



# INVITATION TO TENDER

History Researcher



Waterways Ireland

## Invitation to Tender:

Waterways Ireland are working in partnership with Lough Erne Landscape Partnership (kindly supported by funding from the National Lottery Heritage Fund and the Department for Communities – Historic Environment Division (H.E.D) – [www.lelp.org.uk](http://www.lelp.org.uk)) on the Ancient Spiritual Trail project. As part of this project we are seeking to engage the services of an experienced historian/researcher to carry out historic research into 11 identified sites.

### 1. Introduction

Waterways Ireland, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website [www.waterwaysireland.org](http://www.waterwaysireland.org).

### 2. Background

County Fermanagh, particularly around the shores and islands of Lough Erne is steeped in rich history and heritage connected to a plethora of spiritual and ecclesiastic sites. Waterways Ireland in partnership with Lough Erne Lakeland Partnership (LELP) have identified 11 sites of spiritual and/or ecclesiastic significance.

The project seeks to develop research on the 11 sites within the Spiritual Trail which will uncover and promote a unique and vast spiritual heritage, with the aim of conserving and sharing this wonderful heritage and folklore with everyone. For the visitor, the prospect of experiencing an ancient Spiritual Trail in and around Lough Erne makes it a truly unique heritage offering. This project will enable the Spiritual Heritage of Lough Erne to be fully identified, recorded and promoted as part of the area's unique cultural past.

The overall goal of the Ancient Spiritual Trail project is to raise and promote the profile of the important ecclesiastical heritage in Lough Erne (with local communities and those further afield) and to better understand and preserve our ancient spiritual sites.

### 3. Project Deliverables

Waterways Ireland invites quotations from experienced organisations/individuals to develop historical research on the 11 identified sites within the Spiritual Trail. The successful organisation/individual must provide adequately updated and synthesised research on all 11 sites.

The 11 **provisional** sites have been identified as follows, however please note that these sites are currently being finalised by the project stakeholders and may be subject to change. The final list of 11 sites will be provided at the time when the tender is awarded.

- (1) Devenish Island
- (2) White Island (North)
- (3) Davy's Island
- (4) Innishmacsaint
- (5) Cladragh (Boa Island)
- (6) Cleenish
- (7) St Ronan's Aughalurcher
- (8) Galloon

- (9) Killadeas Graveyard
- (10) Inishkeen
- (11) Tievealough

### **3.1 The project will consist of the following:**

#### **3.1.1 Undertaking historical research**

A detailed research piece focusing on the 11 sites (as provided at contract award stage) that will provide:

- Adequately updated and synthesised research on all 11 sites
- The information from the desktop research should include details of the available history of each site, focusing on its monastic and ecclesiastical history
- The research for each site should highlight the site development over time, and identify any unique historical events/activities that has shaped its history
- The research for each site should also consider its changes over the time

The details provided as part of the desktop research will be used to:

- Enhance information panels to be erected at/near the sites
- Inform potential publications and marketing materials associated with the Spiritual Trail

#### **3.1.2 Oral History Interviewing**

An integral element of this project is researching those local/folklore stories, connected with the sites, the type of stories that only local people know the answers to. The researcher should engage with the local communities and individuals adjacent to the sites to give them ownership and pride in this fascinating heritage discovery, by participating in activities such as storytelling and recording of oral heritage. The process of collecting the research should include, but is not limited to the following:

- Undertaking a suitable community engagement exercise (with support from the Lough Erne Landscape Partnership) to identify appropriate individuals/groups for oral history interviewing
- Undertake a maximum of 2 interviews per site. Any interviews relating to the 11 sites will be included as part of the Spiritual Trail for the purposes of this project (and permissions should be sought to ensure that all recordings will be available to Waterways Ireland and the Lough Erne Landscape Partnership for any agreed purposes with regards to the promotion of the Spiritual Trail and other associated projects).
- The interview questionnaire should endeavour to elicit material that adds to our existing archive and that will also enhance the 11 sites within the Spiritual Trail.
- Each interview should be logged and divided into themes.
- A minimum of 2 audio snippets should be extracted from each interview and saved in a format that would permit use on Waterways Ireland and LELP's respective websites and social media platforms.
- A written summary of each interview should be provided

- Subject to consent, the consultant should be capable of video recording some interviews and again extracting video segments for use in Waterways Ireland and LELP's education programmes and also for archiving.
- A high resolution photo of each interviewee should be collected along with any memorabilia the interviewee consents to be copied.
- Advise and develop a consent process whereby the collected material can be used by Waterways Ireland and LELP, in an ethical manner, to promote the Spiritual Trail.
- All collected interviews will be archived in Waterways Ireland's archive and subject to interviewee consent, made available for historians and/or researchers in this sector. Back-up copies, original and processed files to be provided for archival storage.
- The successful candidate will be required to travel to various locations to undertake the necessary research and therefore must provide information which demonstrates they have sound knowledge of Health & Safety systems and procedures.

