



Invitation to Quote – HR Consultancy Services

1st Nov 2016

The Rediscovery Centre

The Rediscovery Centre is an award-winning environmental research and education centre and the umbrella organisation for 4 social enterprises. Dedicated to providing community employment and training through waste prevention, innovative reuse, and recycling the centre effects positive behavioural change towards the environment.

In 2015 The Rediscovery Centre, in collaboration with Dublin City Council, received EU LIFE +Programme funding to redevelop the boiler house building in Ballymun into a bespoke national demonstration centre for waste reuse, innovation and education for sustainable development. The centre will open on 9th Jan 2017. The centre will operate as an eco destination & visitor attraction. Interactive exhibitions, participatory workshops and education programmes will challenge conventional thinking about how we live, inspiring thought about how we use our resources and stimulate positive behavioural change with respect to our environmental impact. An ecocluster of social enterprise will also operate demonstrating best practice reuse.



Human Resource Management Consultants

As part of the Rediscovery Centre's planned expansion and diversification and the WISER LIFE project, contracted human resource management services are required to assist the Board of Management and Executive with the following:

- consultation based change management meetings with staff in relation to revised operational and strategic plans and advice relating to same
- review of current HR policies, contracts and work placement agreements to include new requirements and activities and having regard to applicable legislation

The scope of work will be agreed in advance with the successful consultant. However it is expected that a time commitment of 3 days minimal should be allowed for the initial phase of work.

Submission of Quote

Consultants and interest parties should submit a quote via email by **8th November to Roger@rediscoverycentre.ie** outlining experience relevant to the assignment.

At a minimum the quote should include:

1. CV of the consultant who will carry out the work demonstrating appropriate qualifications, skills and experience.
2. Confirmation of availability to carry out the work during November and early December
3. Details of cost, including
 - a. Fixed fee (based on an estimation of 3 days' work)
 - b. Daily rate (for additional work)

Please note quotes not including information relating to **all** 3 aspects above will not be considered

Criteria for selection

The following criteria will to assess the quotes

- (a) Cost: Fixed & Daily rate (75% of allocated marks)
- (b) Skills & Experience (25%)

Any queries should be emailed to Roger@rediscoverycentre.ie

