

# TAKE A PART CARLOW Capacity Building Phase



## **Expressions of Interest Sought**

For the services of a Consultant/Facilitator with relevant expertise to work with TAPC through a capacity building phase to develop, facilitate and write a relevant and realistic 3-year strategic plan to include 3 annual implementation plans.

- **Advertisement Date: 3rd February 2021**
- **Date for Queries / Questions: 17<sup>th</sup> February 2021 @ 12 noon**
- **Date for Responses: 17<sup>th</sup> March 2021 @ 12 noon**

## **Expressions of Interest Sought:**

### **Introduction:**

Take A Part Carlow has been selected by the Arts Council of Ireland to receive funding to undertake a capacity building phase and to develop a 3-year strategic plan that will enable TAPC to become an established entity delivering best practice socially engaged arts initiatives in a hard to reach community in Carlow.

- Our aim is to build capacity through organisational restructuring and strengthening in order to demonstrate our collaborative engagement capabilities and to seek out new ways of engaging with key stakeholders.
- Our goal is to promote inclusivity and peer support locally and beyond taking a ground up approach
- We will do so by engaging a facilitator/consultant to:
  - 1) Examine the current organisational structure and capacity of TAPC and to assist in the establishment of an independent structure that has a sustainable future both in financial terms and structurally as an organisation
  - 2) Identify the current Structure and roles of members/agencies/organisations and key strategic alignments of those
  - 3) Recognise the capacity that exists within the community we serve and examine pathways for building capacity of community members and widening the participation and engagement of other community members from the Tullow Road area
  - 4) Develop with TAPC a clear realistic 3-year Strategic Plan with plain speaking accessible language and from this annual implementation plans
  - 5) From the above to be able to map out opportunities for social exchanges encouraging meaningful artistic experiences with artists

**Context:**

Take A Part Carlow is a socially engaged arts collective which draws inspiration from local people, shared history and places to make site-specific and people-specific art works in the Tullow Road area of Carlow. In simple language – We make Art in the Tullow Road area of Carlow.

Take A Part Carlow engages audiences and artists, through socially engaged art that is relevant to the community in the Tullow Road area of Carlow. Membership of Take A Part Carlow is open to all in the community. Our group is led by an Arts Action Group, made up of community representatives from the Tullow Road area of Carlow Town along with agency partners. Since its initiation in 2017 by Carlow County Council Arts Office in partnership with the Arts Council of Ireland (under the Invitation to Collaborate Scheme), Take A Part CIC (UK), Carlow County Development Partnership and Carlow Regional Youth Services, the Arts Action Group has co-curated 25 diverse art projects.

Take a Part Carlow is a movement that places art the centre of the work we do whilst taking a community development ethos of ground up approach. Through the art we create in the local area and the conversations that emerge through this we consider that art acts as the tool to open up discussion and development around issues such as education, local environment both national and built, local heritage, local social issues as well as economic development and a sustainable place to live. It is now felt by our Arts Action Group that we require more skills and capacity to develop a more equitable system to make art that is more inclusive and accessible for all.

Our goal is to build on past work to become more established as an arts co-creator, within the community, grounded on the evaluation processes, Impact Measurement project facilitated by Quality Matters. We are also undergoing a review of Take A Part Carlow's structure to reorganise as a Company Limited by Guarantee which will eventually allow our Arts Action Group to put in place a more equal and inclusive process to co-curate art in the Tullow Road area.

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**Take A Part Carlow now seeks to engage an experienced arts consultant/facilitator to work with us to develop a three-year Strategic Plan. We wish for the consultant to facilitate and co-design a process to develop this and then to write it - the plan must include and identify key priorities for each year that are tangible and realistic within the resources available to us.**

**The Consultant/Facilitator will work with the Arts Action Group a representative body of Take A Part Carlow to identify the stakeholder involvement/role and key points of strategic alignments between agencies. The Consultant/Facilitator will listen firstly to the voice of the community reps and design the plan around their voice for their community.**

**Take A Part Carlow's Arts Action Group are now inviting Expressions of Interest for the provision of services which will include:**

Development of a Three-year Strategic plan with annual business plans incorporated into this (which will give us an annual programme of works and set goals for us to achieve) to build capacity and inclusivity, and for activities related to strategic planning.

