

Request for proposals for the delivery of Historians in Residence project with Dublin City Council (DCC)

HISTORIANS IN RESIDENCE PROJECT (HIR)

Following the successful public engagement with the centenary of the 1916 Rising, Dublin City Council established the Historians in Residence project in Spring 2017. Working under the Council's Decade of Commemorations programme, a group of historians were contracted by DCC to make history accessible for all and to promote history in the city. The historians in residence work in communities across the city to bring history to life and make history and historical documents accessible, engaging and enjoyable for all. History topics and research covered in the project generally (but not exclusively) focus on events under the Decade of Commemorations.

Examples of work undertaken to date under the HIR project include talks, workshops, radio programmes, social media engagement, exhibitions, guided tours of libraries and archives, history book clubs and historical walks of local areas. The historians in residence may also participate in the Dublin Festival of History and in other DCC events. Utilising and promoting the extensive collections of Dublin City Library and Archive is a key component of the project.

Specification

Proposals are invited from historians who meet the following specific requirements:

1. Hold a post-graduate degree in history OR a primary degree in history and evidence of a research-based publication in Irish history;
2. Can demonstrate a good knowledge of primary sources relating to modern Irish history and particularly the Decade of Commemorations (1912-1922);
3. Can demonstrate excellent communications and interpersonal skills, including the ability to give presentations/talks to audiences of varying types and sizes, and to facilitate group discussions;
4. Can demonstrate the ability to creatively promote interest and engagement in history among a non-academic audience;
5. Can demonstrate the ability to plan, organise and lead a project, to work independently, and to work to deadlines.

Project deliverables

An indicative minimum for the operation of the project is:

- Delivery of five history events per week (e.g. history talk, walk, book club etc);

- Engagement with five locally-based groups/organisations per week;
- Contribution to local history publication *History on Your Doorstep*;
- Weekly promotion of HIR project via print/broadcast media and social media;
- Reports and updates to Dublin City Council as required.

Duration

The duration of any contracts issued in the first instance will be to the end of 2020. Dublin City Council reserves the right to extend any such contracts for periods of one year, to a maximum of two such extensions.

Award Criteria

Contracts will be awarded on the basis of the most economically advantageous proposal(s) in accordance with the following award criteria and weightings:

	Award Criteria	Weightings	Marks out of 10,000	Minimum Score
A	Ability to meet requirements*	80%	8,000	4,800
B	Ultimate Cost	20%	2,000	Not Applicable

*Award of contract may be subject to a presentation and clarification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting.

Submission of proposals

Proposals for the HIR project must be submitted by noon on **28th February 2020** to commemorations@dublincity.ie and must include:

- A CV for each historian, providing evidence of meeting the requirements above;
- a one-page submission on ideas for the Historian in Residence project, specifically addressing ways to make history accessible and engaging to a general audience and meeting the aims and deliverables of the project;
- An estimated fee per hour and proposed number of hours per week to meet the project requirements and deliverables.

Notice to Suppliers

- a) Amendments to this document - Dublin City Council reserves the right to update or alter any information contained within this document at any time.
- b) Financial Arrangements - Payment to the successful contractor for all services will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier following the award of contract. Dublin City Council will not be liable in respect of any costs incurred by suppliers in the preparation of proposals or attendance at interviews.
- c) Electronic Funds Transfer – payments to the successful contractor for all services will be made **only** by electronic funds transfer (EFT). The successful contractor will be required to provide the bank details and other information necessary to facilitate payment by EFT.
- d) Tax Clearance Certificate - Before a contract is awarded the successful contractor will be required to produce a Tax Clearance Certificate. All payments under the contract will be conditional on the contractor being in possession of a valid certificate at all times.
- e) Freedom of Information Act - Each of the parties will undertake to use their reasonable endeavours to hold confidential any confidential information received from the other party, subject to Dublin City Council's obligations under law, including (if applicable) the provisions of the Freedom of Information Act(s). The contractor will agree that, should it wish any confidential information supplied by it to Dublin City Council not to be disclosed, because of its commercial sensitivity, it will, when supplying such information, identify same and specify the reasons for its sensitivity. Dublin City Council will consult with the contractor about such sensitive information before making a decision regarding release of such information under the Freedom of Information Acts 1997 and 2003. However, Dublin City Council will give no undertaking or assurance that such information will not be released under the provisions of the Freedom of Information Acts 1997 and 2003 and the final decision on whether or not to release such information rests with Dublin City Council or as set out in the Freedom of Information Acts 1997 and 2003.