

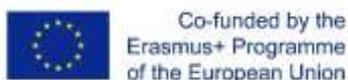


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TENDER:

Research on the funding models for accredited and non-accredited programmes in Community Education.

Issued by: AONTAS - National Adult Learning Organisation
2nd Floor, 83-87 Main Street,
Ranelagh, Dublin 6
Ph: 01 4068220/1





INVITATION TO SUBMIT TENDER

Introduction

AONTAS is Ireland's national adult learning organisation for adult and community education providers and adult learners. As a dynamic membership organisation, we represent nearly 500 organisations and individuals across the adult learning sector and our strength lies in the diverse expertise of our membership. AONTAS believes in the right of all adults in Ireland to quality learning throughout their lives. We promote the value and benefits of adult learning and work with policy makers to ensure adult learning is recognised and resourced. The learner voice sits firmly at the heart of our work; from high level policy and debate, to membership, to our frontline service.

AONTAS is heavily engaged in debate and project work at EU level. AONTAS is the national coordinating body for the European Agenda for Adult Learning (EAAL), which is aimed at increasing participation in adult learning across the EU, enhancing policies and supports for adult learners, and gathering and disseminating best practices. More information is available [here](#).

This tender is predominantly centred on the ERASMUS+ project Financing Adult Learning in Europe (FinALE), for more information please read [here](#).

The FinALE project was created to provide a comprehensive analysis of financing adult learning in Europe. AONTAS, as the Irish partner, is specifically focusing on community education. Based on a similar piece of research carried out in [2011](#), AONTAS will revisit how independent community education organisations are funded and comparative analysis between other project partner countries will also be made. The research will draw on members of the AONTAS Community Education Network (CEN).

The AONTAS Community Education Network was first established in 2007 as a political platform within the AONTAS membership to raise the profile, increase recognition and campaign for the resourcing of community education in Ireland.

Membership of the network is open to any *local, self-managed, independent community education organisation that is committed to raising the profile of, and lobbying for, a community education sector that is committed to social change.*

The Community Education Network's (CEN) Definition of Community Education

The CEN's definition is as follows "Community education is a process of personal and community transformation, empowerment, challenge, social change and collective responsiveness. It is community-led, reflecting and valuing the lived experiences of individuals and their community. Through its ethos and holistic approach community education builds the capacity of groups to engage in developing a social teaching and learning process that is creative, participative and needs-based. Community education is grounded on principles of justice, equality and inclusiveness. It differs from general adult education provision due to its political and radical focus".

Context

In a context of demographic change and increasingly complex needs of society, adult education is a crucial instrument for promoting social cohesion. However, often non-formal adult learning is underfunded compared to other sectors of the education system.



Since the establishment of the CEN in 2006 the context for community education has changed dramatically, with the establishment of SOLAS, Education and Training Boards (ETBs) and Quality and Qualifications Ireland (QQI), as well as significant funding cuts to the community and voluntary sector. In order to contribute to the debate on a sustainable funding model for community education, the FinALE project will set about identifying the current funding process for community education groups in line with the project and CEN requirements.

Mission

The mission of the CEN is to achieve a greater public understanding of the value of community education and to ensure that it is recognised as a distinctly funded sector of the Irish Education system. The objectives for the CEN are in line with all the goals of the AONTAS Strategic Plan and specific goals for the CEN are outlined under Goal One of the Plan. Please see the plan [here](#).

The CEN focuses on supporting the development of the sector by acting as a:

- Community of Practice: demonstrating the value and outcomes of community education
- Community of Educators: providing continuous professional development for community education practitioners
- Community of Reflection: facilitating discussion on the role and ethos of community education in a changing context - how to maintain its role and ethos
- Community of Advocacy: identifying and lobbying on specific issues relating to community education
- Community of Support: providing the opportunity for peer support and shared learning among other community education providers.

In line with this, AONTAS has obtained funding to undertake research pertinent to the work of the network. It is foreseen that the researcher will work closely with AONTAS, its members and its European partners.

Objectives

The research project will include an EU comparative study of 'Where to invest?', working in close collaboration with AONTAS and in partnership with project partners including the European Association of Regional and Local Authorities for Lifelong Learning (EARLALL) on best practice funding tools. The study is subject to input from transnational partners.

The research will map a representative sample (approximately 50 CEN members) of organisations' access to and use of funding. The analysis will include review of funding used for accredited and non-accredited programmes. A profile of the diversity of learners will also be developed. AONTAS has previously undertaken research on 'Funding Streams Accessed by members of the Community Education Network' which will complement this paper. Please find a summary [here](#).

The researcher will be expected to undertake the following responsibilities:

- Undertaking research-related activities, including but not limited to: literature review; quantitative (questionnaire design and dissemination) and qualitative (focus groups), database set up, data collection, data entry, data analysis and identification of best practice funding models.
- Liaising with internal and external stakeholders, nationally and at EU level.



- Supporting the relevant project partner meetings, including potential travel abroad.
- Drafting of final report.

Queries

Any queries concerning this request for tender should be addressed to:
Saoirleith Ni Bhroin, European Projects Officer, snibhroin@aontas.com

Ownership of Document & Publication

Ownership of all copyright and design produced for the purpose of the research rests with AONTAS.

Reporting Arrangements

The researcher will work closely with the CEO, European Projects Officer and the Community Education Network Coordinator.