To develop capacity of the existing Arts Action Group by examining the role of the agency partners who sit on the group by identifying the key points of alignment of their organisations objectives and the objectives laid out by Take A Part Carlow to find meaningful and complimentary synergies in order to embed Take A Part Carlow in long term development and thinking for the Tullow Road area of Carlow

To develop capacity of the community membership reps on the Arts Action Group by identifying training needs/local needs

To increase the participation and inclusion of residents in the Tullow Road area who wish to be a part of the work of Take A Part Carlow

To work with key stakeholders to map out for the next three years a sustainable business model for Take A Part Carlow as a key public investor in the local area

To develop a marketing/promotional plan that enables Take A Part Carlow to clearly describe its work to date, its USP, its benefit to the area, its diverse and open approach

The successful tenderer will be responsible for the development, design and implementation plan of a 3-year strategic plan for TAPC.

The chosen contractor will work with Take A Part Carlow's Arts Action Group to develop this plan which must be delivered in full within the calendar year. The key dates for awarding of the contract are here:

## **Time-line, details, terms and conditions:**

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This document issued 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.

Consultants/facilitators are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of Take A Part Carlow (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by Take A Part Carlow or by any of their officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. Take A Part Carlow's officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

While every effort has been made to provide comprehensive and accurate background, information and requirements and specifications, consultants/facilitators must form their own conclusions about the solution needed to meet the requirements set out. Consultants/facilitators and recipients of this document may wish to consult their own legal advisors in relation to this document or the subject matter thereof. All information supplied by Consultants/facilitators may be treated as contractually binding on the consultants/facilitators if accepted by Take A Part Carlow.

No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by or on behalf of Take A Part Carlow. Any notification of preferred consultants/facilitators status by Take A Part Carlow shall not give rise to any enforceable rights by the consultants/facilitators. Take A Part Carlow may cancel this public procurement competition at any time prior to a formal written Contract being executed by or on behalf of Take A Part Carlow. Take A Part Carlow does not bind itself to accept the lowest priced or any consultants/facilitators.

## TERMS AND CONDITIONS

### Contract Specifics and Award Criteria

#### 1. Deliverables: The contract will be for the delivery of services including:

- Design and development of a three-year strategic development plan for Take A Part Carlow that will include organisational restructuring, capacity building activities and the encouragement of inclusivity and peer support locally and nationally.

The work of the supplier shall be deemed to be carried out in the Republic of Ireland and all aspects of this tender shall be governed by the laws of the Republic of Ireland.

#### 1 (a) Changes to invitation to Expressions of interest call out.

Take A Part Carlow reserves the right to update or alter the information contained in this document at any time, but not later than seven (7) days before the closing date of the receipt of tenders. Participating tenderers will be so informed, should the need arise

#### 2. Submission of Tenders

All individuals/organisations wishing to submit an Expressions of interest should email a written proposal in the format specified.

#### 2 (a) Freedom of Information

Information supplied in respect of this Expressions of interest call out may be disclosed by Take A Part Carlow under the terms of the Freedom of Information Act, provided it is not exempt from disclosure under that Act (e.g. personal information or commercially sensitive information where the public interest in non- disclosure outweighs the public interest in disclosure). Applicants are invited to indicate if they consider any information supplied to be sensitive. Under s. 29 of that Act, any applicant must be consulted by Take A Part Carlow before any decision to disclose such information is taken.

#### 2 (b) Conflict of interest

Any registrable interest involving the contractor and Take A Part Carlow its staff or their relatives must be fully disclosed in the response to this call out should be communicated to Take A Part Carlow immediately upon such information.

becoming known to the contractor. In any case, such information must be made available prior to the award of the contract. The terms “registrable interest” and “relative” shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose an interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light. Any other conflicts of interest which arise must also be fully disclosed to Take A Part Carlow.

## **2 (c) Confidentiality**

The successful applicant will treat the details of all documents supplied in connection with any Contract, or any information they may obtain as part of any training initiative under a Contract, as private and confidential.

## **2 (d) Consortia and Prime/Subcontractor**

Where a group of undertakings submit an application, Take A Part Carlow will deal with all matters relating to this public procurement competition through the entity who will carry overall responsibility for the performance of the Contract only ("Prime Contractor"), irrespective of whether or not tasks are to be performed by a subcontractor and/or consortium member. The applicant must clearly set out:

- The full legal name of the Prime Contractor together with its registered business address (where applicable), registered business name (where applicable), company registration number (where applicable), telephone and e-mail contact details;
- The names of all subcontractors and/or consortium members who will be involved in the provision of the Services;
- A description of the role to be fulfilled by each subcontractor and/or consortium member; and
- The name, title, telephone number, postal address, facsimile number and e-mail address of the nominated contact personnel authorised to represent the Prime Contractor, within the organisation of the Prime Contractor, to whom all communications shall be directed and accepted until this public procurement competition has been completed or terminated. Correspondence from any other person (including from any subcontractor and/or consortium member) will NOT be accepted, acknowledged or responded to.

