



INVITATION TO TENDER

Provision of Human Resource Director Services
(Maternity Cover – Retained Contract)

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Prior to submitting a response, we recommend that all interested parties familiarise themselves with the contents of this information pack.

1. About Catalyst

Vision

Opportunity for all from world-leading innovation.

Mission

We make it easy for you to innovate.

Values

We are a force for good, bold in our approach, with integrity at our core and passionate in everything we do.

Catalyst is an independent, non-profit science and technology hub focused on fostering innovation and entrepreneurship in Northern Ireland.

The epicentre of innovation in Northern Ireland, we provide everything that innovators and entrepreneurs need to reach higher and succeed faster – a home, a powerful community, enhanced by international networks of venture capital, and market development support.

Today, over 3000 engineers, researchers, entrepreneurs, and executives work across our sites in Belfast, and Derry/Londonderry, enabling Catalyst to invest the surplus generated from property operations to provide the underwriting necessary for a community led supported ecosystem, supporting over 900 entrepreneurs per year in Northern Ireland to start and scale fast growth innovation companies.

Inclusivity is at the core of what we do at Catalyst, we are working to remove the barriers that prevent people from accessing opportunities in the innovation economy, such as access to entrepreneurship and learning the skills to innovate.

We invest, pro bono, all surplus profits from our property portfolio into nurturing a community-led innovation ecosystem that supports technology-focused start-ups, entrepreneurs, and innovators so they can create, scale, and flourish.

Staffing

Catalyst currently employs 42 full-time staff. Executives report to the Group Board of Directors, comprising 11 Non-Executive Directors with a broad mix of expertise and experience.

2. Retained Contract Opportunity

Catalyst invites suitably qualified and experienced professionals or consultancy firms to submit a tender for the provision of strategic Human Resource Director (HRD) services on a retained basis. The contract will cover a maternity leave period from 16th July 2025 to 17th April 2026.

This role is critical to maintaining the strategic leadership and operational effectiveness of our People & Culture function. The retained HRD will provide guidance across workforce planning, culture development, performance management, organisational change and leadership initiatives.

3. Scope of Services

The successful provider will be expected to provide high-level HR leadership and support, including (but not limited to):

- Strategic HR direction aligned with Catalyst's goals
- Oversight of People & Culture initiatives, policies, and systems
- Advisory and delivery support to the People & Culture Manager
- Strategic counsel to the CEO and senior leadership team
- Risk management and HR compliance oversight
- Advice and resolution support for complex employee relations issues

4. Duration

The contract will run for a period of nine months, from 16th July 2025 to 17th April 2026, with an optional short transition period for handover.

We anticipate a requirement of 1 days per month, to be agreed at the outset. There should be flexibility to increase input during peak periods, subject to mutual agreement.

5. Tender Submission Requirements

Please include the following in your submission:

- A proposal outlining your approach, methodology, and availability
- Details of relevant experience and qualifications, specifically demonstrating how you meet the essential criteria outlined below
- Examples of comparable retained HRD or senior HR positions held
- Two professional references from recent clients
- Proposed pricing structure (inclusive of VAT, if applicable)

6. Essential criteria

The successful consultant(s) must demonstrate the following:

- 10 years' experience in progressively senior HR roles operating at Director/executive level with strategic responsibility.
- CIPD Level 7 (or equivalent) or evidence of senior-level HR knowledge and practice.
- Proven ability to design and deliver impactful people strategies aligned with organisational goals, including workforce planning, culture change, and leadership development.
- Experience advising boards and executive teams with an ability to align people strategy with business performance.
- Demonstrated private sector experience with a clear understanding of associated people challenges.
- Strong ability to build trust, manage sensitive issues with discretion, and communicate complex matters with clarity.

7. Evaluation Criteria

Submissions will be evaluated based on:

- Relevant experience and capability (40%)
- Quality of approach and understanding of Catalyst's needs (40%)
- Value for money (20%)

8. Submission Details

Please submit your tender proposal by on **Wednesday 25th June at 12pm** to: shauna.mcpeake@wearecatalyst.org with the subject heading '**HRD Retained services Tender Submission**'.

