



Age & Opportunity

Invitation to Tender for Research

Closing date for receipt of tender: **Friday 21st August 2020**

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 inspire people aged 50+ to live a dynamic life where they are more active, more visible, more creative and more connected.

Artist in Residence in a Care Setting is an Age & Opportunity initiative.

Tender Outline

Age & Opportunity is seeking tenders from suitably qualified individuals or organisations to conduct a piece of research in the context of our initiative *Artist in Residence in a Care Setting*.

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

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

Interested parties should submit a proposal by email to Mary Harkin, Policy, Research and Evaluation Manager, at mary.harkin@ageandopportunity.ie by close of business on **Friday 21st August 2020**

Funded by



Part 1: Background information

Who we are

Age & Opportunity is the leading national development organisation improving the quality of life of older people. 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 often in the following ways.

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, collaborating with art organisations and encouraging involvement in arts activities by people all over Ireland.

Our work comprises the annual, high profile, Bealtaine Festival which takes place throughout the month of May, through to other initiatives such as facilitated day trips to museums, galleries and other arts events (Cultural Companions), artist residencies in studio spaces and in care settings, professional development training for artists, and development initiatives for the sector.

Age & Opportunity Active is the national physical activity programme for older people funded by Sport Ireland and the HSE. The programme is designed to get us more active. Our Go for Life Games are a national celebration of older people taking part in physical activity. Every June we run a national event, when over 300 participants and teams from every county come together to take part in a full day of sport. The event is a variety of fun games and sports specifically adapted to be more inclusive of all ages and abilities.

Other initiatives we run include a telephone mentoring service called Fitline and our very popular PALs (Physical Activity Leaders) training suitable for anyone interested in leading physical activity programmes in their community.

Age & Opportunity Engage is a programme which offers a range of learning initiatives, courses and workshops for personal development as well as opportunities for us to play an active role in our community. Our aim is to facilitate participants to develop resilience, build the skills, know-how and the foresight to achieve the best quality of life. We believe that people who work directly with older people - or whose work affects the lives of older people - should be conscious of their needs and the value of their participation in society. As organisations become increasingly aware of the

contribution of their older employees, customers and clients - will benefit from our bespoke training, facilitation and range of national workshops and courses.

Read more about our work at <https://ageandopportunity.ie/about-age-and-opportunity/governance/>

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

Tender Outline

Age & Opportunity is seeking tenders from suitably qualified individuals or organisations to conduct a piece of descriptive research in the context of our Artist in Residence in a Care Setting initiative

Background

Age & Opportunity has been awarded funding by Creative Ireland (with support from the Arts Council and the HSE) to continue its work in increasing access to high quality arts experiences, for those living in and attending care settings (care homes, community hospitals and day care centres). This follows on from our fourth *Artist in Residence in a Care Setting* initiative, comprising of 6 unique arts residencies in care settings around Ireland during 2019.

This new initiative is proposed at a time when many older people in care settings around Ireland are emerging out of a severely traumatising lockdown period, while others are suffering the loss of day services which have had to be suspended. Perhaps now more than ever, residents of care settings around Ireland need access to the restorative and imaginative capacity of the arts and creativity. After such a long period of cocooning, residents also need a reconnection to their outside community and the outside community to them. However, as Ireland continues to suffer the impact and restrictions of Covid-19, arts interventions in care settings need also to be careful, rigorous and safe. This initiative responds to the need for increased innovation and more diverse practices in relation to the arts in care, as Ireland continues to negotiate the restrictions of Covid-19. On a wider scale, the initiative also addresses the need for greater expertise, training, capacity and sustainability in relation to the arts in care settings around Ireland.

This new initiative will build on knowledge generated through all four series of Age & Opportunity residencies.

The importance of the arts in care settings

Research shows that arts programmes involving music, visual arts, and drama, among other activities, have a profound influence on the quality of life of older people, with positive impacts on health, psychological well-being, confidence and autonomy as well as other benefits such as:

- happiness
- mental wellbeing
- reduced stress

- improved cognition
- sense of identity and personhood
- increased self-esteem and confidence
- reduced boredom.

The challenges of embedding arts in care settings

- Time and space
- Training opportunities (or lack thereof) for the activity coordinator (who may not be from an arts background)
- Funding
- Culture of the care setting
- Understanding the value of the arts in terms of wellbeing and personhood but distinguishing this from art therapy.

