

Request for Tender

Community Inclusion Support Specialist

Global Action Plan (GAP) is requesting tender submissions for Community Inclusion Support at the GLAS Community Garden at TU Dublin Blanchardstown Campus.

About GAP

GAP aims to inspire people to become environmental changemakers. We equip individuals and communities with knowledge and skills to develop solutions to the environmental and climate crises. We prioritise working with marginalised and underserved communities to promote fair, inclusive and equitable climate action.

About GLAS @ TU Dublin Blanchardstown

[This community garden](#), established in 2023, welcomes people from all backgrounds, knowledge and interests to volunteer, work and learn together. Managed by a Garden Manager, the space actively aims to engage with marginalised and underserved communities. We do this through workshops, outreach and volunteering. The space is frequently used by groups of adults with disabilities from local organisations.

Contract Purpose

This contractor will provide support to ensure that the GLAS @ TU Dublin community garden continues to be a welcoming, accessible and empowering space for people from marginalised and underserved communities.

Working closely with the Garden Manager, this contractor will focus on inclusive participation, relationship-building and the co-creation of learning experiences that support wellbeing, confidence and environmental engagement for a range of different volunteers and visitors.

Services required

1. In-garden support and coordination
 - a. Provide day-to-day support to GLAS garden manager with participant engagement, supporting the learning experience for people with disabilities and from migrant backgrounds;
 - b. Support GAP staff to plan and deliver other activities and workshops based in the garden during the timeframe;
 - c. Support volunteer coordination and inclusive group facilitation during garden sessions;
 - d. Support in the development of policies and processes for inclusion.
2. Outreach and partnership
 - a. Work with local partners to bring more people with disabilities and from migrant backgrounds to attend the garden;
 - b. Build stronger relationships with local stakeholders who can support the delivery of this role.
3. Development of non-formal sustainability learning programme
 - a. Develop, in consultation with key stakeholders and garden attendees, a non-formal climate and sustainability education programme which will

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- help learners with additional needs to gain confidence, sustainability competencies and increased wellbeing;
- b. With the support of the garden manager, deliver non-formal education programme to garden attendees;
 - c. Identify barriers to participation and propose practical solutions to improve accessibility and inclusion
4. Administration:
- a. Log and record project activities using existing impact measurement tools;
 - b. Contribute to the documentation of inclusive approaches that can be replicated across other GLAS sites;
 - c. Contribute to ongoing evaluation of the programme, including capturing qualitative insights (e.g. participant feedback, case studies);
 - d. Support reporting on social, wellbeing and environmental outcomes.

The successful tender will demonstrate:

- Previous experience working with people with disabilities or from migrant backgrounds;
- Previous experience in co-design, user-centred design, trauma-informed practice and/or social / therapeutic horticulture;
- A familiarity with disability & migrant support services in the Dublin 15 area;
- An understanding of non-formal education approaches and community-based learning;
- Experience with or an interest in sustainability, climate education or nature-based engagement;
- Public liability insurance to cover the activities described above.

Timeframe for completion

The contract duration will run from 27th of July 2026 to December 31st 2026. The successful applicant will contribute 4 days per week to this role.

The garden is open 3 days per week - Monday, Thursday and Friday and the contractor would have to be available to work these days. The fourth work day would be at the discretion of the contractor.

Daily Rate

The expected daily rate for this role will be between €300 - €350 (ex VAT) per day. This rate is inclusive of any transport costs to and from the GLAS Garden during garden opening days.

This rate is exclusive of any additional expenses incurred by the contractor, as agreed with the organisation during the contract period.

Expenses

A budget is available for reasonable expenses incurred in the delivery of this role. This will need to be documented in accordance with GAP's policies.

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Award criteria

The contract will be awarded based on a quality and cost evaluation, and we will not necessarily accept the lowest quotation. The following criteria will be applied:

Criterion A	Weighting	Maximum Marks	Minimum Marks
	30%	300	Not applicable
Title	Cost		
Description	Provide an estimated daily rate the services required. The pricing should be inclusive of VAT, if applicable. The cost marking will be evaluated as outlined in the section below titled Methodology for Scoring Cost.		
Criterion B	Weighting	Maximum Marks	Minimum Marks
	25%	250	200
Title	Background of consultant or organisation		
Description	Outline qualifications and experience of staff/consultant available to provide consultancy. 1 page CV per consultant/staff		
Criterion C	Weighting	Maximum Marks	Minimum Marks
	25%	250	200
Title	Previous relevant experience		
Description	Previous experience of working with people with disabilities or from migrant backgrounds in an educational or support capacity. Experience in co-design, user-centred design, trauma-informed practice and/or social / therapeutic horticulture should be highlighted where applicable, as should previous experience in climate and sustainability. Maximum 3 examples - 1 A4 page per example.		
Criterion D	Weighting	Maximum Marks	Minimum Marks
	20%	200	120
Title	Proposed work approach		
Description	Work plan and methodology of how the respondent will meet the service deliverables outlined within the project timeline. Maximum two pages narrative for work plan and methodology. Elaborate on your mode of work or approaches while working with the target groups.		

Methodology for Scoring Cost

The following formula will be applied to the cost score:

The lowest cost tender that also meets all the minimum requirements of the qualitative award criteria will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated using the following formula:

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

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Methodology for Scoring the Qualitative Criteria

Score	Category
100% of marks	Excellent
80% of marks	Very Good
60% of marks	Good
25 – 59% of marks	Less than acceptable
1 – 24% of marks	Very poor
0%	No response

Queries

The closing date for queries is Friday 10th July. All queries can be emailed to community@globalactionplan.ie with the subject title: **GLAS Blanchardstown Contract query**

Submissions for this tender

Please submit a response based on the criteria above to community@globalactionplan.ie. The deadline for tenders is 5PM on Monday 13th July.