promoted.

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#### 4. Tender Price

- All prices quoted must be all-inclusive i.e. including all costs and expenses related to the delivery of the programme
- A detailed breakdown of the cost structure for the project is required in a table format.
- 'Unit', 'hourly' or 'day' rates used in calculating the costs, should be included. These should be exclusive of VAT. Day rates to be based on 7.5 hours.
- In the case of a tender from a non-resident, a statement from Revenue Commissioners confirming suitability on tax grounds.

The successful tender contract will be with Louth County Council as Lead Partner and the main point of contact is the PEACEPLUS Programme Manager. Indicative Scoring System

#### Cost Scoring System

Cost will be evaluated using the following formula:

<b>Lowest Cost from a Bona Fide Tender</b>	<b>A</b>
<b>Cost for the tender being evaluated</b>	<b>B</b>
<b>Maximum Points available for Cost</b>	<b>C</b>
<b>Formula employed</b>	$\frac{A \times C}{B}$

This Cost Scoring System will be used in evaluation except in the case where a tender/quotation request is advertised as lowest price only

Qualitative criteria (such as service delivery proposals) will be evaluated using the following system:

## Assessment scoring

Score	Meaning	Interpretation
<b>90 – 100%</b>	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
<b>80 – 89%</b>	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
<b>70 – 79%</b>	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
<b>60 – 69%</b>	Good	A good response demonstrating good understanding offering assurance to client – well supported.
<b>50 – 59%</b>	Acceptable	An acceptable response demonstrating a minimum understanding which offers sufficient assurance to client.
<b>Less than 50% is unacceptable and considered ineligible from further consideration</b>		
<b>25 – 49%</b>	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.
<b>1 – 24%</b>	Poor	Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and classified as inadmissible.
<b>0%</b>	No response	Response completely fails to address the criterion under consideration. This is unacceptable and classified as inadmissible.

**Please note this table is illustrative rather than a set format for how tender responses will be evaluated.**

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	Criteria	%	Marks	Min marks to be obtained
1	Quality of project design	25%	2500	1250
2	Contribution of the project to the defined results and outputs of the programme. To include - Monitoring and Evaluation arrangements - Quality of cross community co-operation with demonstrable added value	25%	2500	1250
3	Quality of the project team and implementation arrangements	20%	2000	1000
5	Cost	20%	2000	1000
7	Contribution to sustainable development	5%	500	0
8	Contribution to Equality	5%	500	250
<b>TOTAL</b>		<b>100%</b>	<b>10,000</b>	<b>5000</b>

**Please note this table is illustrative rather than a set format for how tender responses will be evaluated.**

Tenderers will be evaluated based on selection and award criteria and the award criteria will comprise both price and qualitative aspects.

### Selection Criteria

Tenderers will be assessed by the Assessment Committee on a pass/fail basis for the selection criteria.

<b>General Information</b>	
Provide contact and general information on the tendering organisation - company name, address and contact details for individual responsible for this tender and company overview as well as information on sub-contractors and consortium members if applicable.	
<b>Declarations</b>	
<ul style="list-style-type: none"> <li>Complete the Declaration of Bona Fides as per Art. 57 of Directive 2014/24/EU as implemented by SI 2814 of May 2016 as contained in the Tender Response Document.</li> <li>Complete the Declaration regarding compliance with relevant statutory obligations as contained in the Tender Response Document. Where tenderers are established and operating outside of Ireland compliance with equivalent legislation as applicable in the country of establishment / operation is required.</li> </ul>	
<b>Financial</b>	
<b>Tax</b>	<p>Confirmation that the tenderer / all parties associated with the tenderer are fully tax compliant in accordance with the rules of the Irish Revenue Commissioners and in their country of establishment. A valid tax reference ID must be supplied.</p> <p>In the case of a tender from a non-resident, a statement from Revenue Commissioners confirming suitability on tax grounds</p>
<b>Turnover</b>	(a) Confirmation that the tendering party turnover exceeded [insert amount] during one/each of the last three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 6 months.

