



**Housing  
Rights**



## **Invitation to Tender – February 2025**

**An All-Island Tenant Experience Survey** - To carry out an all-island survey of private sector tenants' views and experiences. This research will examine the living conditions and challenges faced by private sector tenants across the island of Ireland.

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## **1.0. Introduction**

Threshold and Housing Rights believe that everyone has the right to a home. Both organisations have been working to improve lives by tackling homelessness and housing problems across the island of Ireland for a combined total of almost 100 years. Threshold and Housing Rights work directly with people who privately rent their homes, providing advice, advocacy, and support. We work with those who are at risk of, or are already experiencing, housing crises, homelessness, and poverty.

The policy priorities of both organisations are grounded in the experiences of the people who use their services. The views and experiences of service users are also central to the advocacy work undertaken by both organisations in influencing the Government both in the Republic of Ireland and Northern Ireland to bring about improvements in public housing policy and legislation.

Despite the clear alignment in the work of both organisations, work has not been carried out in a coordinated manner across the island of Ireland to date. As a result, whilst both Threshold and Housing Rights understand the experiences of private rented sector tenants in their respective jurisdictions, comparable data is not held across the island of Ireland. This siloed approach does not allow for vital learning to be captured across the island of Ireland and issues of commonality and consistency to be sufficiently identified and utilised to progress change for private tenants living in each jurisdiction.

To address this, Threshold and Housing Rights wish to commission an all-island survey of private sector tenants' views and experiences. This research will examine the living conditions and challenges faced by private sector tenants across the island of Ireland.

The research will be the first of its kind to examine the private rented sector on an all-island basis, and it will be vital in strengthening the evidence base across both jurisdictions. It will be used to make the case for positive policy change for tenants in the private rented sector in both the Republic of Ireland and Northern Ireland. Its findings will help to inform areas of further research and the development of a Tenant-led Commission or Forum to address shared issues and empower tenants to advocate for improved rights and protections.

## **2.0. Project Background**

Threshold and Housing Rights wish to commission an all-island survey of private sector tenants' views and experiences. This research will examine the living conditions and challenges faced by private sector tenants across the island of Ireland.

This research should address the significant challenges of housing affordability, security of tenure, and overall living conditions faced by private sector tenants across the island of Ireland. By providing a comprehensive overview of these issues, the research will contribute to a better understanding of the challenges and opportunities for improving the lives of tenants on both sides of the border.

The project will also allow for a thorough examination of areas of good practice in public housing law and policy in each jurisdiction, which should inform policy and legal developments in the Republic of Ireland and in Northern Ireland to the benefit of private rented sector tenants.

## **3.0. Project Aims and Objectives**

The aim of this project is to carry out an all-island survey of private sector tenants' views and experiences. This research will examine the living conditions and challenges faced by private sector tenants across the island of Ireland.

This research should address the significant challenges of housing affordability, security of tenure, and overall living conditions faced by private sector tenants across the island of Ireland.

### **Objectives**

This research will be carried out on behalf of Threshold and Housing Rights and should:

1. Be representative of the wider population and should include a minimum of 1,000 (700 ROI; 300 NI) private sector tenants across Ireland. Participants should be selected through a representative sampling methodology to ensure the survey accurately reflects the tenant population and the demographic breakdown of the wider population.

2. Be designed in partnership with the Research Advisory Group and should examine the views and experiences of private sector tenants in relation to a range of issues including, but not limited to:
  - Housing conditions
  - Accessibility
  - Affordability
  - Security of tenure
  - Access to justice/recourse
  - Protection of deposits
3. Be designed to allow for a representative number of case studies to be collected to demonstrate the personal impact of some of the challenges faced by private sector tenants across the island of Ireland.
4. Identify key similarities and differences in tenant experiences between Northern Ireland and Ireland.

### **3.1. Project Guidance**

A Research Advisory Group will be established to advise on this work.

Representatives from relevant bodies and experts by experience will be invited to be involved along with key staff from Threshold and Housing Rights. It is expected that the researcher will meet with the advisory group at the project outset and share the draft for feedback/comments as per the timetable outlined in 4.0.

