

**Invitation to tender for research project  
to develop best practice for family  
literacy activity in Ireland.**

**Deadline for submission of tenders: 2pm Friday 6 July 2018**

## Background information

The National Adult Literacy Agency (NALA) invites tender submissions from interested researchers to carry out research on family literacy activity in Ireland. 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 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 levels in Ireland**

The OECD Survey of Adult Skills shows that 18%, or about one in six, Irish adults are at or below level 1 on a five level literacy scale. Twenty five per cent score at or below level 1 for numeracy.

Unmet adult literacy and numeracy needs have devastating consequences for individuals, communities and the economy. People at the lowest literacy and numeracy levels earn less income, have poorer health and are more likely to be unemployed. Currently there are over 60,000 people attending adult literacy classes throughout Ireland as well people using NALA's distance learning service where they learn over the telephone and online.

### **Family literacy**

The term 'family literacy' was introduced as a concept in Taylor (1983) who studied the development of literacy and language at home in the USA. Family literacy programmes organised in conjunction with adult literacy services in Ireland are based on an understanding that parents and carers are the first educators of children and that

literacy development occurs in many and varied ways as part of life at home and in communities.

## **Aim of the research**

The aim of the research is to elicit family literacy best practice from Education and Training Boards' (ETB) family literacy activity and relevant government policy in order to guide future development of family literacy practice.

## **Purpose of the research**

The purpose of the research is to provide Further Education and Training (FET) stakeholders (ETBI, SOLAS, DES, NALA) with a contemporary picture of family literacy activity in ETBs in Ireland against the backdrop of the FET strategy and wider related government policy (National Strategy to Improve Literacy and Numeracy among Children and Young People (2011) and DEIS Plan 2017).

## **Research methodology**

### (a) Desk based research

- 1) Brief historical policy and practice context of family literacy in Ireland
- 2) Updated literature review of family literacy research in Ireland and internationally, covering effective approaches to family literacy

### (b) Survey research

ETB questionnaire to establish the range and depth of family literacy activity in ETBs. Questions to include understanding of family literacy, operational approaches, including access and progression, inter-agency partnerships, duration of programmes, resources, professional development (PD), evaluation and outcomes, all with a view to identify best practice in family literacy. Challenges to the further development of family literacy work will also be ascertained.

#### (c) Case study research

Each ETB will be invited to participate in interviews to further capture the main approaches to, and operating procedures in family literacy work, with a view to informing future development activity. It is envisaged a number of case studies of models of family literacy will be written up for sharing of good practice within the ETB sector. Participants' views of programmes will also be collected.

#### (d) Other Stakeholder Interviews

Building on the consultation exercise NALA conducted in the design of helpmykidlearn.ie, an invitation will issue to all the education partners, including parents, in order to ascertain their views on family literacy policy and practice and guidance for future development of best practice guidelines.

### **Final Report**

A draft report of each stage of the research project will be provided to the SOLAS, ETBI, DES, NALA group with a final overall draft report for presentation to SOLAS in November 2018. The final draft will also be subject to peer review. Publication and dissemination will follow in February 2019.

### **Key requirements**

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

- Relevant research/third level qualifications;
- Knowledge of conducting 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 of the implementation of the methodological approach to the research which demonstrates 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, exclusive of VAT. 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 is a six month contract starting in July 2018 and ending in February 2019.

### **Co-ordination**

The successful tenderer will work with the NALA research team.

### **Deadline for submission of tender**

6 July 2018 at 2pm. Please return tender by email to Tina Byrne NALA Research Officer: [tbyrne@nala.ie](mailto:tbyrne@nala.ie)

**For further information please contact** Tina Byrne at [tbyrne@nala.ie](mailto:tbyrne@nala.ie) or [01-4127917](tel:01-4127917)

## 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

The award will be based on the responses to this 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;

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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.

- 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 two months of the closing date for receipt of tenders as set out in this document.

## General tendering information, terms and conditions

**Currency** The currency to be used in this Tender is euro and a tender proposal in any other currency will not be considered.

**Costs** 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.

**Tax clearance** 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.

**Company registration** 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.

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**False or misleading information** Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this tendering procedure on the discovery of such information.

**Compliance of law** 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.

**Termination** 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 set out in part three of this document.

**Requirements of invitation to tender** Tenders not conforming to the requirements of this invitation to tender will not be considered and will be returned to the tenderer.

**Subject to contract** 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.

**Disclaimer** 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.