

Age & Opportunity and Arts & Disability Ireland

**Invitation to Tender for
Arts, Disability and Older Person training review**

Closing date for receipt of tender: 5pm, Friday 3rd November

Introduction

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development.

Our aim is to enable the best quality of life for us all as we age, where we are more active, more visible, more creative, more connected and more confident.

Arts & Disability Ireland is the national development and resource organisation for arts and disability. We promote engagement with the arts at all levels – as professional artists, audience members and arts workers – for people of all ages with disabilities of all kinds.

We work towards arts programmes and arts venues becoming fully accessible experiences for all audiences. We advocate for inclusive policy and practice which provides real access to all aspects of the arts for people with disabilities, and for everyone.

Tender Outline

Age & Opportunity and Arts & Disability Ireland are seeking tenders from suitably qualified individuals or organisations to carry out an **Arts, Disability and Older Person training review** as part of its joint Access initiative.

Details of the tender are set out in this document, which is comprised of four parts:

- Part 1: Background information
- Part 2: Tender requirements and other considerations
- Part 3: Tender process
- Part 4: General tender information, terms and conditions

Part 1: Background information

Who we are

Age & Opportunity is the leading national development organisation working to enable the best possible quality of life for us all as we age. We do this by:

- championing the creativity and value of older people;
- combating stereotypes and negative views of ageing;
- developing inclusive and engaging experiences which respond to the interests and needs of the diverse older adult population;
- developing, testing and measuring the impact of pioneering programmes and approaches;
- making evidence available to policy-makers and service providers;
- working with partners and stakeholders to ensure that Ireland's policies, strategies and programmes are directly informed by the needs and experiences of older people.

Our Programmes

We provide opportunities for older people to be more active, more creative, more visible, more connected, more confident, more often through our Arts, Active and Engage Programmes. Read more about our work at <https://ageandopportunity.ie/about-age-and-opportunity/governance/>

Age & Opportunity Arts is a dedicated programme which supports the participation and representation of all older people in cultural and creative life in Ireland. We do this work by supporting and resourcing artists, arts audiences and arts organisations and encouraging involvement in arts activities by people all over Ireland. We also aim to raise the standard, knowledge-base and visibility of the arts and older people sector.

Our Arts programme comprises a range of initiatives and events, the biggest one of which is the annual, high profile, and month-long Bealtaine Festival, which takes place in May throughout local communities all around Ireland. We also deliver a comprehensive support programme of initiatives designed to resource and develop the creative ageing sector in Ireland.

We also aim to:

- encourage more older people to participate in the arts and to increase the quality and opportunities of existing participants;
- support the careers of older professional artists and offer them more opportunities to develop and show work;
- support arts organisations who prioritise (or wish to prioritise) older people;
- provide opportunities for intergenerational exchange;
- generate debate and discourse around key cultural issues impacting on older people and other opportunities to influence national and international policy.

Disability, Equality & Older People Training for the arts sector in Ireland

Context

Age & Opportunity and Arts & Disability Ireland have been working together for a number of years to generate information on older audiences and those with disabilities. Part of our work involves developing training supports for arts organisations wishing to work with older people. This work will feed into and support the rolling out of Age & Opportunity's [Arts & Creative Charter for Older People](#).

Part 2: Age & Opportunity and Arts & Disability Ireland's requirements and other considerations

Tender Outline

Arts, Disability and Older Person training review

Age & Opportunity and Arts & Disability Ireland are working together to generate supports and resources for arts organisations wishing to improve and reflect the arts experiences of older people and people with a disability. Following intensive consultation and focus groups with arts audiences, arts participants and arts venues, we have identified the need for targeted training and information resources for arts organisations working with older people and people with a disability.

As a first step in delivering these supports, we wish to ascertain what key arts, disability and older people training supports currently exist in Ireland and more particularly, further afield. The research would feed into a forthcoming training specification document for the arts, disability and ageing.

Specifically, we wish to commission a piece of broad desk-based research which would review the in-person, online and video based training initiatives and information resources available in relation to the arts and disability and the arts and older people, in Ireland, Europe and the US. The research should pinpoint particular delivery methods used in training examples, and recommendations on the most effective modes. This work will be informed by Age & Opportunity and Arts & Disability Ireland, and will directly complement a forthcoming evaluation of training needs commissioned by Age & Opportunity in relation to its Arts & Creative Charter for Older People. The resulting document should include recommendations for a Training Specification document aiming to support the Charter.