### **3.2. Contract Requirements**

The provider will oversee:

1. Primary research with private sector tenants across the island of Ireland. This should include a credible (a minimum of 1,000 (700 ROI; 300 NI) private sector tenants across Ireland) and representative sample (by demography, income status, rural/urban and across all local authority areas) of private sector tenants.

2. Designing the survey. This will include reviewing and (and coding, if required) survey questions to encompass knowledge and awareness of the issues, challenges, and concerns. The survey should be developed in collaboration with the Research Advisory Group to ensure suitability of questions, inclusivity of language and profiling of respondents.
3. Using an accessible platform to pilot and run the survey, sampling and ensuring it is sufficiently representative.
4. Maximising response rates, quality assuring survey responses and weighting the data if necessary.
5. Submitting a final clean dataset, data tables, which should be cross tabulated by Local Authority, rural/urban, social demographics and income and a short technical report, submitted as an Excel file.
6. The production of a final research report in a format agreed with the Research Advisory Group, based on the data collected to include analysis of findings and a representative number of case studies to demonstrate the personal impact of some of the challenges faced by private sector tenants across the island of Ireland.
7. Provide details to Threshold and Housing Rights of all respondents who gave permission for re-contact for follow up / media.
8. Ensuring data is managed in line with General Data Protection Regulation (GDPR) requirements.

#### **4.0. Timing**

It is anticipated that the project will run from January 2025 to January 2026 with a final agreed report no later than the 30<sup>th</sup> of June 2025:

Tender issue	4 <sup>th</sup> February 2025
Deadline for receipt of clarification questions	12 noon on 17 <sup>th</sup> February 2025
Deadline for receipt of proposals	12 noon 21 <sup>st</sup> February 2025
Evaluation of proposals	22 <sup>nd</sup> February – 3 <sup>rd</sup> March 2025
Formal contract awarded	7 <sup>th</sup> March 2025
Contract start date	14 <sup>th</sup> March 2025
Research Advisory Group established	14 <sup>th</sup> March 2025
Preliminary Meeting with Research Advisory Group	21 <sup>st</sup> March 2025
Draft report completed	1st of June 2025
Final Report	30 <sup>th</sup> of June 2025
Presentation of report at a stakeholder roundtable	TBD

#### **5.0. Contract Value and Payment**

The full cost of the project is anticipated to be up to a maximum of €22,000 or £20,000 (inclusive of VAT). A detailed breakdown of project costs should be included in the tender bid (see 6.0).

Tender costs must provide a fixed cost for the completed assignment to include person-days and person-day rates to complete the research; expenses incurred including travel if necessary; VAT; production and presentation of an appropriate format final report.

**Only costs included in the tender will be accepted.**

Fees are typically paid on successful completion of a project. Please provide a payment schedule with your submission if you would prefer to receive payment in stages. This should indicate the milestones and deliverables covered by each payment interval and payment will normally be made on successful completion of these milestones/deliverables.

**6.0. Written Information to be provided by the Tenderer**

**Key Personnel**

Tenderers must propose a Lead Researcher for this contract who will manage the project from first contact with Housing Rights and Threshold through to the submission of the final report.

- It is expected the lead researcher should have 3-5 years survey research experience (housing experience is desirable, but not essential).

Tenderers should provide evidence of two research projects within the past three years (calculated from the closing date of this tender) that the Lead Researcher has carried out. Tenderers must provide the following details for each of the projects given:

- Contract Title and Client Name;
- The role and level of involvement of the proposed Lead Researcher for each project and a confirmation that the role played was as a Lead Researcher;
- Contract description and explanation as to why the example is relevant to the research to the Housing Rights and Threshold requirement;
- Contract start and end date (Month and Year for each).

**Methodology**

Tenderers must provide proposals detailing the methodological approach to be adopted, the reasoning for proposing the specific methodology and the benefits to Housing Rights and Threshold of choosing this approach. This must include proposals for data collection (telephone/online), relevant data sources you will access and how you will evaluate/analyse the data received. Housing Rights and



Threshold have a preferred methodology which accounts for both qualitative and quantitative data but are open to the approach proposed.

Tenderers must detail the structure of the final outputs with a brief outline of proposed content.

Tender response must include information on how quality will be maintained throughout the project.