## **2 (e) Data Protection**

In processing personal data that Take A Part Carlow provides to you, you warrant and represent that you are, and shall be for so long as you process any such data, fully compliant with the GDPR and any national implementing legislation ('Data Protection Law') and you agree:

- To only process the personal data on our documented instructions, unless you are required to do so by EU or Irish Law. You shall inform us of that legal obligation before processing, unless that law prohibits such information on important grounds of public interest.
- Not to transfer the personal data to a recipient outside the EEA, without our prior written consent, unless the transfer is subject to the terms of a contract incorporating the standard contractual clauses in the form adopted by the European Commission; the recipient is in a country the subject of an adequacy decision by the European Commission; or the transfer is to the US to an entity that is a certified member of the EU-US Privacy Shield scheme.
- To impose a duty of confidentiality on any staff and subcontractors, where applicable, with access to the personal data.
- To implement technical and organisational security measures appropriate to the risks of processing the personal data,

including pseudonymisation and encryption of personal data; the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services; the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident and a process for regularly testing, assessing and evaluating the effectiveness of security measures.

- Not to engage another processor without our prior specific or general written authorisation. In the case of general written authorisation, you shall inform us of any intended changes concerning the addition or replacement of other processors, thereby giving us the opportunity to object to such changes.
- To require any sub-processor that you engage to process the personal data on our behalf, to adhere to the same obligations that you undertake in this letter, to ensure such processing meets the requirements of the Data Protection Law, and you will remain fully liable for any breach by a sub-processor of its obligations in relation to the processing of the personal data.
- Insofar as possible, and considering the nature of the processing, assist us by appropriate technical and organisational measures to fulfil our obligation to respond to individuals' requests to exercise their rights to transparent, access, rectification, erasure, restriction of processing, objection, and portability under Data Protection Law.
- Considering the nature of the processing and the information available to you, assist us in ensuring compliance with our obligations under Data Protection Law in regard to data security, data breach notification to the supervisory authority and to individuals; carrying out Data Protection Impact Assessments and related consultations with supervisory authorities.
- At our request, delete or return all the personal data to us after the end of the provision of your services and delete existing copies unless EU or Member State law requires storage of that personal data.
- Make available to us all information necessary to demonstrate compliance with the obligations laid down in Article 28 of the GDPR, and allow for and contribute to audits, including inspections, conducted by us or another auditor mandated by us. Immediately inform us if, in your opinion, an instruction of ours infringes the GDPR or other EU or Irish data protection provisions

## **2 (f) Health & Safety**

Applicants must provide information which demonstrates operation of health & safety systems and procedures in line with all relevant Safety Health & Welfare at Work legislation. Evidence of compliance will be required as condition of contract award. Failure to provide this will result in the withdrawal of any proposed contract offer for the delivery of services

3. **Costs:** The costs for proposals should be itemised expressed in Euro only and be exclusive of VAT. Any VAT arising must be quoted separately. Take A Part Carlow shall not be liable for any costs incurred in the preparation of tenders.
4. **Application Process:** Please submit your application on-line to [takeapartcarlow@gmail.com](mailto:takeapartcarlow@gmail.com) with all supporting materials.

**Selection Process Applicants are requested to submit the following:**

1. A typed proposal (max 200 words). (This should include your methodology/approach)
2. Detailed budget and timescale for the project
3. Current Curriculum Vitae
4. Evidence of Public Liability Insurance / Health and Safety etc

**5. Selection Criteria: The Selection Panel will assess the proposals under the following headings:**

- Experience of working in the arts and arts management/strategic planning
- Experience and understanding of community development approaches
- Proven track record of facilitating groups and community work
- Understanding of issues that arise in partnerships/stakeholder engagements
- Proven track record of developing strategic plans and understanding of company law.

**6. Budget Available: €10,000 fully inclusive of VAT and all related project costs.**

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Further information on past and current projects available from [www.takeapartcarlow.com](http://www.takeapartcarlow.com)

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