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	<p>(b) Confirmation that evidence will be supplied of financial standing, by way of auditor’s letter ensuring the tendering party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.</p> <p>Evidence of both statements will be required prior to the award of any contract.</p>
<b>Insurance</b>	<p>Confirmation of the following insurances being in place:</p> <ul style="list-style-type: none"> <li>• Employer’s Liability - €13 million</li> <li>• Public Liability - €6.5 million (this should include a specific indemnity to Louth County Council or Principal and to SEUPB)</li> <li>•</li> </ul>

**Please note this table is illustrative rather than a set format for how tender responses will be evaluated.**

Please note for insurances that

- Insurances must be in date.
- Business Description to include your role as Project Supervisor Design Phase (PSDP), if applicable.
- Territorial limits to include Republic of Ireland.
- Irish Law and Irish Courts jurisdiction.
- Public Liability Insurance to include Louth County Council.
- Employers Liability Insurance to include either a specific indemnity to Louth County Council or include an indemnity to Principal clause.
- Insurances must be provided by an Underwriter authorised by the Central Bank of Ireland to operate in the Republic of Ireland.
- Participants are asked to provide, as part of their submission, written confirmation that they hold or will hold, if successful, the above types and levels of insurance. A formal confirmation from the participant’s insurance company or broker to this effect will be requested from the successful participant prior to final award.

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## Selection Criteria

### Previous Contracts / Experience

Tenders from experienced and competent service providers are welcome. In order to qualify for Stage 1: Selection Criteria, tenders must provide details of at least one substantial Peace Programme or similar delivered by your organisation within the last 7 years.

Details must include but are not limited to:

1. Client name
2. Dates of delivery
3. Participant numbers and contact hours
4. Contract Value
5. Outline of how the contract was managed, and your role in the delivery of the contract
6. Details of how you consider this comparable to the subject matter of this tender
7. Contact details of a reference related to this programme.

### Health & Safety Management System

Tenderers must provide information which demonstrates operation of health & safety systems and procedures in line with all relevant Safety Health & Welfare at Work legislation. Please complete the TRD. Evidence of compliance will be required as condition of contract award.

## Award Criteria

Only tenders which meet the Selection Criteria and are confirmed as valid and responsive to the specifications set out in this document will be evaluated against the award criteria. Tenderers should ensure that they have submitted sufficient relevant information to allow their tenders to be assessed under each of the award criteria set out below.

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The contract will be awarded on the basis of the most economically advantageous compliant tender taking into account the following award criteria and weightings.

**RULE:** The response per criterion B & C can be no more than six A4 single sided pages each, typed with a minimum size 11-point font and single line spacing.

Tables are provided for criterion D.

**RULE:** The response per criterion E & F can be no more than two A4 single sided pages each, typed with a minimum size 11-point font and single line spacing.

**RULE:** If more than the allowed number of pages are submitted per criterion (excl cover page) only the specified number pages of the statement will be read and scored accordingly. The remaining pages will be disregarded. An exception to this occurs in Criterion D, if more pages are needed to submit staff details.

**Please note that the maximum marks available is 10,000.**

Criterion A	Weighting	Maximum Marks	Minimum Marks – 50%
	20%	2000	1000
<b>Title</b>	Cost		
<b>Description</b>	<p>All prices quoted must be all-inclusive i.e. including all costs and expenses related to the delivery of the programme. This should include all staff costs, all activity costs, transport, food and any additional administrative costs.</p> <ul style="list-style-type: none"> <li>• A detailed breakdown of the cost structure for the project is required in a table format.</li> <li>• You should also include 'unit', 'hourly' or 'day' rates which you have used in calculating the costs. These should be exclusive of VAT.</li> <li>• Please ensure that all people involved in the delivery of this project are detailed in the tender. The details provided should include a breakdown of their cost with a CV attached with relevant knowledge.</li> <li>• In the case of a tender from a non-resident, a statement from</li> </ul>		

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	Revenue Commissioners confirming suitability on tax grounds.		
Criterion B	Weighting	Maximum Marks	Minimum Marks Required
	25%	2500	1250
<b>Title</b>	Quality of project design		
<b>Description</b>	<p>Tendering organisations should demonstrate in their proposals, a good understanding of the brief and issues this project is seeking to address. Responses should include details on the approach/methodology that will be used in designing the project. This will include an interpretation of how the requirements set out in the specifications above can best be met and what approach will be taken to deliver this programme. This should include a detailed timetable, project and work plan including how participants will be identified and recruited. Key points should include</p> <ol style="list-style-type: none"> <li>1. Activities that will be undertaken during outreach</li> <li>2. &lt;Food provision&gt;</li> <li>3. Demonstrate how the project will be publicised and promoted</li> </ol>		
Criterion C	Weighting	Maximum Marks	Minimum Marks
	25%	2500	50%
<b>Title</b>	<p>Contribution of the project to the defined results and outputs of the programme. To include</p> <ul style="list-style-type: none"> <li>- Monitoring and Evaluation arrangements</li> <li>- Recruitment</li> <li>- Quality of cross community co-operation with demonstrable added value</li> </ul>		
<b>Description</b>	A detailed plan of how the project will achieve the results and outputs indicated in the Request for Tender document should be provided.		

