



# PCSA

Údarás Póilíneachta  
& Sábháilteachta Pobail

Policing & Community  
Safety Authority

## Request for Quotations Human Rights Advisor

Important Note: All Quotations Must be Submitted by 26 09 2025

### Issued by:

Policing and Community Safety Authority  
4th Floor  
90 King St. North  
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Date issued: 27 08 2025

# 1. Context and Background

The Policing and Community Safety Authority (PCSA) invites quotations from human rights expert(s) to advise and assist the PCSA with the performance of its functions in the area of human rights including the assessment of An Garda Síochána (AGS) compliance with its human rights obligations.

The PCSA was established on 2 April 2025 merging the Policing Authority and Garda Síochána Inspectorate into one organisation with an important remit to oversee the delivery of policing services and the performance of AGS and to conduct inspections of policing services.

The objective of the PCSA is to oversee and assess, in an independent and transparent manner, the performance by AGS of its function relating to policing services, in order to support the effective provision and continuous improvement of such services to the benefit of the safety of the public.<sup>1</sup>

A core function of AGS is to vindicate and protect the rights of each individual.<sup>2</sup> The performance of AGS should also properly be considered in the context of the statutory Policing Principles, including that *“Policing services are to be provided ..... in a manner that respects and protects human rights...”* and *“that when providing policing services that every member of garda personnel is required to act professionally, ethically, with integrity and in a manner that protects and vindicates human rights”*.<sup>3</sup>

The PCSA also has a statutory function to:

- Carry out inspections on any aspect of the operation and administration of AGS it considers appropriate,
- To promote professional policing standards including human rights standards in regard to international best practice<sup>4</sup>, and

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<sup>1</sup> Section 122(1), Policing, Security and Community Safety Act 2024.

<sup>2</sup> Section 9, Policing, Security and Community Safety Act 2024.

<sup>3</sup> Section 3, Policing, Security and Community Safety Act 2024.

<sup>4</sup> Section 122(2)(i), Policing, Security and Community Safety Act 2024.

- To ensure it has appropriate policies, plans and actions in place to enable compliance with its obligations under section 42 of the Irish Human Rights and Equality Commission Act 2014.<sup>5</sup>

In 2024, the Policing Authority, working with the Garda Inspectorate, commissioned the development of a human rights framework for policing oversight and inspections. It is envisaged that the human rights advisor will support the PCSA's implementation of this framework.

## 2. Services Required

The PCSA invites quotations from human rights expert(s) to advise and assist the Authority with the performance of its functions in the area of human rights including the assessment of AGS' compliance with its human rights obligations.

Proposals are particularly welcome from organisations and/or practitioners who have experience within the context of policing as well as human rights knowledge, expertise and experience.

It is envisaged that there will be an initial one-year contract for services, up to a maximum of 50 days, to perform the following as required in the context of the PCSA's business plan and areas of oversight:

- Supporting the PCSA in the implementation of its human rights framework for policing oversight and inspections;
- Contributing to the PCSA's assessment of policing performance, as required, through written reporting, including examining previous assessments to identify enhancing existing approaches to assessment;
- Contributing to the PCSA's inspections, as relevant, including the terms of reference, methodology and providing material for reports;
- Assisting with the production of an annual assessment of policing and human rights in Ireland in 2026; and

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<sup>5</sup> Section 122(2)(r), Policing, Security and Community Safety Act 2024.

- Developing the internal capacity and competency of the PCSA in the area of human rights including through specific training sessions on key areas of relevance and strategic importance.

### 3. Quotations Details Required

#### 3.1 Quotation Details Required

You are invited to submit a quotation for this service providing the following:

- (a) The price quoted for provision of the service, to include a detailed pricing schedule. Daily/hourly rates should be included. Price should be quoted in Euros, exclusive of VAT with the applicable VAT rate(s) indicated separately;
- (b) Confirmation of availability to immediately undertake the assignment;
- (c) An overview of experience of policing in a human rights context;
- (d) A brief overview of previous experience of relevant projects (at least two), which demonstrate the ability to provide the services required, particularly with reference to similar organisations; and
- (e) A CV (maximum of five pages) outlining your relevant qualifications, expertise, and experience, having particular regard to the services required.

