**Laois County Council Library Reader-in-Residence Programme**

  

**Introduction**

**Laois County Library Service** with the support of Creative Ireland seeks to award a contract for services for a Reader- in -Residence . Reading and literacy is at the heart of the [public library service in Laois](http://www.waterfordcouncil.ie/media/plans-strategies/libraries/LibraryDevelopmentPlan/files/downloads/attachments/Library_Plan_digital_english.pdf)  and the new public library strategy,” [Our Public Libraries 2022 – Inspiring, Connecting and Empowering Communities](http://waterfordlibraries.ie/wp-content/uploads/2018/06/Our-Public-Libraries-2022-National-Public-Library-Strategy.pdf)”.  **Laois County Library Services** are committed to developing the role of the library as a centre for culture and learning , with programmes and projects that meet individual and community needs . The Reader- in -Residence will deliver a programme of activities designed to promote literacy, family reading storytelling and foster a habit and enjoyment of reading and library usage in children , young people and families.

The **Reader-in-Residence Programme** is supported by Creative Ireland Laois, as part of the Creative Ireland Programme (2017 – 2022) in partnership with Laois County Council.

**Outline of the Residency**

The residency will be for a period of approx 12 weeks from September to November 2019 and will involve 15 -18 hours preparation and contact hours per week . The total fee allocation is €5,000 for the contract inclusive of all travel and expenses over three stage payments: a third payable on commencement, a third payable half-way through, and a third payable on completion. The programme will be deliverable from all ten libraries in County Laois and other selected local schools community venues .

The residency will involve engagement with children through community groups and schools, centred round their local library. The residency will also provide opportunities for parents and children to explore and enjoy reading, storytelling, writing and other family literacy activities together.

The resident, in partnership with Laois County Library Service, will develop a programme of activities to be delivered over the course of the residency period, which will result in agreed outcomes. The resident will furnish weekly activity reports and a comprehensive report at the end of the residency period.

The resident will participate in events such as Children’s Book Festival , Library bookclubs , and other festivals.

**Requirements for the Resident**

The resident will have excellent interpersonal and communication skills, experience of working with children and families and an ability to think creatively. A clear appreciation of the role books and reading play in the development of children and the enrichment of families is also essential.

The resident should have an excellent knowledge of children’s literature, recommending books to children and reader development. He/she should be able to integrate aspects of digital literacy into the residency programme. The resident should have experience in organising training programmes and facilitating workshops in the areas of storytelling and creative writing for both adult children audiences. The resident will take due consideration of the Irish language and be required to have their own transport.

**Application Procedure**

Please note applications should be made by sending the above information as **ONE single attachment** (either in PDF or word format) incorporating all of the below required information:

* An up-to-date CV -, including the names and contact details of two professional references;
* A written submission of interest which outlines workshop ideas and approaches to the residency (1,000 words maximum) to include examples of previous similar and relevant work especially working in the area of literacy and young people. Please also refer and include information as per selection criteria as listed below.

Once attachment is compiled please send application by email to **library@laoiscoco.ie**

Please ensure that you USE THE FOLLOWING REFERENCE ‘**Reader-in-Residence**’ in the subject line of your application email.

**Selection Criteria for Reader-in-Residence**

**Required**

* The successful applicant must be able to demonstrate suitable skills and competencies and must provide evidence of relevant achievement. Previous relevant work experience which involved facilitation and engagement with children at workshops and other events.
* The resident should have experience and provide examples of programmes and facilitating workshops in the areas of storytelling and creative writing .
* Knowledge of children’s literature and libraries , of books, authors and services to children and reader development.
* A creative and innovative approach to the delivery of the Reader in Residency programme.

**CONTRACT AWARD**Each complete tender will be scored on the basis of the information supplied in accordance with the following criteria and scoring:

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| **Criteria** | **Scoring** |
| Previous relevant work experience  | 40 |
| The resident should have experience and provide examples in organizing training programmes and facilitating workshops in the areas of storytelling and creative writing | 30 |
| Expertise in the area of children’s literature, literacy and reader development. | 20 |
| A creative and innovative approach to the delivery of the Reader in Residency programme | 10 |
| **TOTAL** | **100** |

**Notification of Evaluations**

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

**Award to Runner-up**

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, The Contracting Authority considers that the successful party has not met its obligations, The Contracting Authority reserves the right during the tendering validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of The Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

1. **APPOINTMENT, EXTENT AND TERMINATION**The successful tenderer will be expected to take up this project with effect from **Monday 30th of September 2019** or another date as agreed with the local authority. This project will include evening and weekend work when required.

The appointment shall be for the services described in this brief only. The Contracting Authority reserves the right to engage with other service providers for additional services in connection with the project and shall be under no obligation to extend the contract.

 **DEADLINES AND SHORTLISTING**Closing date for receipt of proposals is **Wednesday 25th of September**  before **4.30pm.** Tenders received after this time will not be accepted.

**GENERAL ISSUES**If the tenderer is successful, then prior to appointment of contract, the following will be required:

**Insurance**Evidence of insurances in the form of both Employers Liability (€13m Limit of Indemnity) and €Public Liability cover (€6.5m Limit of Indemnity) or a letter from the insurer. The successful tenderer will also be required to indemnify Laois County Council.

**Health & Safety**All health and safety aspects of the project must be addressed as per Section 20 of the Safety, Health & Welfare at Work Act 2005; The successful tenderer will be required to submit a valid Safety Statement.

**Child Protection**1. A copy of a Garda Vetting Clearance for the person / persons undertaking the project will be required, in accordance with S.I. Number 47 of 2012 National Vetting Bureau under the Children and Vulnerable Persons Act 2012.
2. A copy of the Laois County Council Child Protection Policy must be read and signed by the successful tenderer and returned to the contact person listed in Section 11 below (copies available via the contact person listed). All aspects of this policy must be adhered to for the duration of the contract.

**Freedom of Information**Laois County Council operates under the Freedom of Information Acts 1997-2003 and all information held by them may be subject to requests under this Act.

All responses to this invitation to tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). Tenderers are asked to consider if any of the information supplied by them in response to this request for tender should not be disclosed because of its sensitivity. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

Data Protection Firms are required to comply with all directions of the Contracting Authority with regard to: the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003);local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to: Data Protection Acts, 1988 and 2003 and All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

**Copyright**All plans, reports, photographs and documents prepared by the successful tenderer on foot of this appointment will be considered the property of Laois County Council and may be used by them at any time, including for other projects, without the prior approval of the tenderer.



**ENDS**