



**National Adult Literacy Agency**  
Áisíneacht Náisiúnta Litearthachta do Aosaigh

## Expressions of interest

The National Adult Literacy Agency (NALA) is seeking expressions of interest to complete a:

1. a needs analysis of family literacy resources,
2. an inventory of available family literacy resources, and
3. identify any gaps in family literacy resources

## How to apply

Provide the following information to Clare McNally at [cmcnally@nala.ie](mailto:cmcnally@nala.ie) by Wednesday 24 November 2021.

- a short proposal for the work
- a schedule for the work
- the costs for completing the work
- information on previous, relevant experience
- the names of the proposed personnel and their qualification
- names and contact details of two relevant references

## About this project

The National Adult Literacy Agency has been to the forefront of doing research on the benefits and positive impacts of family literacy, as well as producing guidelines and resources for those involved in family literacy work.

In 2020, SOLAS, ETBI and NALA published the report [Family Literacy Practices in ETBs – guidelines, case studies and recommendations](#). This report includes:

- a detailed national and international context for family literacy practice,
- a survey of family literacy provision in all sixteen Education Training Boards (ETBs), three case studies of family literacy in practice,
- good practice guidelines for family literacy in the further education and training (FET) sector, and
- recommendations for the sector on extending and strengthening family literacy.

One of the recommendations from this report is to establish a national repository for family literacy resources that can be shared amongst practitioners. The ETBI digital library which is currently being developed may form part of this facility.

In order to contribute to this national repository NALA firstly would like to complete a:

1. a needs analysis of family literacy resources	These could include resources required by, or available to, parents, guardians, tutors, ETBs, non-governmental organisations, community groups, family resource centres and other organisations dealing with families.
2. an inventory of available family literacy resources,	
3. identify any gaps in family literacy resources	

**Questions:** If you have any questions about this expression of interest please email Clare McNally at [cmcnally@nala.ie](mailto:cmcnally@nala.ie)

**Value:** The estimated value of the contract is €8,000 (ex VAT).

**Deadline for expressions of interest:** 24 November 2021 at 12pm.

**Deadline for queries:** 19 November 2021 at 12pm.

**Selection criteria:**

Criteria	Mark
<ul style="list-style-type: none"><li>• a short proposal for the work</li></ul>	20
<ul style="list-style-type: none"><li>• a schedule for the work</li></ul>	20
<ul style="list-style-type: none"><li>• the costs for completing the work</li></ul>	20
<ul style="list-style-type: none"><li>• information on previous, relevant experience</li></ul>	20
<ul style="list-style-type: none"><li>• the names of the proposed personnel and their qualification</li></ul>	20
<ul style="list-style-type: none"><li>• names and contact details of two relevant references</li></ul>	Pass/ Fail

The award will be based on the responses to this expression of interest, which in the opinion of NALA best demonstrates the respondent's capacity to deliver the service required. Shortlisted candidates may be asked to meet with NALA during the week commencing **29 November 2021** to discuss their proposal in more detail. Requirements for this meeting will be forwarded on selection.

## About NALA

The National Adult Literacy Agency (NALA) is a charity and membership organisation. We work to support adults with unmet literacy, numeracy and digital literacy needs to take part fully in society and to have access to learning opportunities that meet their needs.

### **Our vision**

Our vision is an Ireland where adult literacy is a valued right, where everyone can develop their literacy, numeracy and digital skills, and where individuals can take part fully in society.

### **What we do**

We are a leading campaigning and lobbying force on adult literacy issues. We are involved in tutor training, developing teaching materials, distance education services, policy making, research and campaigns to raise awareness of the causes, extent and responses to adult literacy difficulties in Ireland.

We produce a range of resources that support:

- People with literacy, numeracy and digital literacy needs;
- Tutors;
- Policy makers;
- Organisations providing information to the public;
- Parents;
- Students; and
- Members.

For more information about NALA please visit [www.nala.ie](http://www.nala.ie)

## General expression of interest information terms

**CURRENCY** The currency to be used in this Expression of interest is euro and an expression of interest proposal in any other currency will not be considered.

**EXCLUSION** A candidate 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.

**COSTS** NALA will not be liable in respect of any costs incurred by any candidate in the preparation of an expression of interests in response to this invitation for an expression of interest or any associated cost.

**TAX CLEARANCE** The successful candidate 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 candidate before execution of the contract. A valid tax-free certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and candidates not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their expression of interest is to be considered.

**FALSE OR MIDDLEADING INFORMATION** Candidates who intentionally or carelessly supply false or misleading information will be disqualified from this procedure on the discovery of such information.

**COMPLIANCE WITH LAW** Candidates 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 expression of interest, 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 candidate of the contract.

**REQUIREMENTS OF INVITATION TO EXPRESSION OF INTEREST** Candidates not conforming to the requirements of this invitation for an expression of interest will not be considered and will be returned to the candidate.

**SUBJECT TO CONTRACT** This expression of interest 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 candidate. 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 candidate.

**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 expression of interest 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.

**The End**