Timescale & Budget

The deadline for receipt of tenders is **5pm, 23 February 2017**. The successful applicant should be in a position to begin work immediately, however this may be subject to change. The deadline for the project completion is mid-April 2017. The project partners meet in Porto 4-6 April 2017 and the researcher may be required to attend this meeting. The maximum sum available for this tender is €7,000.

SPECIFICATION OF REQUIREMENTS

Role/Deliverables of the Contracted Researcher

The researcher will also be expected to:

- Report directly to the CEO.
- Uphold the aims and principles of AONTAS and its HR policies.
- Establish and maintain effective and efficient administration systems for the delivery of the work plan.
- Carry out administrative tasks relating to the role.

Specifications

The successful candidate will have the following skills:

Education:

- Educated to Masters or PhD Level.

Experience:

- At least 5 years' demonstrated experience in a similar research role.



- At least 5 years' demonstrated experience in the adult and community education sector.
- Desirable experience in the implementation of projects, nationally and at EU level.

Knowledge and Skills:

- First class reporting skills
- Excellent research, analysis and writing skills
- Excellent IT skills including Microsoft Packages, web and CRM
- Ability to meet targets and work to deadlines
- Self-starter, comfortable working without significant direction
- Strong ability to work effectively as a member of a team
- Responsible and adaptive to a dynamic work environment
- Excellent interpersonal skills
- Solid understanding of adult and community education principles and practices

Language:

- Fluent English (spoken, written and reading) essential
- Knowledge of French/another European language is desirable

REQUIRED FORMAT OF TENDER

General information

- Name, address, contact name of tenderer
- Phone/fax numbers and e-mail address of tenderer
- Name of person dealing with the matter
- Name, address, telephone and fax number of any third party involved in the tender
- Description of role or element of contract to be fulfilled by third party
- Identification of party who will carry overall responsibility for the contract
- Confirmation of acceptance by the tenderer and any third parties of the conditions of tender described in the proposal
- Evidence of work undertaken – the proposal should provide 3 research reports that the tenderer has delivered on similar work previously and contact details for three referees
- C.V.s of the people who will be working on the project. The C.V.s should state the person's specific experience and training in this field and the relevant knowledge and skills they bring to the work
- Evidence of the capacity of the tenderer to deliver on this project over the timeframe
- Details of the allocation of time for person working on the project

The proposal

The proposal should take into account the period of work, the specification above and the evaluation and award criteria below.



Costs

The quotation for the tender shall be set out as follows:

- A split of the costs between the following headings: 1) Staff and 2) Other Costs
- VAT amounts at the appropriate rate(s) should be shown separately. The VAT rate applicable for each type of service should be indicated.
- A total cost for the project with VAT indicated separately must also be provided
- The total cost and the costs for each item must be stated in Euro
- The price stated must be the total all-inclusive price for the duration of the tender
- Price increases during the term of the contract will not be accepted
- The cost of the tender must be the individual's/company's/organisation's best and final offer

Possible Interview/Presentation

Please confirm that the researcher will be available for interview/presentation if required, at no cost to AONTAS.

Management and Administration Structure

Please provide details of the arrangements, which the tenderer will put in place to manage this contract.

EVALUATION AND AWARD CRITERIA

The contract will be awarded from the qualifying tenders taking account of the following:

- Evidence that (s)he possesses the requisite skill sets to carry out the research
- Demonstrated knowledge/track record in the field of the provision of such research
- Clear demonstration and understanding of the scope of the research
- The extent to which the tenderer(s) has clearly outlined an approach which will effectively achieve the objective of the research as articulated in the terms of reference
- Clear demonstration of the ability to efficiently manage the project
- Cost
- Overall assessment and quality of proposal

GENERAL CONDITIONS OF TENDER

Detailed contractual arrangements are not within the scope of this document. However the following conditions should be noted as they will form part of the final contract:

AONTAS will accept no responsibility for any costs incurred in formulating or presenting proposals.

All materials and information disclosed to the tenderer during the course of the project shall be treated as confidential by the tenderer and any third parties engaged or consulted by them.

Before a contract is awarded, the successful contractor (and agent, where appropriate) will be required to produce, within 7 days a Tax Clearance Certificate from the Irish Revenue Commissioners.

Where a tax clearance certificate expires within the course of the contract, AONTAS reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractors being in possession of a valid certificate at all times.



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Payment for all services covered by the contract issued to the successful tenderer will be on foot of appropriate invoices. Payment will be linked to the successful completion of tasks or project stages. Tasks/project stages will be discussed with the successful tenderer.

AONTAS is not bound to accept the lowest tender or any tender offered.

Prices and rates quoted should be expressed in Euros and exclusive of VAT. The VAT rate(s) applicable and costs inclusive of VAT should be indicated separately. The tender cost quoted will hold good for 90 days after the closing date for receipt of tenders. Prices quoted in the tender cannot be increased during the currency of the contract.

The cost stated must be the best and final offer. Please note that errors will not be corrected. A tenderer will be asked to stand by their tender, irrespective of errors, or at their option withdraw their tender.

Tenders that are delivered late or incomplete will not be considered.

One copy of the proposal should be sent to:

S. Ni Bhroin
European Projects Officer,
AONTAS (National Adult Learning Organisation)
2nd Floor, 83-87 Main Street, Ranelagh, Dublin 6
Ph: 01 4068220/1
snibhroin@aontas.com

Tenders should be received at the above address not later than **5pm, 23 February 2017**.



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