Late submissions will not be considered.

9. Forms and certificates instructions

The following forms are contained in the appendix and must be completed in full to ensure your tender is valid:

| | |
|---|-----------------|
| Form of Tender | Sign and Return |
| Certificate relating to Bona fide Tender | Sign and Return |
| VAT Registration | Sign and Return |
| Fair Employment and treatment (Northern Ireland) Order 1998 | Sign and Return |
| Conflict of Interest Statement | Sign and Return |

10. Enquiries

All queries regarding this tender must be directed in writing to:
shauna.mcpeake@wearecatalyst.org

Forms and Certificates Instructions

A. FORM OF TENDER

CONTRACT FOR:- Catalyst – HRD Retained services

1. I/We the undersigned hereby tender for the above contract in accordance with the Services Conditions of Contract and Specification at the prices quoted in the Schedule forming part of my/our tender response.
2. I/We agree that this Tender together with your written acceptance thereof shall constitute a binding contract between us and Catalyst in relation to the whole or such part of the Tender as may be specified in your written acceptance.
3. I/We have read, accept and agree to abide by the attached Conditions of Contract which take precedence over any terms, conditions, stipulations or provisos which may appear on or be annexed to any correspondence submitted by me/us in connection with this Contract.
4. I/We understand that Catalyst does not bind itself to accept the lowest or any tender submitted in response to this enquiry and may accept the whole or part of any tender.
5. I/We understand Catalyst reserves the right to discontinue the award procedure at any time, in its sole discretion, and that Catalyst shall not be liable for the costs and expenses of any tenderer in connection with this competition.
6. I/We warrant that I/we have all the requisite corporate authority to sign this tender.

Dated this _____ day of _____ 2025

Signed by or on behalf of the Tenderer: _____

Name of Tenderer (Block Capitals): _____

Registered Address (and company number where applicable):

B. CERTIFICATE RELATING TO BONA FIDE TENDER

1. The essence of tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangements with any other person.
2. We also certify that we have not:
 - a. communicated to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of this tender;
 - b. entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted and / or
 - c. offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.
3. We undertake that we will not do any of the acts mentioned in paragraphs 2a, 2b or 2c above at any time before the acceptance or rejection of this tender.
4. In this certificate the word "person" includes any persons and any body or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

Signed: _____

Block Capitals: _____

for and on behalf of: _____

Date: _____

C. VAT REGISTRATION

Part 1 or Part 2 to be completed as appropriate by the Tenderer and returned with Tender Documents:-

1. My/Our VAT Registration Number is: Signed by: _____

for and on behalf of: _____

Date: _____

2. We are "EXEMPT" from VAT under the terms of the Value Added Tax Act 1994.

Signed by: _____

for and on behalf of: _____

Date: _____

D. FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

1. Article 64 of the Fair Employment and Treatment (Northern Ireland) Order 1998 provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Article 64(4) also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or supplies or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. For the purposes of Articles 64-66 of the Order, an unqualified person is a person on whom a notice has been served under Article 62(2) or Article 63(1) of the Order and which has not been cancelled.
3. Mindful of its obligations under the Order, Catalyst has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purpose of Articles 64-66 of the Order.
4. Contractors are therefore asked to complete and return the form endorsed hereon, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or supplies or services supplied by an unqualified person for the purposes of any contract with Catalyst to which Article 64 of the Order applies.

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

I/We hereby declare that I am/we are not unqualified for the purposes of the Fair Employment and Treatment (Northern Ireland) Order 1998.

I/We undertake that no work shall be executed or supplies or services supplied by any unqualified person for the purposes of any contract with Catalyst to which Article 64 of the Order applies.

Signed by: _____

Duly authorised to sign for and on behalf of: _____

Date: _____

E. CONFLICT OF INTEREST DECLARATION

I/We warrant that:-

There would be no conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

There could be a possible conflict or perceived conflict of interest in relation to [] and their involvement in this contract.

Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

Signed: _____

Block Capitals: _____

for and on behalf of: _____