Tender Specification for a Scoping Study of Development Researchers in Ireland and an associated Researcher Directory.

1. Background

The vision of DSA Ireland is the creation of a vibrant and innovative development studies community, which will focus on cutting edge research, led by Irish research institutions, contributing to the reduction of poverty, inequality and vulnerability in the world.

The mission of DSA Ireland is to provide a national platform, which provides an open and participatory space for dialogue between researchers, policy-makers and practitioners, who have an interest in, or are working in the area of international development. We will achieve this by:

✓ supporting cohesion and capacity-building in the development studies sector;

✓ promoting strategic alliances and partnerships to grow the development studies sector;

✓ harnessing research which supports and promotes coherent evidence-based development policy and practice aimed at the reduction of global poverty, the enhancement of all forms of equality and respect for human rights.

DSA Ireland is an independent membership-based and membership-driven organisation, (its members comprising both individuals and institutions). DSA Ireland has a Memorandum of Understanding with Irish Aid, whereby certain DSA Ireland activities and core costs benefit from Irish Aid grant support.

2. Rationale

DSA Ireland aims to connect researchers and to promote research for development in Ireland. In order to generate critical debate, identify gaps in knowledge and to encourage collaboration between researchers, policy makers and practitioners, DSA Ireland needs to develop a comprehensive picture of the development research community in Ireland, including 'mapping' areas of research and specialization.

Accordingly, DSA Ireland proposes to conduct a study to identify (a) who comprises the community of development researchers active in the island of Ireland; (b) what development issues and topics these researchers are investigating; and (c) where they are based. This study will help DSA Ireland in further supporting and showcasing

development research in Ireland, while also facilitating the further expansion of the DSA IRELAND network.

In 2011, a study was undertaken of all courses in Development Studies and related subjects being offered at colleges and universities on the island of Ireland. The compendium presents the range of development studies and sheds light on the increasing integration of development studies into many mainstream courses. The planned Scoping Study will build on the work done in that earlier 2011 study, but will focus more specifically on individuals and individual research programmes / areas of expertise rather than on institutional provision of development study programmes and classes.

3.   Requirements

Proposals are hereby invited either from institutions engaged in development studies, or from individual development researchers / practitioners, to undertake this Scoping Study in accordance with the specification herein.

An essential requirement of any proposal will be the deployment of a suitable researcher as the main resource for carrying out the investigative work required for this Study. The researcher must:

- Have at least a Masters level degree in Development Studies or a cognate discipline;
- Have the backing of an insitution that is networked into the Irish development studies world;
- Be able to demonstrate considerable direct experience of the development studies networks and centres active on the island of Ireland;
- Understand thoroughly the priorities of the Development Studies Association of Ireland;
- Have experience in research mapping or similar research exercises;
- Demonstrate ability to work quickly and effectively to a brief.

In addition, it is a requirement of any proposal that adequate provision be made for (a) effective supervision of the work of the researcher for the duration of the study; (b) quality control at key stages of the study's implementation; and (c) compliance with appropriate research ethics protocols.

The relationship between DSA Ireland and the contractor will not be deemed to constitute that of employer / employee.

4.   Expected Outputs

- An inception report within one month of contract signature.

- A concise narrative final report not exceeding 15 pages, setting out the findings of the Scoping Study, identifying apparent gaps / opportunities and potential inter-institutional convergences and synergies.

- A directory of all full-time and part-time development researchers in Ireland based at third level institutions and those with a research brief within NGOs. This database will be 'searchable' under discipline, region/country of interest, areas of research focus, geographical location and institution / organization. Where relevant, it will also include links to their web profiles on their institutional websites; where possible, email addresses and other contact details that are publicly available will also be provided.

- A presentation of findings to the DSA Ireland Annual Conference, provisionally scheduled for November 2014.

5.   Ownership of data.

As it is envisaged that DSA Ireland will subsequently incorporate the 'searchable' directory into its website (www.dsaireland.org) and it is a condition of contract that ownership of the above outputs will reside with the commissioning body (DSA Ireland).

6.   Timescale

Deadline for submission of Proposals: Tuesday 15th April @ 17.00

Inception of Study: 1st May 2014.

Completion of study: 15th September 2014.

7.   Format for Submissions

Responses to tender should include the following general information:

- institution name (if applicable), address (including email address), contact name and fax numbers of tenderer;
- CV of staff member(s) responsible for carrying out the work;
- name, address, contact name, email address and fax numbers of any third party involved in the tender and description of the role or element of contract to be fulfilled by third party;
- identification of party that will carry overall responsibility for the contract.

Respondents should include the following in their submission:

- a demonstration of relevant experience;
- a detailed outline of the proposed approach and methodology;

- references for organisations for which the tenderer has carried out similar work.

8.   Costs

A schedule of costs setting out all of the costs of the tender should be provided. All costs must be quoted in Euro, inclusive of VAT where applicable. The maximum budget available from DSA Ireland for this work is €8,000 in total.

DSA Ireland will not be responsible for any errors in the calculation of costs provided in response to this invitation to tender. It is the responsibility of suppliers to ensure that the costs quoted are correct and calculated properly.

Payment of costs will be on foot of appropriate invoices in two equal tranches: one on submission of the Inception Report and one on acceptance of Final Report by DSA Ireland Steering Committee.

9.   Selection / Award Criteria

Evaluation of tenders will be based on the following award criteria:

- previous relevant experience and expertise of the tenderer including evidence of ability to manage and deliver the project on time;
- suitability of designated researcher's expertise (as attested by CV);
- appropriateness of the proposed approach to carrying out the project having regard to its overall aim as well as the desired output;
- cost effectiveness.

10.   Submission:

Submissions are to be made via e-mail to info@dsaireland.org, and inserting in the 'subject' line "Tender for Scoping Study - Confidential", to arrive not later than 17.00 on Tuesday 15th April 2014.