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This should include clear detail of the monitoring and evaluation arrangements.

This should include clear detail on the how cross-community & cross-border recruitment will be done

This should include clear detail on how cross-community & cross-border cooperation will be achieved.

Please explain how you will meet these outputs and targets and what actions you would make if these outputs or targets were to prove challenging.

Criterion D	Weighting	Maximum Marks	Minimum Marks – 50%
	20%	2000	1000

<b>Title</b>	Quality of the project team
<b>Description</b>	<p>Details of each member of the team must be given and their individual roles set out. All individuals working with children and youth must be Garda vetted or equivalent. Tenderers should also include how safeguarding of children and young people will be ensured.</p> <p>If the successful tenderer wishes to engage with schools/Colleges as part of programme delivery, they must obtain relevant authorization i.e. letter from Principal or relevant education Body</p> <p>Please note bibliographical details can be provided for multiple / a selection of staff who may (but not all) participate in the project. This can help to mitigate the effects of staff turnover or long-term leave, etc.</p> <p><b>RULE:</b> The Tenderer is required to identify the Team Leader with overall responsibility for the service and who will act as the point of contact for</p>

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Louth County Council. The Tenderer must identify the level of skill, grade and relevant experience that this individual has and is therefore bringing to the service. The Tenderer must also stipulate the number of hours (work time) that this individual will be committed to delivering the service.

**RULE:** Where the Tenderer proposes to use a team in addition to the proposed team leader they are required to identify the individuals of the proposed team for the service. The Tenderer must identify the level of skill, grade and relevant experience that each individual has and is therefore bringing to the service. The Tenderer must also stipulate the number of hours (work time) that each individual will be committed to delivering the service.

**RULE:** Tenderer must Complete Criterion D Response – Quality of Project Team - table 1 and 2 below, and must include a Biographical Summary for the Team Leader and where applicable for each team member. The Biographical Summary shall identify services and dates, role and responsibility on individual services.

The greater the quality of the individual(s) proposed based on relevant experience and time dedicated to deliver this service = The greater the Tenderers Overall Score.

Failure to complete “Criterion D Response” in the correct manner and submit relevant Biographical Summary for each team member proposed will render the Tenderers Submission non-compliant and the Tenderers Submission will be rejected

Criterion D Response – Quality of Project Team

TABLE 1 Quality of Proposed Team Leader

Name	Level of Skill	No. years relevant experience	Hours of service delivery

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TABLE 2 Quality of Proposed Team Key Service Staff:				
Name	Level of Skill	No. relevant experience	years	Hours of service delivery
<b>Criterion E</b>	<b>Weighting</b>	<b>Maximum Marks</b>		<b>Minimum Marks Required</b>
	5%	500		250
<b>Title</b>	Contribution to equality			
<b>Description</b>	<p>The project will aim to be as inclusive as possible and will consider the importance of including a wide range of equality groups including girls, boys, those with a disability, disadvantaged areas, LGBTQIA+ young people, rural, travellers, ethnic minority communities.</p> <p>Please demonstrate how this will be undertaken, and what accommodations can be made to insure inclusivity.</p>			
<b>Criterion F</b>	<b>Weighting</b>	<b>Maximum Marks</b>		<b>Minimum Marks Required</b>
	5%	500		0
<b>Title</b>	<p>Sustainable development and contribution to green public procurement</p> <p>Sustainable public procurement, which incorporates green public procurement and socially responsible public procurement, achieves value for money on a whole life-cycle basis in terms of generating benefits not only to the purchasing entity, but also to society more generally and the economy, whilst significantly reducing negative impacts on the</p>			

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	<p>environment.</p> <p>Green Public Procurement (GPP) is a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured.</p>
<b>Description</b>	<p>Please reference any initiatives and/or innovative elements that can serve to minimise your carbon footprint while delivering this project.</p> <p>Please include any initiatives and/or innovative elements &amp; value-added proposals that you would be willing to implement.</p> <p>Please give attention to initiatives such as</p> <ul style="list-style-type: none"> <li>- Sustainability awareness training for personnel involved in contract fulfilment</li> <li>- Proposals for the monitoring, measurement and reporting during contract delivery of energy efficiency of sustainable resource use.</li> </ul>

Please note there will be a cap on the amount of information that may be submitted per criteria, such as max four pages or a word limit.

