|  |  |  |
| --- | --- | --- |
|  | **Curlew Conservation Programme****Curlew Action Team Application Form** | Image result for department agriculture ireland logo |
| **All fields must be completed**Please complete using MS Word and email to Agri.Ecology@npws.gov.ie (note dot between ‘Agri’ and ‘Ecology’) or if filling in by hand, use clear writing and post to Agri-Ecology Unit, National Parks & Wildlife Service, 90. North King Street, Dublin (Eircode D07 N7CV). Applicants can apply for more than one position. Applications to be **received by 17.00 on Tuesday 14th February 2023.** |

***Section A***

***Please add your personal details:***

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email Address** |  |

***Section B***

*The duties of each role are described in full at the end of this application form – please review these carefully before application. In the box below, please tick which of the available positions you are applying for – noting that your information provided below must be relevant to that position:*

|  |  |
| --- | --- |
| **Position** | **Tick** |
| Curlew Advisory Officer (CAO) |  |
| Nest Protection Officer (NPO) |  |
| Curlew Champion (CC) |  |
| Curlew Action Team Assistant (CATA) |  |

*The Curlew Conservation Programme operates in specific areas only. In the table below, please tick the area or areas in which you are applying for the position(s) identified above. Certain positions are not available and these are filled in dark grey below.* ***Important:*** *only tick for the position(s) you have identified above and for the geographical area in which are applying.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREA:** | **CAO** | **NPO** | **CC** | **CATA** |
| 1.       Stack’s Mountains  |  |  |  |   |
| 2.       Lough Ree |  |  |  |   |
| 3.       North Roscommon/East Mayo |  |  |  |   |
| 4.       Mid Co. Leitrim/ North East Roscommon |  |  |  |   |
| 5.       North Co. Monaghan |  |  |  |   |
| 6.       Donegal |  |  |  |   |
| 7.       North Lough Corrib |  |  |  |   |
| 8.       Sliabh Aughty Mountains |  |  |  |   |
| 9.       Laois (Sliabh Blooms) and Kildare |  |  |  |   |

Note: it may not be possible to fill all vacant posts.

If this is a joint application (i.e. where proposing to deliver a single position shared between you and another applicant), please indicate the position and area you are jointly applying for and with whom (note: the other applicant also needs to make a corresponding application):

Position: Area: Joint Applicant:

*Section C*

*Be sure to include daily rate excluding and including VAT below.
My daily rate (inclusive of travel costs) for the position(s) is/are:*

|  |  |  |
| --- | --- | --- |
| **Position** | **Daily Rate (ex VAT)** | **Daily Rate****(incl. VAT)** |
|  |  |  |
|  |  |  |
|  |  |  |

***FOR ALL BOXES BELOW, PLEASE INCLUDE ONLY RELEVANT TEXT:***

***Section D***

***My experience relevant to the position(s) includes***

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

***Some of my other work or personal experience includes (not necessarily relating to work)***

|  |  |  |
| --- | --- | --- |
| **Experience** | **Year(s)** | **Time (in months)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Section E***

***My qualification for the position(s) includes***

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

***Section F***

**The following two people can supply character references for me**

|  |  |
| --- | --- |
| **Referee 1**  | **Referee 2**  |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Relationship to me** |  | **Relationship to me** |  |
| **Postal Address** |  | **Postal Address** |  |
| **Phone Number** |  | **Phone Number** |  |
| **Email Address** |  | **Email Address** |  |

***Section G***

**I feel I am well suited to the position(s) and can contribute in a proactive way because:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

In making this application, I confirm that I am over 18, that I have access to a vehicle for the purpose of the duties of the role. I agree to attend any induction meetings that may be organised online via video conference. I am aware that if contracted, I shall be a contractor providing services and not an employee of the Department. As such, I will be responsible for my own health and safety and risk assessments. If I am tendering for Nest Protection Officer, I confirm that I have my own equipment, including rifle, and do not have firearms or Wildlife Act offences to my name. If I am tendering for a contract on Lough Ree or Lough Corrib, I confirm I have full use of a boat to carry out the duties of the contract.