### **Project Plan**

Tenderers must submit a Project Plan detailing the networks and milestones which together provide a realistic and robust project plan. It would be preferred that a Gantt Chart be submitted showing the timeline, but another illustrative project schedule will be accepted.

The Project Plan must include:

- All areas from project initiation right through to the completion of the final outputs covering all elements of the research.
- The plan must also detail the resource(s) you will set aside to meet the requirements of the contract to ensure that you will provide the required service to Housing Rights and Threshold. This must include the number of staff to work on the project and the number of hours and days these staff are to be devoted to the various stages of the project.
- Detail of key dependencies in your Project Plan to meet our requirements.

## **7.0 Evaluation of Tenders**

Please note that Threshold and Housing Rights is not bound to accept the lowest or any tender. Please ensure your proposal provides information in a format that allows assessment against the following criteria:

<b>Evaluation Criteria</b>	<b>Marks Available</b>	<b>Description</b>
<b>Quality / Non-Price Criteria</b>	<b>65 marks</b>	
<b>KEY PERSONNEL</b>  Relevant experience of undertaking research within a social context	15 marks	Proposed team experience of designing, coding, delivering large scale research surveys. Details of relevant past contracts should be included.
<b>METHODOLOGY</b>  Soundness of proposed methodology/approach.  Adoption of methodology most likely to yield results.	40 marks	Approach to co-ordination, management and proposed tools and processes to execute the project and encourage participation in survey.  Approach to client liaison and communication management with client/key stakeholders.  Staff time and resources which you propose to allocate to the project at all stages, clearly identifying the individuals involved.  Identification of key issues and risks and proposals to mitigate.
<b>PROJECT PLAN</b>  Clear understanding of the work and approach to project planning.	10 marks	Outline programme, including milestones, frequency of client/stakeholder meetings.
<b>Price</b>	<b>35 marks</b>	Quotes must not exceed £20,000/€22,000 (including VAT).

<b>Indicator</b>		<b>Methodology</b>
		<b>Available Marks for non –price criteria</b> <b>65 points</b>
<b>5</b>	<b>Excellent</b> Thorough description of the proposed approach and methodology. It shows excellent experience in delivering this type of project. It is very likely to deliver the expected outputs for this project.	5
<b>4</b>	<b>Good</b> Good description of the proposed approach and methodology. It shows good experience in delivering this type of project. It is likely to deliver the expected outputs for this project. The description could have provided more specific and/or relevant examples.	4
<b>3</b>	<b>Acceptable</b> Adequate description of the proposed approach and methodology. It shows some experience in delivering this type of project. It is not immediately clear that it will deliver the expected outputs for this project.	3
<b>2</b>	<b>Limited</b> Limited description of the proposed approach and methodology. It shows limited experience in delivering this type of project. It is not clear that it will deliver the expected outputs for this project.	2
<b>1</b>	<b>Poor</b> Poor description of the proposed approach and methodology. It shows no experience in delivering this type of project. It will not deliver the expected outputs for this project.	1
<b>0</b>	<b>Failed</b> Tenderer did not submit information to assess this criterion.	0

## **8.0. Further Information**

All contact with Threshold and Housing Rights during this stage of procurement, including questions for clarification, must be through the following personnel:

### **Threshold:**

Ann-Marie O'Reilly

Advocacy Manager

[annmarie.oreilly@threshold.ie](mailto:annmarie.oreilly@threshold.ie)

### **Housing Rights:**

Stephen Morrison

Policy Lead

[stephen.morrison@housingrights.org.uk](mailto:stephen.morrison@housingrights.org.uk)

**Please ensure both Ann-Marie and Stephen are included in all clarification emails.**

**The full submission should be emailed to:**

gareth.redmond@threshold.ie

**The closing date for written and electronic tenders is:**

**12:00 noon on 21<sup>st</sup> February 2025**

This project is made possible thanks to the generous support of the Department of Foreign Affairs, Ireland, through its Shared Island Civic Society Fund. The views expressed in this tender document and any subsequent survey findings are those of the research team and do not necessarily reflect the official views of the Department of Foreign Affairs.



**An Roinn Gnóthaí Eachtracha**  
Department of Foreign Affairs