



An Roinn Talmhaíochta,  
Bia agus Mara  
Department of Agriculture,  
Food and the Marine

# Request for Quote

Training Needs Analysis to support the needs of an effective forestry  
licensing process

## 1. Introduction

The Department of Agriculture, Food and the Marine (DAFM) consents to, by way of licence, certain forestry activities that landowners may wish to carry out. Forestry licences are issued for afforestation, forest road works, tree felling and aerial fertilisation.

Information on the forestry licensing system and relevant forms and guidance is available at [gov.ie - Tree felling and management \(www.gov.ie\)](http://www.gov.ie) and [gov.ie - Forestry grants and schemes \(www.gov.ie\)](http://www.gov.ie)

There have been delays in issuing such licences and in response to this Project Woodland was established in 2021 to implement the findings of the 2019 Mackinnon Report, which reviewed the licensing process. Among the four stakeholder working groups set up to implement the recommendations of that report, Working Group 3 has been tasked with ensuring that a **focused training needs analysis** for forestry professionals (interacting with the licensing system) and by extension other professionals involved in licence applications and forest owners who submit their own felling applications. In addition, some changes to the licensing process may result from a regulatory review being undertaken under Working Group 4 of Project Woodland, a report on which is due in March 2022. Further information on Project Woodland is available at the following link: [gov.ie - Forestry policy and strategy \(www.gov.ie\)](http://www.gov.ie)

**In order to deliver this focused training needs analysis, the Minister for Agriculture, Food and the Marine invites quotations to this *Request for Quote (RFQ)* from economic operators for the provision of the services as described in Section 3 of this RFQ.**

Any contract that may result from this Competition will be issued for an initial term of two months. The Contracting Authority reserves the right to extend the Term past the two month period.

## 2. Request for Tender Documents

The RFQ consists of the following documents:

- The RFQ (this document)
- Tenderers Statement
- Draft Services Contract (Tenderers may not amend the Services Contract).
- Services Confidentiality Agreement.
- Declaration as to personal circumstances

All tenderers are requested to submit their Tender Submission together with the completed and signed Tenderer's statement as part of their application. There is no need to submit the other three documents at this stage as they will only be required by the successful applicant.

### 3. TNA Specification

#### Target Audience:

This analysis will assess the training needs of those who are directly involved in submitting forestry licence applications and associated documentation to the Department of Agriculture, Food and the Marine: **forest owners, foresters, ecologists and archaeologists**.

It will not cover other training needs of the sector or the training needs of DAFM officials involved in assessing and processing licences.

#### Objectives:

- To review current training provision and identify gaps in line with the forestry licensing process.
- To make recommendations for required training provision to support the submission of quality applications relating to afforestation forest roads and felling licences. Note: This is confined to the Department of Agriculture, Food and the Marine forestry application process for these licence types.
- To assess the need for awareness building of the forestry licensing system amongst the primary prescribed bodies, who may be consulted by the Department during the licensing process i.e. NPWS, Inland Fisheries Ireland, An Taisce, Local Authorities and the National Monument Service.

#### Proposed steps:

1. Become fully familiar with the licensing process and with what documentation is required to submit a valid afforestation, felling or road application:
  - Examine the relevant stages of the licensing process and be informed by available guidance from DAFM website and materials. In this connection Appendix 2 gives an overview of the application process for forestry licences.
  - Consider all relevant processes including pre-application discussions, application stage tasks, environmental standards, development of environmental reports and supporting documentation provision as appropriate and this will include meetings with relevant DAFM staff.
2. Determine what training is currently provided by consulting with relevant DAFM staff and canvas stakeholder views on training gaps and opportunities by consulting with the list of stakeholders below:
  - Workgroup 3 Project Woodland
  - Society of Irish Foresters (SIF)
  - Forest Industries Ireland (FII)
  - Association of Irish Forestry Consultants (AIFC)

- Irish Timber Growers Association (ITGA)
- Irish Forest Owners (IFO)
- Irish Farmers Association (IFA)
- Chartered Institute of Ecology and Environmental Management (CIEEM)
- Institute of Archaeologists of Ireland (IAI)

The Department will provide contact details for these stakeholders and for relevant DAFM staff.