**PRIVACY STATEMENT**

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access.The Department will not process your personal data for any purpose other than that for which they were collected.Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law. The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy. Further information on Data Protection can be found on our website at: <https://www.housing.gov.ie/sites/default/files/publications/files/data_protection_policy.pdf>

**Signed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dated:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Covid-19**

All work must be carried out in full compliance with Government/HSE guidance on Covid-19. In the event that such guidance or other ruling by Government around Covid-19 prevents any work related to the contract from proceeding for any period of time, then the Contractor must inform the Client, and in agreement between Contractor and Client the work schedule shall be adjusted accordingly. The Client shall not be liable for any costs arising e.g. if days could not be worked.

**DESCRIPTION OF EACH ROLE AND ASSOCIATED DUTIES**

**Curlew Advisory Officer (CAO)**

**Overview**

The Curlew Advisory Officer (CAO) should have a strong scientific/ecology background and have excellent interpersonal skills. The role of the CAO will be to survey for Curlews (in association with fellow team members and local NPWS as relevant) and engage local people on conservation efforts (namely through the NPWS Curlew Conservation Partnership, details of which can be found at <https://www.npws.ie/farmers-and-landowners/schemes/curlew-conservation-partnership>). The CAO will be tasked delivering local meetings including with agri-environmental planners responsible for GLAS Curlew plans as well as feeding back information to the Agri-Ecology Unit in terms of administration and technical matters. A detailed description of the tasks is provided below:

**Tasks**

Starting 08 March 2023, the primary focus of the CAO shall be to provide ecological guidance on measures to be rolled out in their area as well as engaging on and overseeing actual implementation of measures. This advice shall be shared with local landowners, Curlew Action Team colleagues, local NPWS Personnel, farm planners and other relevant parties. There will be an important element of public outreach to build a positive profile for Curlews in the regions and to engage locals, particularly landowners with Curlew, in efforts to secure the future of Curlews in their area. The CAO will be the link between measures on the ground and the Agri-Ecology Unit of NPWS who will be assimilating the experiences from the Curlew conservation areas, to inform the best approaches to Curlew conservation. The execution of surveys and collation of data in a standardised manner and reporting to Project Management are also core elements of the work.

| **Category** | **Curlew Advisory Officer Focus** |
| --- | --- |
| Surveys and nest finding | Surveying sites for Curlew occupancy. Finding nests to enable conservation action |
| Advice on Curlew conservation measures | The Curlew Advisory Officer shall direct where measures are to be undertaken, using the budget available and with the consent of local landowners. The main elements are the erection of nest protection fences, predator control and the enhancement of habitat through capital works. Formal (e.g. demonstration/best practice management events) and informal (one-to-one) training and guidance shall be given to landowners involved in the scheme. |
| Local leadership and administration | Directing the efforts of Nest Protection Officer and Curlew Champion (and CAT assistant where relevant)As regards administration, the Curlew Advisory Officer will :-engage landowners in the Curlew Conservation Partnership;-draw up a simple management plan with participants;-record landowner effort (in terms of actions and hours) on a weekly basis, and will certify that landowners have engaged to a requisite standard in order to draw down reimbursement.The CAO will also engage with the Curlew Nest Protection Officer and will record their weekly effort and results. |
| Ecological recording | The Curlew Advisory Officer shall document in their region all locations where Curlew are feeding and nesting. Studies of the local environment including habitat and predators shall also be undertaken. Appropriate survey design and techniques and use of standard recording forms are required. Relationships should be built locally with landowners and others, including Curlew Nest Protection Officer, local Curlew Champion, NPWS personnel, etc. A high quality report is expected at the end of the field season. |
| Interface with agri-environmental planners | The Curlew Advisory Officer shall deliver formal and informal meetings with agri-environmental planners, particularly GLAS planners operating in their area, with the purpose of providing ecological training and appropriate transfer of knowledge on Curlew breeding and feeding locations so that synergies can be realised with GLAS participants. |
| Liaison with project manager/local advisor/NPWS personnel | The Curlew Advisory Officer will report directly to the CCP Project Manager. In the case of any companies or partnerships securing contracts, the CAO must still report directly to the CCP Project Manager. Positive and proactive engagement with landowners, regional NPWS staff and other project operatives is a requirement of the post |
| Liaison with landowners and public | Explaining the purpose of the Curlew conservation efforts, gaining access to lands, being courteous and respectful, operating in a non-intrusive way and building a positive profile in the local area are all requirements of the post |