### 4. Award Criteria

The successful bidder will be selected on the basis of the most economically advantageous quotation.

#### Qualification Criteria

Quotations will be initially evaluated by reference to the following qualitative selection criteria:

- Completeness of documentation. Quotations must provide all the requirements and include all information requested and comply with the format of responses requested in this document;
- Demonstrated ability of the provider to meet all the requirements specified; and
- Tender received on time.

The contract will be awarded in accordance with the following criteria:

	Selection Criterion	Weighting	Maximum marks	Minimum Marks required
A	Cost*	30%	300	N/A
B	Experience of policing in a human rights context and/or experience of bidder in the delivery of similar services	50%	500	350 (70%)
C	Qualifications and general experience of bidder	20%	200	140 (70%)
		100%	1000	N/A

\*Tender evaluation will be conducted using the Most Economically Advantageous Tender principle where the cost contribution is 30% of total available marks.

## 5. Submission of Quotations

Quotations, which should be clearly marked '*Quotation – Human Rights Advisor*', should be submitted by 5:00 pm on 26 September 2025 by email to [Tenders@pcsaireland.ie](mailto:Tenders@pcsaireland.ie).<sup>6</sup>

All queries or requests for clarification in relation to this RFQ and any of the requirements specified therein should be emailed to [David.Buckley@pcsaireland.ie](mailto:David.Buckley@pcsaireland.ie) as soon as possible and no later than 5.00pm on 12 September 2025.

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<sup>6</sup> Appendix 1 contains General Conditions relating to this procurement.

## Appendix 1 – General Conditions

### 1.1 Costs

Bidders must provide a clear fee and payment structure, specifying the total cost of providing the services required under this contract, which is the fee to carry out all of the work required to satisfy the requirements set out in this RFQ; this sum shall include all costs (i.e. including but not limited to staff costs, equipment, administration costs, travel & subsistence, profit margin and all other costs/expenses).

Unquantified or contingent costs (e.g. where a bidder fails to quantify expenses or makes costs dependent on currency exchange rates etc.) will not be accepted. Any allowances which the bidder wishes to make for expenses, travel, subsistence etc. must be quantified at this stage and included within the fixed price quoted.

Bidders should note that it is the responsibility of the bidding organisation to ensure that all and any costs associated with the services they propose arising from this procurement are included. Bidders should specifically note that any costs not included will be deemed to have been waived.

The Policing and Community Safety Authority will not be responsible for any errors in the calculation of the costs provided in response to this RFQ. It is the responsibility of bidders to ensure that the costs quoted are correct and properly calculated.

### 1.2 General Conditions

#### Confidentiality of Information

The Policing and Community Safety Authority will undertake to use its reasonable endeavours to maintain the confidentiality of any confidential information provided by bidders in response to this RFQ subject to obligations under law, including the Freedom of Information Act, 2014. Please note that, in response to a request under the Freedom of Information Act, information not identified as sensitive (with supporting reasons) could be released. Therefore, in responding to this RFQ, you should identify the specific information which you do not wish to be disclosed, stating the reasons for its sensitivity. The Policing and

Community Safety Authority will consult with you about this sensitive information before making a decision on any Freedom of Information request received.

However, the Policing and Community Safety Authority will give no undertaking or assurance that such information will not be released under the provisions of the Freedom of Information Act 2014 and the final decision on whether or not to release such information rests with the Policing and Community Safety Authority or as set out in the Freedom of Information Act 2014.

### Data Protection Requirements

Attention is hereby drawn to the provisions of the Data Protection Act 2018 and to the General Data Protection Regulation (GDPR) (EU) 2016/679 (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

### Costs and Expenses

The Policing and Community Safety Authority will not be liable for any costs incurred in the preparation, submission or presentation of quotations for this assignment, or any associated work or effort howsoever incurred.

