

Invitation to tender for Facilitator for Artists Care Exchange (ACE)

**Closing date for tender:
Friday 19th April, 2024 at 5pm**

Introduction

Age & Opportunity

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 can be more active, more visible, more creative, more connected and more confident.

Age & Opportunity Arts provides opportunities for older people to be more creative more often, to create meaningful participation and representation for all older people in cultural and creative life and to demonstrate and celebrate how our creative potential can improve with age.

Specifically, our Arts programme aims to support and resource artists, arts participants/audiences and arts organisations in a) creating greater **access to and representation** in the arts for older people, b) raising the **standard** and knowledge-base of the arts & ageing sector, and c) increasing the **visibility of and advocating** for the sector. We do this through our annual Bealtaine Festival which is Ireland's month-long (May) national festival celebrating the arts and creativity as we age and our Resource and Development Programme.

Resource and Development

Through our Resource and Development programme we aim to work in the following areas:

- Audience Development: to encourage and facilitate *more diverse older people* to participate in the arts, to enhance the experiences of current audiences and to increase the opportunities of existing participants;
- Artist Development: to support the careers and visibility of *older professional artists*, offer more peer to peer supports and opportunities to develop and show new work;
- Organisation & Arts Practice Development: to generate information on the sector, support and inform arts organisations who prioritise (or wish to prioritise) older people and raise the standard of arts practice more generally in the area of the arts and older people;
- Impact: to maximise opportunities to influence national and international policy in the creative ageing sector in Ireland.

Artists Care Exchange (ACE)

Age & Opportunity is seeking tenders from key individuals with an interest and background in the arts and older people in a care context, to act as facilitator for the third iteration of, the Artists Care Exchange (**ACE**), an Age & Opportunity Arts initiative. We wish to appoint a facilitator from **September to December 2024**, with some additional work in the recruitment of participants in June/July.

ACE aims to:

- Increase artists' knowledge of **the practicalities and ethics** of working with older people in care settings;
- Build **stronger connections** between artists working in this area ;
- Support participating artists by offering **mentoring** in the arts & older people.

ACE will offer six to eight professional artists who work in care settings and/or with older people an opportunity to exchange information, advice, and experiences in a group situation, whilst also learning from a range of experts in the social, medical, and arts fields. Participants will sign up to seven facilitated sessions, (4 online and 2 in person). Each session will comprise of delivery on a specific topic delivered by an expert with a specific focus on arts and ageing in care, followed by a coffee and chat session. Participants will also be offered a dedicated mentor, giving participants the opportunity to learn further from more experienced artists. The mentoring sessions will run concurrently with the other curated sessions.

The purpose of the facilitator is to work with the Age & Opportunity team to plan, manage, and host the seven facilitated sessions and devise mentoring sessions for a group of artists between October and December 2024 as part of this new initiative.

Specifically, the ACE facilitator is required to:

- Under the direction and guidance of the Arts Programme Manager and using a pre-existing ACE structure, plan the overall initiative and secure expert speakers for each of the seven sessions;
- Support in the recruitment process of the participants through disseminating the call out information through identifying key channels;
- Coordinate matching participants with chosen mentors;
- Manage the initiative including scheduling and hosting of Zoom sessions;
- Liaise and manage the communications with all speakers and participants;
- Work according to the agreed budget with the Arts Programme Manager;
- Write the relevant printed programme copy and supply information to the Communications Manager on the overall initiative and included sessions as needed;
- Liaise with the Arts Programme Manager and any other Age & Opportunity staff throughout the process as requested;
- Assist in disseminating and collating survey responses from participants and mentors;
- Attend planning/update meetings as and where necessary.

Breakdown of sessions

This is the current plan for the structure of the initiative, to be finalised in discussion with the ACE facilitator:

1. Introduction & Participant Focus
2. The Care Setting Artist & Activity Coordinator Perspectives
3. Working with Older People - Different Ways of Working
4. Rights, Ethics, & Care in Creative Collaboration
5. Critical Reflection, Research & Documentation
6. Funding, Peer Support & Partnership
7. Gathering the Threads - Reflection on the Artists Care Exchange

Plus one online speed mentoring session matching experienced artists with artists from the ACE initiative.

Fee for this contract

The budget for this contract is a maximum of €5,500 to facilitate, prepare and provide a short report on this initiative, inclusive of all costs and VAT.

Budget for the ACE initiative

There is a separate budget allocated for both ACE speakers and the online mentoring sessions.

Tender requirements

The tender should provide the following information:

- 700-word proposal outlining ideas and plan for the initiative (ideally based on the seven sessions outlined above) for ACE 2024;
- C.V. of no more than one page length;
- Current Tax Clearance Certificate;
- An outline of any added value or additional information you think is relevant.

Tax Clearance

The successful applicant 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 applicant before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and applicants not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is successful.

Insurance

The successful applicant will be asked for valid public liability insurance and indemnify Age & Opportunity.

Selection Criteria

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

Award Criteria	Weighting %
Proposed process and framework for delivery of initiative	30
Demonstrated understanding of the brief	30
Experience and track record	30
Added value	10
Total	100

Based on the above criteria, you may be asked to meet with Age & Opportunity in early June.

Age & Opportunity shall notify you as soon as reasonably practicable and in any event by mid-June.

Closing date for receipt of tenders is: Friday 19th April, at 5pm.

Please submit your tender to:

arts@ageandopportunity.ie

Late applications will not be accepted.

Equality, Human Rights and Diversity

In line with the Public Sector Equality and Human Rights Duty, and in line with our core funders, Age & Opportunity is committed to ensuring that we take positive policy measures and commitments to promote equality of opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community. Furthermore, we note the ground of socioeconomic background as a further basis for which equality of opportunity must be guaranteed. As such, we ask our contractors to honour this commitment in the choices and decisions made during the course of this contract.

Safe To Create

Age & Opportunity has a Dignity at Work and Bullying and Harassment Policy and is in the process of signing up to the Arts Council's Safe To Create initiative. We encourage you to familiarize yourself with Safe To Create. Further details are available on www.safetocreate.ie

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