**Selection of Curlew Advisory Officers** A tender evaluation committee shall select one Curlew Advisory Officer for each area as advertised. In their tender, applicants are advised to clearly outline their costs, experience and expertise, in accordance with the Curlew Action Team application form. The following marking criteria shall be applied in the evaluation of tenders:
Cost: 400 marks
Experience: 400 marks (minimum required 200 marks)
Qualifications appropriate to the position: 200 marks (minimum required 100 marks)

**Equipment and Logistics**

The local Curlew Advisory Officer shall provide their own transport/fuel, etc. and this will be taken from the overall contract amount.

**Curlew Nest Protection Officer (NPO)**

**Overview**

The role of the Curlew Nest Protection Officer is to control and lessen the likelihood of Curlew nest/chick predation by mammalian and avian predators, including Fox, Mink, Hooded Crow and Magpie solely in the vicinity of Curlew breeding territories (within 1km of nest sites). The Curlew Nest Protection Officer will also assist in efforts to find breeding Curlew and indeed in assembling and maintaining nest protection fences. Record keeping according to set standards is a vital part of this role. The specific tasks and deliverables of the Nest Protection Officer are outlined below.

**Tasks**

Starting Wednesday 08 March 2023, the primary focus of the Curlew Nest Protection Officer shall be to protect Curlew nests by use of predator proof fences and to legally trap and humanely dispatch unprotected predators within 1km of known Curlew territories.

| **Category** | **Curlew Nest Protection Officer Focus**  |
| --- | --- |
| Surveys | Surveying predators (main focus to determine hotspots/risk areas for predators) including the use of trail cams and assisting with Curlew Surveys where requested by CAO. NPOs are encouraged to discuss Curlew with landowners and locals, with a view to determining current/recent usage of lands by Curlew. Relevant information on predators and Curlew shall be recorded and provided to both the Curlew Advisory Officer and the Curlew researcher. |
| Nest Protection | Erecting and maintaining predator proof fences |
| Legally trapping and humane dispatching  of unprotected predators | Time-bound, strategic and systematic control of predators within 1km of known Curlew territories |
| Liaison with local gun clubs | Engaging with and recording supplementary efforts of other gun club members. Encouraging local gun club members involved in predator control to focus efforts in specific areas. The Curlew Nest Protection Officer should be a contact point between the project other gun club members in the area and encourage a responsible and strategic approach to predator control |
| Liaison with landowners and public | Explaining the purpose of the Predation Risk Management efforts, gaining access to lands, being courteous and respectful, operating in a non-intrusive way and building a positive profile in the local area are all requirements of the work |
| Liaison with project manager/local advisor/NPWS personnel | The Curlew Nest Protection Officer will report to the CCP Project Manager. Positive and proactive engagement with landowners, regional NPWS staff and other project operatives is a requirement of the work |

**Equipment and Logistics**

The Curlew Nest Protection Officer shall be responsible for organising all equipment, including traps and ammunition and ensuring (by discussion with NPWS regional management) that all is legally sound including the use of firearms. The Curlew Nest Protection Officer shall use their own transport/fuel, etc. and this will be taken from the overall contract amount.

**Selection of Curlew Advisory Officers**

A tender evaluation committee shall select one Nest Protection Officer for each area as advertised. In their tender, applicants are advised to clearly outline their costs, experience and expertise, in accordance with the Curlew Action Team application form. The following marking criteria shall be applied in the evaluation of tenders:

Cost: 400 marks

Experience: 400 marks (minimum required 200 marks)

Qualifications and licences appropriate to the position: 200 marks (minimum required 100 marks)

**Background Checks**

NPWS reserve the right to undertake background checks internally and with An Garda Síochána for any history of hunting or firearms offences, in advance of awarding contracts for nest protection services.