### Declaration of Interests

Any conflicts of interest or potential conflict of interest on the part of a bidder must be fully disclosed to the Authority without delay, and/or as soon as the conflict or potential conflict is or becomes apparent.

### Environmental, Social, Human Rights and Labour Law

In the performance of any Services Contract awarded, the successful Tenderers and their Subcontractors (if any), shall be required to comply with all applicable obligations in the field of environmental, social, human rights and labour law that apply at the place where the services are provided, that have been established by

EU law, national law, collective agreements or by international, environmental, social and labour law listed in Schedule 7 of the Regulations.

Tenderers shall be required to include an undertaking to comply fully with the provisions of Council Directive 2001/23/EC of 12 March 2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, business or parts of undertakings or business and as implemented in Irish law by Statutory Instrument No. 131 of 2003, the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and to indemnify the Contracting Authority for any claim arising or loss or costs incurred as a result of its failure or incapacity to fulfil its obligations under the said Directive and Statutory Instrument.

The Protection of Employees (Temporary Agency Work) Act 2012 (the "2012 Act") provides that an Agency Worker (as defined in the 2012 Act) is entitled to the same basic working and employment conditions as those which apply to employees recruited directly by the Hirer (as defined in the 2012 Act) to do the same or a similar job. Where the provision of the Services will involve the provision to the Contracting Authority of Agency Workers (within the meaning of the 2012 Act), Tenderers should ensure that they consider their obligations under the 2012 Act when pricing their Tender. The Contracting Authority shall have no liability for any increase in salaries that may be payable as a result of the application of the 2012 Act to the provision of the Services.

## Law

Both the Policing and Community Safety Authority and the successful tenderer shall comply with Irish law and the jurisdiction of the Irish Courts, which will govern the contract.

### 1.3 Payment

Payment for all services and products covered by this RFQ will be on foot of appropriate invoices sent to [invoicing@pcsaireland.ie](mailto:invoicing@pcsaireland.ie). Invoicing arrangements will be agreed with the successful contractor in due course and will be subject to the provisions of the Prompt Payment of Accounts Act 1997 (No 31 of 1997) as amended.

### 1.4 Contract

The successful contractor will agree and enter into a contract with the Policing and Community Safety Authority to govern the provision of services for this request for quotation.

#### The right to avail of services elsewhere

The Policing and Community Safety Authority reserves the right to obtain services from another service provider in the event that the successful contractor is unavailable to provide services required.

#### Evaluation of Quotations

Quotations must address and fulfil all the requirements set out in this document and applicable information must be completed in the appropriate appendices. Quotations which do not comply with these requirements or who omit any of the requested information will not be considered.

#### Information Supplied Binding

Information supplied by providers will be treated as contractually binding. However, the Policing and Community Safety Authority reserves the right to seek clarification of any such information.

### Queries/Clarification for Potential Bidders

While every effort has been made to accurately inform potential bidders of the requirements for this contract, providers should form their own conclusions about the methods and resources needed to meet those requirements. The awarding authority cannot accept responsibility for the bidder's assessment of the assignment.

All queries or requests for clarification in relation to this RFQ and any of the requirements specified therein should be emailed to [David.Buckley@pcsaireland.ie](mailto:David.Buckley@pcsaireland.ie) as soon as possible and no later than 5.00pm on 12 September 2025.

Please note that an anonymised version of the responses to any such queries will be sent by email to all of the service providers who have been invited to submit a quotation.

## Appendix 2 – Response template

Responses to be provided in either Microsoft Word or Adobe Acrobat and in the format set out in this response template.

Section 1 – Contact Details	
Name of Bidder	
Contact Person	
Title of Contact Person	
Telephone Number of nominated contact	
E-mail Address of nominated contact	

Section 2 – Assessment Criteria	
1. Price for provision of service including a detailed pricing schedule	
2. Experience of policing in a human rights context and/or experience of bidder in the delivery of similar services	
3. Qualifications and general experience of bidder	