

# Invitation to tender for research project on inclusion of people with intellectual disabilities in adult literacy services

**Deadline for submission of tenders: 2pm Friday 16 November**

## Background information

The National Adult Literacy Agency (NALA) invites tender submissions to carry out research on inclusion of adults with intellectual disabilities in ETB adult literacy service provision. Details of the tender are set out in this document.

## About NALA

NALA is an independent charity committed to making sure people with literacy and numeracy difficulties have access to educational opportunities that meet their needs. Our mission is to advocate for literacy as a human right and to collaborate with our partners to influence policy and practice to support the development of literacy, numeracy and digital skills.

## Adult literacy and numeracy in Ireland

The OECD international Survey of Adult Skills used a 5-level scale to assess the reading, numeracy and digital skills of adults. In Ireland, 18% of adults who took part in the survey scored at or below level 1 in literacy and 25% scored at or below level 1 in numeracy. The survey showed a link between low literacy and numeracy levels and other factors, such as lower income, poorer health, and unemployment. Unmet adult literacy and numeracy needs have devastating consequences for individuals, communities and society.

Adults wishing to develop their skills and confidence in literacy and numeracy can choose between a range of organised learning opportunities. Currently there are over 60,000 people attending adult literacy and or numeracy classes provided by the Education and Training Board (ETB) Adult Literacy Services. In addition, thousands of adults are using NALA's Distance Learning Service to develop their literacy and numeracy through the learning website [www.writeon.ie](http://www.writeon.ie) and/or in phone-based tuition with a NALA tutor.

Adult literacy services are committed to inclusive provision and practice based on the principles outlined in [Guidelines for Good Adult Literacy Work](#) and on values of equality and respect for human diversity.

### **Active inclusion**

The national Adult Literacy and Numeracy Strategy is situated within the [Further Education and Training Strategy](#) 2014-2019. The FET Strategy commits to active inclusion 'through the provision of high quality, more accessible and flexible...interventions and supports suited to the individual' (p91). Implementation of the FET Strategy (Goal 6: Active Inclusion) includes the specific aim that 'FET provision will support the active inclusion of people of all abilities with special reference to literacy and numeracy...'.

In 1999, NALA published Guidelines on inclusion of adults with learning disabilities in literacy schemes. In light of developments since then, SOLAS, Education and Training Boards Ireland (ETBI) and NALA have cooperated in developing [Guidelines on the inclusion of people with intellectual disabilities in adult literacy services](#), launched in March 2018. The Guidelines are intended for providers of adult literacy and numeracy services. They suggest broad elements of a strategy which each service can adapt to their particular situation.

## The project

### Aim

The aim of the project is to support adult literacy services in using the Guidelines for inclusion of people with intellectual disabilities (SOLAS-ETBI-NALA 2018), capturing the learning involved in order to inform relevant developments across the FET sector and to further enhance the Guidelines as necessary.

The project will include **regional workshops** with ETB adult literacy services, designed to familiarise participants with the Guidelines and to assist ETBs in using them based on the needs of each ETB and their learners. The project will also involve **research** to provide a contemporary picture of inclusive practices, with reference to the Guidelines for inclusion of people with intellectual disabilities in adult literacy services and to the UN Convention on the Rights of Persons with Disabilities.

### Timeframe

November 2018 – August 2019

### Methodology

#### 1. Desk based research    November – December 2018

**Brief literature review:** A review of reports and other sources concerning existing approaches and practices in inclusion in further education and training (including adult literacy) within the wider domain of social inclusion

**Survey:** This will aim to provide a contemporary picture of practices in place for inclusion of people with intellectual disabilities in adult literacy services. Survey questions will be based on the 10 SOLAS-ETBI-NALA Guidelines for inclusion of people with intellectual disabilities in adult literacy services. The survey will include questions relating to the extent of current provision for, and participation by, adults with intellectual disabilities; understanding and awareness (of intellectual disability, inclusion and relevant legislation); operational

procedures and practices for inclusion; interagency partnerships; professional development; evaluation and outcomes; issues and opportunities.

## **2. Regional workshops**    January – February 2019

The successful tenderer, supported by NALA, will design, plan and deliver a workshop for ETB Adult Literacy Services (to be delivered in up to 3 regions). The workshops will facilitate ETBs in sharing their experience and good practice in inclusion of people with intellectual disabilities. They also aim to familiarise participants with the SOLAS-ETBI-NALA Guidelines; to assist participants in planning to work with the Guidelines; and to support the related research.

## **3. Research projects with ETBs**    November 2018 – August 2019

The successful tenderer will work closely with up to 3 ETBs to capture the learning from their experience in inclusion of adults with intellectual disabilities. They will also support the participating ETBs to work with the SOLAS-ETBI-NALA Guidelines, capturing the learning involved to inform developments across the FET sector and to enhance the Guidelines as needed.

The research process should elicit the experience and perspectives of all relevant stakeholders, including ETB adult literacy learners, tutors and organisers; FET directors; adult education organisers; access officers; guidance counsellors; adults with intellectual disabilities; and disability support services.

The successful tenderer will write up the case studies developed in conjunction with participating ETBs, and submit them as part of the Final Report.