**Curlew Champion (CC)**

**Overview**

In order to promote the Curlew Conservation Programme locally and to engender local support for the project, the services of a local Curlew Champion will be engaged. This person will ideally be known to people in local area and will ideally have associations with the farming community; given farmers are the main stakeholders with whom the project will work. The Curlew Champion will build a positive profile for the project and animate local actors to take a proactive part in reporting Curlew locations and engage on measures to help breeding Curlews. The local Curlew Champion will also be responsible for undertaking survey work in tandem with the Curlew Advisory Officer. In light of Covid-19 and less opportunities for community events/school visits, the Curlew Champion a greater emphasis shall be placed on survey work in 2022.  The Curlew Champion will be central to gaining the support of local people to enable a smooth operation of the scheme, including building relations between project personnel (including the local Curlew Advisory Officer, Curlew Nest Protection Officer and Curlew Action Team Assistant) and local people. In 2022, a significant proportion of such engagement will be done on-line and all Government health guidelines in relation to Covid-19 shall be followed.

**Tasks**

Starting Wednesday 08 March 2023, the primary focus of the Curlew Champion will be to form close relationships between the local community, Curlews and the Curlew Conservation Programme.

| **Category**  | **Curlew Champion Focus**  |
| --- | --- |
| Team and community liaison | Forming close working relationships with project personnel, NPWS and landowners. |
| Disseminating information | Discussing various matters in relation to the efforts underway with locals, with a particular focus on delivering results for Curlew and passing on recommendations for wider roll-out of conservation efforts |
| Public Awareness and Media | Attending relevant meetings (e.g. farmer / agricultural planner meetings) and events (e.g. local shows/festivals), with an emphasis on online content/web meetings unless otherwise in line with Government health guidelines in relation to Covd-19.Undertaking at least one local radio interview in Spring 2022 and at least one local newspaper article in Spring 2022 (any press related material should be approved in advance by NPWS/DHLGH). Establishing an event for World Curlew Day 21 April 2022. |
| Assisting in smooth running of programme locally | Improving the collaborative approach and efficacy of effort by the project and landownersBringing issues and proposed solutions brought to attention at the earliest opportunity |
| Building profile of programme  and Curlew | Building a positive profile for the Curlew and the NPWS Curlew Conservation Programme among landowners and local community |
| Education | Providing information (through talks and information material) to at least five national schools and one secondary school (ideally to 5th/6th year students) locallyEngraining an understanding among local landowners and community of the project and why it is of benefit to engage proactively for Curlew conservation efforts locally |
| Surveys | Undertaking surveys for Curlew in tandem with the Curlew Advisory Officer and other team members in a socially distant way. |

**Equipment and Logistics**

The local Curlew Advisory Officer shall provide their own transport/fuel, etc. and this will be taken from the overall contract amount.

**Selection of Curlew Champions**

A tender evaluation committee shall select one Curlew Champion for each area as advertised. In their tender, applicants are advised to clearly outline their costs, experience and expertise, in accordance with the Curlew Action Team application form. The following marking criteria shall be applied in the evaluation of tenders:

Cost: 400 marks
Experience: 400 marks (minimum required 200 marks)
Qualifications appropriate to the position: 200 marks (minimum required 100 marks)

**Curlew Action Team Assistant (CATA)**

**Overview**

A Curlew Action Team assistant role is available for each area, with an emphasis on helping the local team with survey work in particular or focusing on particular elements as prioritised depending on area and time. This role may suit persons interested in building experience and their CV in regard to nature conservation and is open to all over the age of 18.

**Areas:**

* Stack’s Mountains (Co. Kerry)
* Mid-Leitrim and North-East Roscommon
* North Roscommon and East Mayo
* Co. Donegal

**Tasks**

Starting 08 March 2023, the primary focus of the Curlew Action Team Assistant shall be to assist in general duties of the Curlew Action Team, assisting team members as required, including surveying and community engagement.