We would recommend that written submissions from those listed above be sought and that meetings be facilitated if requested, with the exception of Working Group 3 which should be met with 3 times i.e. at the commencement of the contract, for an update at interim stage and for presentation of final report before publication.

3. Engage with DAFM regarding any changes /proposed changes to the licensing process as a result of the regulatory review of the licensing system, which is expected to be delivered in March 2022, and the impact, if any, which this will have on the need for training of those submitting applications.
4. **Make recommendations** in relation to the timely provision of training to deliver the required supports. These recommendations should consider a range of criteria including, but not limited to the following:
  - The timely resourcing and delivery of key training needs;
  - The design of training to provide clear guidance and shared understanding of processes involved as well as basic licensing requirements on the ground;
  - The level and depth of training required in the licensing process to ensure an appropriate understanding of the processes involved. In this regard, examples of subject matter may include:
    - Natura Impact Statements for forest projects
    - Biodiversity maps
    - Road specifications
    - Appropriate Assessment pre-screening
    - Technical standards for forest road design
    - Standards for felling and reforestation
    - Harvest plans
    - Habitat maps
    - Environmental requirements
    - Knowledge of public consultation and appeals process (Forest Licence Viewer)
  - The types of training that will be most appropriate, e.g., face-to-face, on-site, online, e-learning and blended approaches, according to needs;
  - The potential of central platforms for presentation and discussion for clarity of requirements in terms of technical forestry updates, new forest concepts, environmental and legal requirements.
5. Consult with the primary prescribed bodies (who are asked for views on individual licence application); this to determine whether any awareness building / further information is

needed regarding their interaction with the forestry licensing system and to **make recommendations**, as appropriate, in relation to same.

## 6. Delivery Timescales

It is expected that the final report will be presented within 6 weeks of the contract being awarded.

All tenders to be submitted **by e-mail only** addressed to:

[martinak.monaghan@agriculture.gov.ie](mailto:martinak.monaghan@agriculture.gov.ie)

with the subject Line: **RFQ for Training Needs Analysis to support the needs of an effective forestry licensing process.**

Tenders must be received not later than **4 p.m. Monday 11<sup>th</sup> April 2022**. Tenders that are received late will not be considered.

It is anticipated that any contract awarded will be awarded within one month of the deadline.

## 7. Pricing

DAFM estimate that expenditure on the delivery of the services required may cost in the region of **€15,000 to €20,000**. The tenderer must understand that this figure is an estimate only.

## 8. Award Criteria

The contract will be awarded to the tenderer who achieves the highest score **using the following award criteria**:

Criteria	What the mark will be based on	Marks
Expertise and experience of specialists	Information to be provided in the format specified in Appendix 1	200
Methodology and approach	Outline of the timing and other information on the delivery of the activities under 'Proposed Steps'.	200
Cost	The Quote that proposes the lowest cost will receive 100% of the maximum marks available. The other quotes will be marked as follows: lowest quote/quote under evaluation*200	200
<b>Total Marks</b>		<b>600</b>

All quotations to be given exclusive of VAT i.e. before VAT applied. The VAT rate to be charged must be stated.

## 9. Payment arrangements

Payments to the successful tenderer shall be made in arrears and on the basis of a satisfactory invoice and subject to the provision of a current tax clearance certificate.

The successful Tenderer will be registered on the Department of Agriculture, Food and the Marine's SAP Financial Management system and their information will be processed by the Department.

Tenderers should note that details of payments made may be published in line with Public Sector reform requirements.

## Appendix 1

Part 1-Qualifications and Experience of personnel who will be working on TNA			
<b>Candidate Name:</b>			
Educational Qualifications			
<i>Title of Degree(s) / qualification(s) held /level</i>	<i>University, College or Examining Authority</i>	<i>Year in which Degree(s) / qualification(s) was obtained</i>	
Experience in Forestry and/or Training Sectors			
<i>Employers' name</i>	<i>Length of time in position</i>		<i>Role</i>
	<i>From</i>	<i>To</i>	
Part 2-Detailed Description of previous work undertaken on other similar projects, relevant to the requirements as set out in the TNA Specification			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Client	Project Name	Description of Project & Candidate Role	Duration of project

## Appendix 2

Overview of licencing processes to be reviewed as part of TNA



