



16 Merchants Road,  
Galway.  
091 412450  
[hello@galway2020.ie](mailto:hello@galway2020.ie)  
[www.galway2020.ie](http://www.galway2020.ie)

## Invitation to Tender: Monitoring and Evaluation Agency for Galway 2020

### 1. Introduction:

“Galway 2020” is the company with the primary function to deliver on Galway’s European Capital of Culture 2020 programme. Galway Cultural Development and Activity Company Limited by Guarantee (“Galway 2020”) is currently seeking charitable status. As a charitable company, Galway 2020 is not a profit-making organisation. The company is controlled by its Board of Directors.

Galway 2020 will oversee the commissioning and delivery of a 365-day cultural programme taking place across the city and county of Galway. Spanning all art-forms, this diverse cultural programme will draw local, national and international audiences to experience a European Capital of Culture.

This will be supported by a public engagement programme in the lead-up to and during 2020, including a large-scale volunteering initiative, learning and participation projects, and wider community engagement activity. The team delivering the project will support this with marketing and communications activity.

The programme sets out to deliver on the ambitions, commitments and step-changes as set out in the successful [bid book document](#).

As part of European Commission requirements and to enhance understanding and knowledge and inform future cultural policy in the city and county, a programme of work is underway to monitor and evaluate the Galway 2020

cultural programme against the objectives of the European Commission and Galway 2020.

Galway 2020 European Capital of Culture is working with strategic partner, National University of Ireland, Galway (NUIG), to deliver this body of work. We are now seeking one or more suppliers with relevant experience to support this monitoring and evaluation process and help map this story of change in the following areas:

- Input into Research Design and Project Management
- Baseline Assessment for benchmarking purposes (Report to be delivered by September 2019)
- Programme Evaluation
  - Outcomes Evaluation
  - Process Evaluation
- Sector Development
- Knowledge Transfer & Dissemination in collaboration with NUIG

## 2. Invitation to Tender ('Scope of Work')

- a) Research Design and Project Management (including establishing an over-arching Evaluation Framework and approach to monitoring and data collection)
- To work with the Monitoring and Evaluation Steering Group (including G2020 and NUIG representatives) to finalise the evaluation framework for Galway 2020 using best practice from other European Capital of Culture programmes as well as utilising the European Commission's guideline for ECoC evaluations (EC May 2018).
  - To ensure that an appropriate methodology, sampling frame and research approach is in place.
  - To work with the Monitoring and Evaluation Steering Group to plan the delivery, resourcing and implementation of the evaluation programme with a fully costed budget to see the project through to completion.
  - To work with NUIG and Galway 2020 to support the governance and partnerships required to deliver the evaluation programme, accounting for the need to share data and learning.
  - To work with NUIG to set up and implement the required monitoring templates and data collection systems to deliver a comprehensive programme of evaluation

- To agree roles and responsibilities across Galway 2020, the appointed supplier, and cultural delivery partners (or such other organisations as required).

b) Baseline Assessment

Collection of baseline data is already underway and we require further input in particular areas and a report to be delivered on this by September 2019. This analysis will be integrated with and used to benchmark the impact of the cultural programme as part of a comprehensive Monitoring and Evaluation process and report, to be delivered in 2021.

- To complete a literature review of relevant desk research.
- To undertake a baseline assessment, with a particular focus on:
  - existing audiences and levels of arts engagement across Galway City & County
  - tourism and its current contribution to the cultural and visitor economy
  - the size, strength, skills and the resilience of Galway's cultural ecosystem (NUIG-led)
  - civic pride and levels of public engagement in volunteering
  - image and perception of Galway 2020 (NUIG-led)
- To map the frequency and source of existing secondary data in relation to the evaluation framework and produce a data dashboard that can be easily updated
- To map out the need for primary data collection to undertake the evaluation and determine the impact of Galway 2020.
- To work with local and national partners to maximise resources and available budget through joint commissioning and combined data collection.
- To utilise the baseline data to propose recommended key performance indicators for the project, aligned to the original bid document.
- To work with NUIG and G2020 to produce recommendations for legacy using baseline data.

- c) Programme Evaluation
  - a. Outcomes Evaluation
  - b. Process Evaluation

The programme evaluation will be carried out in collaboration with research teams at NUIG and in alignment with common core indicators set out by the European Commission. Recommendations are invited from the appointed supplier(s) as to the best overall approach to the programme evaluation. However, it should take into account the need for the following:

- In collaboration with NUIG, development of a logic model, which identifies inputs; outputs and activities; short-term outcomes; medium-term outcomes; and long-term impacts and how these will be assessed through the programme evaluation.
- In collaboration with NUIG and other partners (Arts Council Ireland, Fáilte Ireland etc.) delivery and analysis of surveys to key groups, including:
  - Audiences at arts events
  - Residents across the city and county of Galway
  - Visitors and tourists
  - Artists and the cultural sector
  - The private sector and local businesses
- Implementation and delivery of project monitoring for key events, cultural projects and other activities associated with Galway 2020 as agreed with the Steering Group.
- Co-ordination of all data collection, data inputting and analysis.
- Design and delivery of a suitable programme of qualitative research.
- A detailed economic impact assessment of the project, accounting for the impact on the creative industries, visitor economy and the social return on investment of public engagement activity (including, but not limited to the volunteering).
- Tracking of performance against baseline.
- Stakeholder consultation and engagement in relation to formative and summative process evaluation.
- An assessment of the European dimension and how Europeanness is conveyed and understood, promoted and celebrated through the cultural programme.