Time Frame

Work should begin immediately after appointment. A short preliminary report should be submitted by mid December 2023 and the final document should be delivered no later than January 31st 2024.

Fee Proposal

The fee proposal submitted, shall be in Euro (€) and inclusive of VAT and all expenses. A breakdown of total costs should be provided. The budget for this contract is likely to be **€4000** (inclusive of all costs).

Tax Clearance

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and Tenderers not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.

Insurance

The successful Tenderer must produce valid public liability insurance.

Part 3: Tender Process

Interested parties should submit a proposal to Jessica Burton Restricks, Arts Programme Administrator at arts@ageandopportunity.ie by **5pm, Friday 3rd November**.

The proposal should provide the following information:

- Individual/organisation profile: capacity, skills, experience and knowledge;
- Examples of previous work;
- An outline work plan;
- A detailed breakdown of costs;
- Current Tax Clearance Detail;
- An outline of any added value or additional information you think is relevant.

Evaluation Criteria

Tenders will be evaluated on the information provided at the time of tender. Tenders received will be marked out of 100 as follows:

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| • Understanding of tender requirements and approach to tender | 15 |
| • Value for money | 20 |
| • Relevant experience | 30 |
| • Work plan | 25 |
| • Other, including additional suggestions | 10 |

Based on the above criteria, shortlisted applicants may be asked to meet with Age & Opportunity and Arts & Disability Ireland on **the week commencing 6th of November**.

Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable and once the funding is finalised in early January.

Unsuccessful tenderers will be notified when the appointment of the successful tender has been confirmed.

Queries or clarifications before Wednesday 1st November may be addressed to:

Jessica Burton Restricks, Arts Programme Administrator at arts@ageandopportunity.ie

Closing date for receipt of tender: **5pm Friday 3rd November**

Return tender to: Arts Programme Administrator at arts@ageandopportunity.ie

Late tenders will not be accepted.

Part 4: General tendering information, terms and conditions

Terms of Appointment

All evaluation work should be complete by the end of January 2024.

Notification of Tender Acceptance

Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable.

Currency

The currency to be used in this tender is euro and a tender proposal in any other currency will not be considered.

Age & Opportunity will not be liable in respect of any costs incurred by any Tenderer in the Preparation of tenders in response to this Invitation to Tender or any associated cost.

Tax Clearance

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and Tenderers not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.

Ownership of Film and Copyright

All documents produced by the consultant in connection with this appointment and submitted to Age & Opportunity will be considered the property of Age & Opportunity and may be used by Age & Opportunity at any time, including for other projects, without the prior approval of the consultant. This does not impact on the artist/filmmakers copy and moral rights.

Exclusion

Tenderer shall be excluded who:

- is bankrupt or being wound up, whose affairs are being administered by the court, who have entered into an arrangement with creditors or who have suspended business activities;
- is the subject of proceedings for declaration of bankruptcy or insolvency, for an order for compulsory winding up or a court liquidation, or who has a liquidator or receiver appointed over its assets, or for composition with creditors or any other similar proceedings;
- has been convicted of an offence concerning their professional conduct;
- has not fulfilled obligations relating to the payment of social security contributions;
- has not fulfilled obligations relating to the payment of taxes.

False or Misleading Information

Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this Tendering Procedure on the discovery of such information.

Compliance with Law

Tenderers should be able to provide on demand evidence of compliance with all laws applicable to the provision of the services which are the subject of the Invitation to Tender, and in particular should be able to produce evidence that they have particular regard for statutory terms relating to minimum pay and any legally binding or sectoral agreements if applicable.

Termination

The contract shall contain provisions reserving to Age & Opportunity the right to terminate any contract awarded if it is not satisfied with the performance by the successful Tenderer of the contract. The satisfaction or dissatisfaction of Age & Opportunity shall be evaluated in the context of the Tenderers proposal set out in Part 3 of this document.

Requirements of Invitation to Tender

Tenders not conforming to the requirements of this Invitation to Tender will not be considered and will be returned to the Tenderer.

Subject to Contract

This Invitation to Tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between Age & Opportunity and any Tenderer. No such legally binding obligation or commitment shall come into being unless and until a formal legal contract is duly executed and delivered by Age & Opportunity and the successful Tenderer.

Disclaimer

This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. Candidates are recommended to read the documents thoroughly. Age & Opportunity reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.

End

