



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Donegal County Archives (Archives Service of Donegal County Council)

Brief for Contract Archivist for project to list collection Lord Leitrim Archive

1. Lord Leitrim (Clements) Collection

Donegal County Archives (the Archives Service of Donegal County Council) is responsible for preserving, acquiring and making accessible the documented heritage of the county of Donegal. For more information see

<https://www.donegalcoco.ie/culture/archives/>

The Archives Service (Donegal County Archives), Culture Division, Donegal County Council, is inviting quotations from qualified archivists to arrange, list, number, sub-number and re-box a collection of archives relating to the Earl of Leitrim (Clements family), dating from c1650 – 1900. The collection consists of mainly legal deeds, also letters, rentals, maps and other items, c.10 average sized boxes in total. The majority of the papers date from the 18th - 19th century.

A contract archivist will be contracted to produce a descriptive list of the collection using Word and DS CALM (Axiell).

2. Objectives and aims

- The person appointed will be granted access to the Archives repository and research room in the Three Rivers Centre, Lifford where the collection is located and where they will work from.
- The successful candidate will work with the Archives Service and other sections of the Cultural Services Division of Donegal County Council where relevant.

- **This will be a Contract for Service and there is a budget of €4,000 available, inclusive of all travel and other costs associated with the contract.**

3. RESPONSE TO PROJECT BRIEF

Proposals in response to this brief should set out how the research project will be approached. The proposal should include:

3.1. Required Skills

Proposals should contain clear details of the skills of the successful candidate, including academic qualifications and range of relevant professional skills which would be brought to bear, and the CV of the candidate.

3.2. Proposed Work Plan & Timetable

The proposal must include a work plan and timetable for the delivery of services.

3.3. Extent of professional indemnity and public liability cover.

4. Outputs

The outputs of this project:

- To have listed /catalogued the Lord Leitrim Collection to high archival standards, in a professional and meaningful way (by mid September 2024).

5. DEADLINES

5.1. Timescale

This successful candidate must be ready to commence the project by **8th July 2024**.

The entire project as outlined must be completed by **13th September 2024**.

5.2. Project Management

The contract archivist will report directly to the County Archivist and will liaise with her during the project, updating regularly on progress.

5.3. Budget

The maximum budget available for this research project will be **€4,000** (including VAT, travel, subsistence and all other expenses).

5.4. Insurance

Evidence of professional indemnity and public liability cover will be required.

5.5. Copyright and Confidentiality

The successful candidate will be required to assign copyright of the work undertaken to Donegal County Council. The work may be made available for public use by Donegal County Council and will be accessible to view freely on the Council's website.

5.6. Freedom of Information

Donegal County Council operates under the Freedom of Information Act 1997 and all information held by the Council (including proposals submitted in response to this brief) may be subject to requests under the Act.

6. RESPONSE TO TERMS OF REFERENCE

Proposals in response to these terms of reference should set out how the project will be approached, methodology and any other relevant matters. The proposal should include:

Required Skills and Experience

Proposals should contain clear details of candidate's qualifications, skills and experience including a CV.

Methodology and Timetable

The successful candidate shall furnish a method statement and timetable regarding the delivery of the work.

6. EVALUATION OF PROPOSALS & SELECTION OF Contract Archivist

6.1 Evaluation

A selection and award assessment process will be used to evaluate proposals.

Award Criteria –Marks will be awarded depending on the ability of the candidate to deliver the outputs detailed above.

Interviews (by phone or video link) may be held with selected candidates prior to the final evaluation. Donegal County Council is not obliged to accept any proposal or the proposal with the lowest bid, and no person making a submission will be remunerated for any trouble or expense incurred in preparing a submission. It is envisaged that the successful candidate will possess:

At least a primary degree in history or arts/social sciences and a recognized post graduate qualification in archival studies.	40%
Proven experience of undertaking historical research and knowledge of the period in question (e.g. 18 th to 20 th century Irish history)	10%
Evidence of appropriate written/IT skills to produce an archival catalogue (descriptive list)	20%
A clear approach to the achievement of the aims and outputs of this project in the proposed methodology	20%
Tender price/Value for money.	10%

Note 1: Only those bids achieving a score of 60% or above will be considered for award of contract.

Note 2: A valid tax clearance certificate will be needed when contract awarded and should remain in date throughout the contract.

Note 3: The supplier shall effect and maintain insurance necessary to cover their liabilities under this contract for the duration of delivery.

Note 3: The decision of the Evaluation panel will be final.

6.2 Closing Date

Submissions should be emailed to archivist@donegalcoco.ie

Please mark all submissions on subject line of email as: 'Lord Leitrim Archive project'

This project is to be completed by 13th September 2024

The closing date for receipt of all proposals is 4 pm on **Wednesday 26^h June 2024**