



Tender – 50 years of AONTAS, a desktop review of *The Adult Learner Journal* (1985-2018)

23rd July 2018

Purpose

In 2019 AONTAS will celebrate 50 years since the organisation's establishment in 1969. To celebrate this anniversary *The Irish Journal of Adult and Community Education: The Adult Learner* (The Adult Learner) will be published in time for the AONTAS Annual General Meeting in May 2019. AONTAS is seeking a highly experienced academic researcher to complete a retrospective article for inclusion in the anniversary edition of the Adult Learner Journal.

The Adult Learner Journal

The Irish Journal of Adult and Community Education: The Adult Learner was founded in the mid 1980s. It aims primarily to serve the needs of the adult education community in Ireland by providing a forum for critical reflection on the practices of teaching and learning. The Adult Learner aims to continue to make knowledge, research and writing accessible to the widest possible audience and emphasises the implications of critique for practice. The Adult Learner has a long established practice of giving priority to subject matter that addresses disadvantage, social exclusion, equality, workplace learning and the study of the teacher/student relationship. Community education, literacy, citizenship and access issues are also of importance in the Journal. The Adult Learner welcomes papers which are relevant to those working across the broad field of adult and community education and which make a contribution to debates both in Ireland and internationally.

AONTAS

AONTAS is the Irish National Adult Learning Organisation. Since its foundation in 1969 AONTAS has a long track record of support for adult learners, practitioners and providers. As an umbrella body committed to advocating and lobbying for the development of a quality service for adult learners and promoting the value and benefits of lifelong learning, AONTAS works on behalf of its 400+ strong membership and regards them as a key resource which

provides the organisation with a grassroots, authentic understanding of adult and community education practice and learner perspective. The membership profile comprises a rich mix of statutory, voluntary and community organisations involved in the provision of further education and training, as well as individuals who are deeply involved in and committed to the concept and practice of lifelong learning.

AONTAS Membership Services Include:

1. Publication of *The Irish Journal of Adult and Community Education: The Adult Learner*
2. Community Education support, advocacy and continuous professional development
3. Promotion and Recognition for adult learning
4. Activities to build a national lifelong learning network
5. European Projects and EU Advocacy
6. Learner Voice activities
7. Public information to prospective learners

Requirements

Aim of the article:

- To chart the developments in adult learning from 1985 – 2018 as per The Adult Learner Journal articles during this period (strictly limited to Journal content)¹

Objectives

- To briefly outline the development of the Journal (AONTAS and AEOA)
- To highlight recurring themes, issues and developments/solutions to adult learning policy and practice (based on The Adult Learner 1985-2017)
- To act as a historical piece of research to support the 50 year anniversary of AONTAS
- To act as an advocacy tool for future policy development
- To act as a method for communicating the achievements in adult learning over the 35 year period of the Journal

As part of this land mark publication we are seeking via a desktop literature review, a researcher to:

¹ Also to include in the review reference to the 3 journals prior to the publication of the Adult Learner AONTAS – A review of Adult Education - Vol 1 no 1 and no 2 (1979) and Vol 2 No 1 (1980)

1. Provide a summary overview of the establishment of The Adult Learner Journal including the history of the editorial board
2. Research the emergent and recurring themes arising from the Adult Learner Journal from its first publication to present day
3. Highlight recurrent issues and suggested methods of addressing such issues including policy and practice developments over the period of the journal

Output from Researcher

- A high quality peer-reviewed article of 8,000 words for inclusion in The Adult Learner 2019
- A summary, easy to read document charting the main findings of the research in the form of a timeline (max 2 pages)
- A PowerPoint presentation on the findings of the research

Timeframe and Process

It is anticipated that the research will be carried out between the date of tender approval (10th August – 2nd November) with the final article ready for print by November 30th.

Ethics and Values

We expect the successful tenderer to adhere to AONTAS' values and to follow any of our policies which are deemed appropriate.

Accountability and Management

The contract for services rests with AONTAS. The primary point of contact for the successful tenderer will be Niamh O'Reilly, CEO, AONTAS.

The successful tenderer will be expected to:

- Maintain regular contact with the CEO, responding to communications in a timely manner
- Take into account feedback from the ALJ Editorial Board, as required.
- Be proactive in seeking clarification, information or guidance as needed

Timeframe and Deliverables

We expect the successful tenderer to:

- Commence the research in August 2018
- Provide regular progress updates to the CEO

- Provide a draft article by 2nd November 2018
- Produce the final article for print by November 30th

Competency and expertise requirements

The successful tenderer will:

- Have a proven track record of publications in high quality peer-reviewed journals
- Demonstrate an understanding of and have experience of reviewing documentation/desktop literature reviews
- Ability to synthesise a large range of information methodically, accurately and succinctly
- Provide details of relevant experience and qualifications in delivering on the tender, and provide two referees associated with examples of two most appropriate pieces of published work
- Have a PhD in Adult Education/Education/Sociology/English/History or relevant discipline.