## **4. Final Report**    July – August 2019

The successful tenderer will provide a draft report of each stage of the project to NALA. The Final Report will be presented to SOLAS in August 2019. It will summarise the research and

relevant findings and will provide recommendations on procedures and practices for inclusion of adults with intellectual disabilities in adult literacy services. It will also recommend good practices identified across the FET system as well as relevant tools and quality assurance framework.

The Final Report and any other major outputs from the project will be subject to peer review prior to publication.

## Key requirements

**We will require an outline of the following from the tenderer:**

- Relevant research/third level qualifications
- Knowledge of qualitative and quantitative research approaches and methodologies
- Track record in undertaking similar work
- Proven ability to work with the target population, and any experience in adult literacy
- A proposal and plan for implementing the research, demonstrating an understanding of the objectives of the work and detailing capacity to carry out the work within the agreed timescale
- An estimate of the number of days' work involved and an overall project costing including VAT

The lead researcher and/or person who will take overall responsibility for the project should be named within the tender document. Please provide full contact details for two referees.

## Budget

At this point in the tender process we are looking for interested parties to provide costs based on the requirements set out in this tender document. Please provide a breakdown of costs including

staff hours. All costs must be quoted in euro. NALA will not be responsible for any errors on the calculations of costs provided in response to this invitation to tender.

### Duration of contract

This will be a 10 month contract starting in November 2018 and ending in August 2019.

### Co-ordination

The successful tenderer will work with the NALA project team.

### Deadline for submission of tender

The deadline for submission of tender is **Friday 16 November at 2pm.**

Please return tender by email to Dr. Inez Bailey [ibailey@nala.ie](mailto:ibailey@nala.ie)

For further information please contact: Bláthnaid Ní Chinnéide [bnichinneide@nala.ie](mailto:bnichinneide@nala.ie).

### Tender scoring and award criteria

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

	Marks
Details about the tenderer and their previous experience	30
Proposal and plan for the work	40
Added value <sup>1</sup>	15
Breakdown of costs	15

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<sup>1</sup> An outline of any added value or additional information you think is relevant, for example your proposed approach to meet NALA's requirements as set out in this document.

The award will be based on the response to this invitation to tender which in the opinion of NALA best demonstrates the respondent's capacity to deliver the service required.

### **Prohibited Practices**

A tenderer shall be excluded who:

- is bankrupt or being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors or who has suspended business activities;
- is the subject of proceedings for declaration of bankruptcy or insolvency, for an order for compulsory winding up or a court liquidation, or who has a liquidator or receiver appointed over its assets, or for composition with creditors or any other similar proceedings;
- has been convicted of an offence concerning his professional conduct;
- has not fulfilled obligations relating to the payment of social security contributions; and/or
- has not fulfilled obligations relating to the payment of taxes.

### **Confidentiality**

All the information contained in this document is confidential to NALA and is given on the basis that this confidentiality will be strictly observed by all proposed tenderers and will not be disclosed to any other party without the prior consent of NALA.

### **Eligible Tenderers**

Any conflict of interest or potential conflict of interest, for example, where the tenderer has competing interests or loyalties, must be fully disclosed in writing and brought to the attention of all concerned.

## Notification of Award

NALA shall notify acceptance of the tender to the successful tenderer as soon as reasonably practicable, and in any event within one month of the closing date for receipt of tenders as set out in this document.

## General tendering information, terms and conditions

<b>Currency</b>	The currency to be used in this Tender is euro and a tender proposal in any other currency will not be considered.
<b>Costs</b>	NALA will not be liable in respect of any costs incurred by any tenderer in the preparation of tenders in response to this invitation to tender or any associated cost.
<b>Tax clearance</b>	The successful tenderer must be in possession of a valid tax clearance certificate for duration of the contract. Such a valid tax free certificate from the Irish Revenue Commissioners must be produced by a successful tenderer before execution of the contract. A valid tax free certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and tenderers not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their tender is to be considered.
<b>Company registration</b>	The successful tenderer, if a company, registered and/or carrying on business in Ireland, must be in compliance with all obligations and requirements under the Companies Acts 1963 to 2012, including the filing of up-to-date annual returns, and a certificate to this effect must be provided by an officer of the tenderer with the tender documentation.
<b>Copyright</b>	This document and its appendices remain the property of the National Adult Literacy Agency.



<b>False or misleading information</b>	Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this tendering procedure on the discovery of such information.
<b>Compliance of law</b>	Tenderers should be able to provide on demand evidence of compliance with all laws applicable to the provision of the services that are subject to the invitation to tender, and in particular should be able to produce evidence that they have particular regard for statutory terms relating to minimum pay and any legally binding or sectoral agreements if applicable.
<b>Termination</b>	The contract shall contain provisions reserving to NALA the right to terminate any contract awarded if it is not satisfied with the performance by the successful tenderer of the contract. The satisfaction or dissatisfaction of NALA shall be evaluated in the context of the tenderers' proposal.
<b>Requirements of invitation to tender</b>	Tenders not conforming to the requirements of this invitation to tender will not be considered and will be returned to the tenderer.
<b>Subject to contract</b>	This invitation to tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between NALA and any tenderer. No such legally binding obligation or commitment shall come into being unless and until a formal legal contract is duly executed and delivered by NALA and the successful tenderer.
<b>Disclaimer</b>	This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. Candidates are recommended to read the documents thoroughly. NALA reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.