#### d) Sector Development

- To carry out sessions, workshops and professional development activity to build the capacity of cultural sector practitioners within Galway's arts organisations to undertake their own primary research, data collection and analysis.
- To build the knowledge and experience of the cultural sector to utilise results-oriented M&E to inform funding applications and strategic planning.
- To design an approach to monitoring and evaluation that places a shared emphasis on data collection across all cultural partners delivering the programme, whilst maintaining the need to standardise metric and methods.
- To provide advice, practical support and direct guidance to cultural partners on how best to implement project-level evaluation.

#### e) Knowledge Transfer & Dissemination

- To produce a baseline assessment report (September 2019), an interim report (end of Q2, 2020), preliminary finding (Q2, 2021) evaluation reports to summarise the findings of the programme evaluation and to comply with the requirements of ECoC and funder reporting.
- Work with research personnel at NUIG to contribute to the final report to be delivered by November 2021 (led by NUIG).

### 3. Contract Duration and Value

It is envisaged that the Contract will commence on Monday 22<sup>nd</sup> July 2019 and will last until November 2021 tbc (dependent on the delivery date agreed for the Final Report). The contract value is a maximum of €200,000. The submitted proposal needs to be inclusive of any third party suppliers.

### 4. Consortium Bids

Galway 2020 recognises that to deliver the Scope of Work agencies may be required to sub-contract, engage specialist advisors or enter into a consortium to fulfil the services outlined to the standard required. If this is the case the lead

body should be clearly identified in the submission with whom Galway 2020 will enter into a legally binding contract.

#### 5. Tender Submission Requirements

Submissions should include all information necessary in respect of the scope of work being tendered for in order to enable Galway 2020 to apply the Award Criteria.

The following information should be submitted:

##### *A. Expertise and Experience:*

Details of the expertise and experience of the organisation as follows:

1. A brief history of the Firm, including a copy of an organisation chart showing key delivery team members clearly identified with a short CV or biography for each.
2. At least two case studies of similar projects undertaken during the last 3 years.
3. Provide the names and phone numbers of contact persons of 3 clients.
4. Details of the named project lead who will have overall responsibility and be the point of contact for the provision of Monitoring & Evaluation services to Galway 2020 and those who will manage the relationship with Galway 2020.
5. A summary proposal from the Firm outlining their approach to delivering items a-f from the scope of work including methodology, rationale and details of staff resources that would be allocated to each stage.

##### *B. Quality & Approach to Service Delivery*

Tenderers should supply details of the following:

6. A statement outlining the tenderer's approach to ensuring quality, effective communications and client management in relation to the delivery of its services; including confirmation of the availability to meet with Galway 2020 at its office as and when required.
7. Details of the tenderer's approach to project management and how they would be manage changing requirements in the delivery of a complex multi-strand evaluation.

8. A summary of the approach to that would be taken in relation to research ethics.

*C. Pricing:*

Tenderers will be required to enter into a fixed price contract with Galway 2020 on the basis of the final scope of work agreed with the preferred supplier. For the purpose of this tender process, tenderers should submit:

9. Proposed overall budget (broken down by items A-F of the scope of work) for the project; with sufficient detail to identify the volume of days being allocated at each stage by key personnel, the additional costs required in relation to delivery of primary fieldwork, and any and all other appropriate cost provision.
10. Provide a proposed schedule and timeline for delivery of the work.
11. Standardised day rates for all key personnel proposed to be involved in the project.

6. Additional Information:

The following information should also be provided:

- A declaration confirming that none of the Conditions set out in Article 45 of Directive 2004/18/EC & Regulation 53 of SI329 apply to the tenderer (copy attached).
- Evidence to be submitted of the level of insurance maintained by the firm in relation to employers, public and professional indemnity insurance.
- Confirmation that the firm holds a current and valid Practising Certificate issued by their relevant regulatory organisation (if required) or is a member of the appropriate sector body). Alternatively, that they hold an equivalent certificate attesting to their registration with the relevant competent authority in another EU member state.

7. Award Criteria and Weightings

Tenders will be evaluated by application of the following Award Criteria and Weightings:

Award Criterion	Weighting %
Experience & Expertise	50
Quality	20
Pricing	30
Total	100

Galway 2020 may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/firms.

Proposers may withdraw the proposal after submission provided that written notice of withdrawal is received by Galway 2020 prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals.

All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. In exceptional circumstances, Galway 2020 may solicit the proposers consent to an extension of the period of validity. The request and the response thereto shall be made in writing.

8. Deadline for submissions:

Proposals shall be submitted electronically to [matti@galway2020.ie](mailto:matti@galway2020.ie) and/or in hard copy in a sealed envelope for the attention of Matti Allam, International Relations Manager, Galway 2020, 16 Merchants Road, Galway H91 E342 by 12 noon on the Thursday 11<sup>th</sup> July 2019

**Article 45 Declaration of Bona Fides**

(as per Article 45 of Directive 2004/18/EC & Regulation 53 of SI329)

**THIS DECLARATION, DULY COMPLETED, MUST BE SUBMITTED BY ALL TENDERERS**

**Name of Tenderer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Country:** \_\_\_\_\_

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

1. The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.  
Yes [ ]      No [ ]
2. The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.  
Yes [ ]      No [ ]
3. The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.  
Yes [ ]      No [ ]
4. The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located.  
Yes [ ]      No [ ]
5. The Tenderer, a Director or Partner has been found guilty of fraud.  
Yes [ ]      No [ ]
6. The Tenderer, a Director or Partner has been found guilty of money laundering.  
Yes [ ]      No [ ]
7. The Tenderer, a Director or Partner has been found guilty of corruption.  
Yes [ ]      No [ ]
8. The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation.  
Yes [ ]      No [ ]
9. The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency.  
Yes [ ]      No [ ]
10. The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.  
Yes [ ]      No [ ]

**THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERER'S ORGANISATION**

*I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Tel \_\_\_\_\_

Position \_\_\_\_\_ Email \_\_\_\_\_