The challenges of when artists and care settings intersect

Care settings can be incredibly busy and heavily routine driven places, making the slower, more organic processes of arts activities feel out of step and even disruptive. Deeper engagement with the arts which brings such rich benefits needs space for the unexpected to happen and for participants to be able to take risks. The expectation to see activity straight away and the need for the artist to get to know the participants can be at odds, as time and trust is needed as the basis for the artist to begin work. Artists need space to reflect and plan, oftentimes the pressure for space in care settings leads to artists not having a suitable space or being given a space that is used for many different purposes. There can be a focus on output driven work – having something to take home or hang on the wall – as opposed to process driven work which prioritises ‘in the moment’ activity, which is shown to have deeper positive impacts, especially for those living with dementia. The role of the artist is not a teacher, it can take time for staff to understand the distinction here – art as a collaborative process, as opposed to an instructive one. For artists, being in a very new environment can be difficult to navigate without a key liaison person, who ideally should be a champion for the residency among the care setting staff. Sometimes a lack of information throughout the care setting can lead to confusion around why the artist is there and what they are doing.

Tender Requirements

There will be two broad phases to this work, a Research Phase (year 1) and an Evaluation Phase (year 2). This tender refers to the Research Phase only. The residencies will be informed by knowledge generated through the Research Phase.

Research Phase – Year 1

The research and information gathering phase is designed to explore principally:

- a) The current capacity of care settings to interact with the arts, as well as innovative new ways to create safe arts interventions as we continue to grapple with Covid-19, and;
- b) How to embed the arts in the culture of care settings more generally.

The expected outcome of this phase is a written report which will, in addition to the above findings,

1. Directly inform the structure of the residencies;
2. Inform the wider arts and older people/health sector as it intersects with care settings;
3. Inform Age & Opportunity's Arts & Creative Charter for Older People;
4. Inform Age & Opportunity's Creative Toolkit for Care Homes.

Information to be submitted as part of the tender, should at a minimum address the following elements:

- Consultant(s) profile: capacity, skills, experience and knowledge
- Clear, well-defined methodology and work plan
- Resource Plan for the Research Tender with a clear pricing structure
- Current Tax Clearance Details

We are looking for an individual/organisation who can demonstrate:

- Good research and analysis skills;
- Excellent communication skills;
- Capacity to deliver a quality piece of work within a tight timescale;
- Ability to draft reports in plain English and in a succinct way;
- An interest in the Arts.

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 a maximum of €8,000 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 Mary Harkin, Policy, Research and Evaluation Manager, by close of business on **Friday 21st August 2020**.

The proposal should provide the following information:

- Three examples of relevant work and services;
- Three references for the above three examples of work – client name, contact number and email. We will not contact your references without letting you know first;
- A short proposal based on how you plan to deliver on the above listed requirements, outlining your proposed approach to meet Age & Opportunity's requirements as set out in this document;
- A detailed breakdown of costs;
- 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 | 10 |
| • Value for money | 20 |
| • Qualification and relevant experience | 30 |
| • Methodology and Project Management Plan | 30 |
| • Other, including additional suggestions | 10 |

Based on the above criteria, shortlisted applicants may be asked to meet with Age & Opportunity on **Thursday 3rd September 2020** to discuss their proposal in more detail. Requirements for this meeting will be forwarded on selection.

Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable and in any event by **Friday 4th September 2020**.

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

Queries or clarifications:

Contact Tara Byrne, Arts Programme Manager at tara.byrne@ageandopportunity.ie or

Mary Harkin, Policy, Research and Evaluation Manager at mary.harkin@ageandopportunity.ie

Closing date for receipt of tender: **Friday 21st August 2020**

Return tender to: **mary.harkin@ageandopportunity.ie**

Late applications will not be accepted.

Part 4: General tendering information, terms and conditions

Terms of Appointment

The contract period shall be for a maximum of 6 months. The successful Tenderer should be in a position to start work immediately as the final research report should be presented to Age & Opportunity on or before **Friday 11 December**. Where a group or consortium submits a proposal, a lead consultant must be nominated who shall be fully responsible for providing the services required by this brief. On appointment the successful tenderer shall prepare and agree a research framework plan with Age & Opportunity. The plan shall detail all staff to be engaged on the project and shall indicate all tasks to be undertaken against time.

Notification of Tender Acceptance

Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable, and in any event by **Friday 4th September 2020**.

Currency

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

Costs

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 Documents 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.

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.

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