Tender Requirements

Tenders for this work must include:

1. Name of applicant / organisation name, address and contact details. In the case of consortia, please assign one person / organisation as the principal contact
2. A statement outlining the understanding of the brief (max 1000 words)
3. Personnel involved – details of all personnel who will be involved, including a CV which outlines their qualifications/experience
4. Description of proposed project approach, methodology, actions and timeframe (max. 1500 words)
5. Examples of two relevant previous projects along with a separate referee, including contact details, for each project
6. Costs – detailed per day cost and any associated costs, including VAT
7. Notification of any potential conflicts of interest
8. An up to date copy of the tenderer's Tax Clearance Certificate and relevant insurances.

Evaluations of tender submissions will be based on criteria specified in the tender requirements, using the following award criteria:

No	Requirements / Criterion	Weighing Criteria
1	Understanding the Brief	20%

2	Relevant Knowledge, Expertise, Experience, Project Management and Resources Allocated	40%
3	Content and Quality of Proposed Plan and Methodology	20%
4	Cost	20%
	Total marks	100%

Minimum scoring required for requirements/criterion is 60% for each

Tenderers must achieve a minimum score of 60% of the total marks available for each of the individual qualitative criteria (1-4). Any Tender which does not meet this minimum threshold shall be excluded from further consideration.

The lowest cost tender which also meets all of the minimum requirements of the qualitative award criteria, will receive the maximum score achievable under this criterion. The scores of the other valid Tenders will be calculated by using the following formula: Number of marks = the cost of the lowest valid tender divided by the cost of the valid tender in question and multiplied by the maximum score achievable.

1. Understanding the brief

Those tendering should demonstrate in their proposals a good understanding of the brief and issues which this strategic plan is seeking to address, including an excellent understanding of issues relating to strategic planning, NGOs, preferably adult learning and issues relating to educational equality.

2. Relevant knowledge, expertise, experience and resources allocated

The highest scores will be awarded to the tenderers with the most appropriate knowledge and experience in delivering similar projects. The tenderer must supply a CV of the person who will be carrying out the work.

3. Content and quality of proposed plan and methodology.

This refers to the proposed approach to the design and development given the content in this Request for Tender. Tenderers must demonstrate their capability to bring the contract to a satisfactory conclusion by describing the methodology of approach to accomplish the project's required outcomes within the stated timeframe.

4. Cost

This must include all costs and expenses for the work. Quotations should be inclusive of VAT, and should be quoted in Euro. All prices quotes must remain valid for the duration of the work.

Following completion of the tender evaluation, the successful tenderer will be notified in writing. Once the offer is accepted, letters will be issued to the unsuccessful tenderer/s notifying them of the result.

A tender assessment panel is in place to assess the applications and to award the contract to the successful tenderer. The panel will have to be satisfied that the method and programme of work meet the requirements outlined and are cost effective. The panel does not commit itself to accepting the lowest tender and will not accept any responsibility for any expenses incurred in the preparation and submission of a tender. The panel may cancel the process at any time. AONTAS will not engage in any discussions or negotiations in advance of adjudication. AONTAS is not in a position to provide feedback on unsuccessful tenders.

Budget and schedule of payments

The maximum expected budget for this strategic plan is €5,000 (inclusive of VAT). The price will be inclusive of all expenses, travel, subsistence and administration. AONTAS will not make any payments other than the price in the quotation response document. A payment schedule will be agreed with the successful tenderer prior to the commencement of the work based on project deliverables.

Any quotations exceeding this amount must clearly state the reason for exceeding €5000 or will not be evaluated and will be eliminated from the process. Quotations with lower pricing will receive a proportionally higher score under the award criteria concerning cost.

Shortlisting and Clarification Meetings

A shortlist of the most competitive applicants may be invited to present or provide further information on their bid prior to selection. An invitation to interview is not an indication that a contract has been awarded. Applicants attending such interviews will do so at their own expense.

Tax Clearance Certificate

Before the contract is awarded, the successful tenderer will be required to produce a valid Tax Clearance Certificate, and if the certificate should expire within the course of the contract, a new certificate will be required. All payments under the contract will be conditional on the person/organisation being in possession of a valid certificate at all times.

Insurance

The successful tenderer must produce evidence of professional indemnity and car insurance as part of the tender submission and this cover needs to be in place for the duration of the contract for work.

Conflicts of Interest

Any conflicts of interest involving a tenderer must be fully disclosed to AONTAS. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict of-interest comes to light.

Ownership of Material Resulting from this Work

AONTAS will retain ownership of any research, materials and/or documentation resulting from the development of the strategic plan. All research, materials and/or documentation must be returned to AONTAS on request or in the event that the contract is terminated. No part of the research, materials and/or documentation may be used without the prior consent of AONTAS.

Closing Date for Receipt of Tender

The closing date for receipt of one signed paper copy of the tender and an electronic copy to AONTAS is **12 noon on Friday 3rd August 2018**. Any tenders received after this time and date will not be considered for adjudication. Please leave enough time for postage and emailing in order to meet the deadline. Any discrepancy found between the electronic and paper copy may mean the tenderer is disqualified from the adjudication.

Tender Submissions Should be Addressed to:

Niamh O'Reilly, CEO, and Ben Hendriksen, Advocacy Lead, AONTAS, National Adult Learning Organisation, 2nd Floor, 83-87 Main Street, Ranelagh, Dublin, D06 E0H1.

bhendriksen@aontas.com and noreilly@aontas.com