#### 4. Outputs

The key outputs from the contract are:

- To provide a report that captures all the details from the desktop research
- To undertake (a maximum of 22) oral history recordings with local individuals and groups
- To provide a summary report of the oral history research that highlights key findings for each site (no more than 30 pages)
- To undertake community engagement activities (with support from the Lough Erne Landscape Partnership) with relevant groups, schools and individuals to ensure that the key stories, folklore is identified.

#### 5. Project Delivery

Throughout the contract period (Dec 19 – Mar 20) the successful individual(s) will work closely with Waterways Ireland and the Lough Erne Landscape Partnership.

The Lough Erne Landscape Partnership team will be able to provide support with the community engagement element of this contract and support will be available with arranging and delivery of events with identified groups.

It is envisaged that the project timeline will be as follows:

Early – Mid December	Contract awarded & meeting with successful applicant
Dec 19 – End of Jan 2020	Desktop research on the 11 sites
	Delivering community engagement events/activities to gauge interest with the project
End Jan 2020	Interim report submitted relating to desktop research
Jan – Mid Mar 2020	Undertaking oral history recordings
Mid-March 2020	Submit final report (desktop research & oral history recordings)
End March 2020	Submit written summary report and all digital recordings

This project is to be delivered by the end of March 2020.

## 6. Eligibility Criteria/Information to be submitted

- Provide evidence of 2 relevant projects and/or contracts completed in relation to historic research and oral history collection
- The candidate must possess their own equipment to undertake the work
- Good audio and video editing skills (at a suitable high standard to be hosted on a website/YouTube)
- Good photography skills (suitable standard for website and print format)
- Insurance details to be provided (public liability)
- Outline of Project Understanding & Methodology
- Provide contact details for 2 referees from previous contracts
- Safeguarding training details to be provided (**Desirable Criteria**)

## 7. Tender Specification & Evaluation Matrix

Subject to satisfying all the eligibility criteria the following points should be addressed in all tender submissions:

- **Methodology (35% of the available score)**  
Quotations should include a detailed outline of the proposed approach to the work and how it is to be implemented.
- **Value for Money (40% of the available score)**  
The ability to deliver the contract within budget
- **Knowledge and Understanding of the Brief (25% of the available score)**  
Ability to demonstrate a good understanding of the brief and issues which this project is seeking to address

## 8. Pricing

This project has a budget range of between £4,300 and £8,000. The overall fee proposal submitted shall be in the form of a fixed inclusive price for each element of the project and should include VAT, costs of materials and travel expenses.

The successful candidate should provide details of VAT status.

## 9. Insurance Details

Evidence of all relevant insurances must be submitted along with the quotation.

## 10. Queries

Any queries relating to this quotation should contact

[Theresa.mcelholm@waterwaysireland.org](mailto:Theresa.mcelholm@waterwaysireland.org)

## 11. Closing date for Quotations

All quotations must be submitted via email, titled "Ancient Spiritual Trail History Researcher" and emailed to:

[Theresa.mcelholm@waterwaysireland.org](mailto:Theresa.mcelholm@waterwaysireland.org)

The closing date for receipt of quotations is **December 6th, 2019 at 12pm**. Late submissions will not be considered.

## **12. Data Protection (See Appendix A)**

The **General Data Protection Regulation** (EU) 2016/679 (“GDPR”) is a regulation in EU law on data protection and privacy for all individuals within the European Union (EU) and the European Economic Area (EEA). In May 2018, new Data Protection Acts

- Data Protection Act 2018 (UK) and
- Data Protection Act 2018 (Ireland)

were introduced to provide context for the application of GDPR in each country.

The UK’s decision to leave the EU will not affect the commencement of GDPR and its relevance to Northern Ireland.

Waterways Ireland is the Data Controller in the case of contracts awarded by the body and requires that all contractors engaged in the processing of **Personal Data**, sign and implement the GDPR Addendum to contract, in compliance with the EU General Data Protection Regulation (GDPR) and enacting legislation in the relevant jurisdictions.

## **13. Safeguarding**

As this contract will involve wider engagement with the public and could also include access to vulnerable children and adults, the contractor will need to provide evidence that they have the appropriate safeguarding training certification. This should be provided prior to contract commencing.

**Declaration of Compliance with the General Data Protection Regulation (GDPR) for Tendering Purposes**

1. Please read Waterways Ireland's GDPR Privacy Notice posted on our website at <https://www.waterwaysireland.org/privacy-notice>

2. We confirm that all Data Subjects whose Personal Data is provided in our Tender have consented to the processing of such Personal Data by us, the Contracting Authority, the Evaluation Team and the supplier of the [etenders.gov.ie](http://etenders.gov.ie) website, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and/or legal basis to the Contracting Authority upon request if required.

3. The personal information provided in relation to this tender will be used for;

- Tender Assessment
- Audit Requirements, and
- To demonstrate Health & Safety Competency

This information will be retained for no longer than is necessary and in accordance with Waterways Ireland's Retention & Disposal Schedule.

4. We confirm that we have read and understood Waterways Ireland's published GDPR Privacy Notice.

**Signed By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**For and on Behalf of:** \_\_\_\_\_

**Date:** \_\_\_\_\_