

## **Research Evaluator Tender on the impact of COVID-19 on the Arts and Culture Sector in Limerick**

Limerick City and County Council Arts Office is seeking tenders for the services of a Researcher, with the relevant skills and experience to gather data from the sector in Limerick, evaluate and support the integration of this information into policy making.

### **Rationale and Objectives**

- A new Sub-Committee of the Community, Leisure and Culture Strategic Policy Committee (SPC) on the Recovery of the Arts and Culture Sector in Limerick, following the impact of COVID-19 has been formed
- This mapping and evaluation exercise will assess the impact of COVID-19 on the sector in Limerick, quantify the challenges and assess the opportunities that have arisen from the pandemic
- To identify opportunities for sustainability beyond 2021/2022 and identify what sustainability will look like for the Arts and Culture sector.

It will support the Culture and Arts Sub-Committee and inform policy making when considering the recovery of the sector by presenting an evidence based report with recommendations on the delivery of Limerick City and County Council policy in this area.

### **Context**

Culture is part of the global agenda for sustainability and development and is included in the United Nations Sustainable Development Goals (SDG). The Limerick Cultural Strategy: A Framework 2016-2030 and the Limerick Culture and Creativity Strategy 2018-2022 provide the framework for development in Limerick City and County.

### **The Role**

The selected Researcher will report directly to Limerick City and County Council Arts Office, and will work the Arts Officer and staff for the delivery of this project. They will liaise with the Sub-Committee, manage the project and present the research findings to the Sub-Committee. The researcher will be notified of key informants and networks, and encourage Arts and Cultural practitioners to contribute to the research process. Recommendations will be informed by relevant Limerick City and County Council policies and strategies and National reports and policies.

### **Key Tasks**

To facilitate and support the development, implementation and evaluation research of the Limerick Arts and Culture Sector by project managing and delivering the following within the specified time-line between commencement of contract and the end of April 2022.

1. Survey of stakeholders (organisations, venues, festivals, individual artists, arts workers) in the sector

- a. Design of short structured questionnaire on impact of COVID-19, key challenges and needs. This will be informed by recent national research by the Arts Council.
- b. Implementation of survey via survey monkey (online survey). Contribute to sourcing of list of participants.
- c. Analysis and write up of survey findings.
2. Consultation meetings / group discussions with stakeholders (organisations, venues, festivals, individual artists, arts workers) that are broadly representative of the sector. Proposed additional consultation approaches may be advised by the researcher to ensure a broad engagement.
  - a. List of potential participants.
  - b. Organisation of 3-4 meetings, which may be either virtual / online or face to face.
  - c. Design of questions to be addressed / issues explored.
  - d. Analysis and write up of findings.
3. Review / comments by Sub-Committee & finalise report.

### **Child Protection In line with Children First:**

National Guidance for the Protection and Welfare of Children (2017), Limerick City and County Council is required to ensure that contracts issued to anyone whose work brings them in contact with children are meeting their obligations under the Children First Act 2015. Any service will be made in adherence to Limerick City and County Council Child Protection Policy.

### **Budget:**

The available fee for the research is €10,000 including researcher's fees, travel and subsistence expenses, VAT etc. The selected researcher is responsible for declaring his / her income to the Revenue Commissioners.

### **Timescale**

It is envisaged that the research will begin in December 2021. Key milestones:

- A progress report will be presented to the SPC on February 7
- Final report completed for the SPC in April 2022

### **Guidelines for Applicants:**

- The successful applicant will provide up-to-date tax clearance certification and will continue to hold this for the duration of the contract.
- A selection panel will meet to assess applications, this will be based on a budget breakdown of costs, Methodology and Work Programme, Experience and Qualifications of the Tenderer and CV of the Researcher and supplementary information. The selection panel may shortlist suitable candidates for interview.

- Applications received after the date outline below will not be accepted under any circumstances.

### **Tender Evaluation Criteria:**

Tender responses will be evaluated against the following criteria and will be weighted accordingly:

- **Cost** **30%**
- **Methodology and Work Programme** **40%**
- **Experience and Qualification of the Tenderer and CV of the Researcher** **30%**

### **Submitting your Proposal:**

Application should be emailed to [artsofficesubmissions@limerick.ie](mailto:artsofficesubmissions@limerick.ie)

**Please supply as one document the following:**

1. The following costs must be provided: a) Cost breakdown of the total cost  
b) daily rate

The fee of €10,000 euro is inclusive for all cost, VAT etc.

2. Methodology and Work programme– the contract will be based upon delivery of the proposal from signing the contract until the end of April 2022.
3. Experience and qualifications of the tenderer and Curriculum Vitae of the researcher (max. 3 pages) with relevant experience detailed.
4. Max 2 A4 pages clearly outlining example(s) of work undertaken by the applicant, which demonstrates track record in delivery of all criteria relevant of this position.
5. Two referees that are relevant to this role.

**Supplementary information** - a max of three examples to support the application can be included in an additional pdf document, this may include copies of photographs/audio or visual documentation, press reviews, publications, catalogues etc.

Shortlisting may apply and short-listed tenderers may be asked to attend for a short virtual interview.

Limerick City and County Council does not bind itself to accept the lowest tender. It reserves the right to reject in whole or part any of all tenders received.

The selected tenderer will sign an agreement with the Limerick City and County Council.

**Applications to be submitted no later than 12 noon on Monday 29th November 2021**

For further information, please contact Arts Office Limerick City and County Council 061 556370 or email [artsofficesubmissions@limerick.ie](mailto:artsofficesubmissions@limerick.ie)