### **Assessment weighting**

A minimum of 50% in each category must be achieved to be deemed an eligible tender.

A minimum of 50% overall must be achieved to be deemed an eligible tender.

A proposal scoring the minimum assessment threshold of 50% or above does not guarantee award of a contract.



## Payments

### VAT

Details of VAT registration are to be supplied with the tender. In the case of non-residents, you must supply a statement from Revenue Commissioners confirming suitability on tax grounds. Please note that contracts award to non-Irish Republic residents will be subject to VAT at the Irish rate.

The VAT rate(s) where applicable should be indicated separately.

Tenderers from NI/UK should be aware that even though they may not be including VAT in their tender sum per above, that Louth County Council is obligated under tax rules to self-account for VAT at a rate of 23% and therefore to factor this into their tender submission.

### Staged payments

Staged payments will be outlined in the contract document.

### Tax

#### Tax Clearance

Prior to the award arising out of this Competition, the successful participant will be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Council. By supplying these numbers, the successful participant acknowledges and agrees that they are granting permission to the Council to verify its tax cleared position online.

#### Withholding Tax

Payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: 353-1-6733533).

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## Additional Information

### ***Freedom of Information***

Participants are advised that Louth County Council is subject to the Freedom of Information (FOI) Acts, 2014. If a participant considers that any of the information supplied in their submission is either commercially sensitive or confidential in nature, that information should be clearly highlighted and the reasons for its sensitivity stated. In such cases, the relevant material will be examined in the light of the exceptions provided for in the FOI Act if and when such a request is received.

### ***Conflict of Interest***

Any conflict of interest or potential conflict of interest on the part of a participant, Subcontractor or individual employee(s) or agent(s) of a participant or Subcontractor(s) must be fully disclosed to the Council as soon as the conflict or potential conflict is or becomes apparent. In the event of any actual or potential conflict of interest, the Council may invite participant to propose means by which the conflict of interest might be removed. The Council will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a participant from the Competition or terminating any agreement.

### ***Additional information***

The successful tenderer will be responsible for the following where applicable:

1. Recruitment of participants
2. Raise awareness of the programme
3. Formation of collaborations with other organisations/individuals if applicable
4. Ensuring full attendance of the programme participants for the time and duration specified.
5. Ensuring at least the minimum of participants listed in the Outputs Section of this document complete the programme. Since some participants may drop off due to various reasons, please allow for this drop off possibility in your proposal
6. Setting up of equipment
7. Booking of venue hire
8. All insurance requirements
9. Refreshments
10. Providing any support staff necessary
11. Preparing all adverts - papers, radio, parish bulletins, newsletters etc
12. Letter of Invite

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13. Photocopying & Printing
14. Attendance Sheets
15. Opening and closing of events/launches
16. Certificates
17. Postage and Stationery
18. Organising meetings with potential beneficiaries
19. Rooms or office accommodation.

**This is not an exhaustive list, and further clarification can be given by contacting Louth PEACEPLUS Secretariat by e-mail at [PEACEPLUS@louthcoco.ie](mailto:PEACEPLUS@louthcoco.ie)**

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## Useful Resources

### **Louth County Council Website**

<https://www.louthcoco.ie/en/services/economic-development/peaceplus/>

Updates on projects, procurement, etc will be published here.

### **Local Enterprise Offices**

<https://www.localenterprise.ie/Louth/>

The Louth Local Enterprise Office (LEO) run E-Tenders training. There was a training session held in September 2024. This may be held again in 2025.

Other Local Enterprise Offices may offer similar training. We recommend checking the LEO websites for further training opportunities.

### **E-Tenders website**

<https://www.etenders.gov.ie/epps/definition/walkthroughs.index.do>

There are a series of interactive walkthrough training videos on E-Tenders for Economic Operators. These may be of benefit to those looking to submit a tender proposal.

### **SEUPB website**

<https://www.seupb.eu/peaceplus>

Please note in particular

- PEACEPLUS key guidance documentation - [https://peaceplussupport.seupb.eu/op/p/64101bc45236db757bdf5c1f/\\_detail/](https://peaceplussupport.seupb.eu/op/p/64101bc45236db757bdf5c1f/_detail/)

- PEACEPLUS Communication Guidelines

<https://www.seupb.eu/peaceplus/guidance-funded-projects/communication-guidelines>

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