

**MUSIC GENERATION NATIONAL DEVELOPMENT OFFICE**  
**PANEL OF INDEPENDENT CONTRACTORS IN THE AREAS OF MUSIC/EDUCATION/ARTS**  
**CALL FOR EXPRESSIONS OF INTEREST**

**1. INVITATION TO SUBMIT EXPRESSIONS OF INTEREST**

Music Generation invites Expressions of Interest from suitably qualified and experienced independent contractors/freelance arts managers with appropriate artistic and/or project management skills within the areas of music/education/arts for the provision of a range of support services that may be required by the National Development Office during a new period of expansion from January 2017 to December 2020. The deadline for receipt of Expressions of Interest is 5pm, Friday, November 4, 2016.

**2. OVERVIEW**

Music Generation is Ireland's National Music Education Programme, which transforms the lives of children and young people by giving them access to high-quality subsidised performance music education in their local area. Initiated by Music Network, the programme is co-funded by U2, The Ireland Funds, The Department of Education and Skills and Local Music Education Partnerships.

Music Generation was set up in 2010 to establish infrastructure for performance music education. Its genesis stems from the combined philanthropic support of U2 and The Ireland Funds to seed-fund phased implementation of Music Network's Feasibility Study Report: *[A National System of Local Music Education Services](#)*. Music Generation currently works with local Music Education Partnerships (MEPs) in Carlow, Clare, Cork City, Donegal, Laois, Louth, Limerick City, Mayo, Offaly/Westmeath, Sligo, South Dublin and Wicklow. The programme operates through a devolved model of delivery by MEPs in response to local need and context, within an overall national framework. The programme currently reaches some 38,000 children and young people annually, supporting a workforce of over 350 people across a range of artistic/managerial, musician, and administration/support roles. Further details of all aspects of Music Generation are available on our website [www.musicgeneration.ie](http://www.musicgeneration.ie).

Music Generation is now entering a second phase of development which will see the programme expand into further areas of the country over the next five years. A copy of the organisation's new strategic plan for Phase 2 2016 – 2021 can be downloaded [here](#). It is anticipated that a range of additional services will be required from independent contractors in support of elements of its expansion plans for Phase 2.

**3. SERVICES THAT MAY BE REQUIRED**

The Music Generation National Development Office (NDO) in Dublin is now calling for Expressions of Interest from experienced independent contractors/freelance arts managers with appropriate artistic and/or project management skills within the areas of music/education/arts to be available, if called upon, to provide services within one or more of the following areas which includes, but is not limited to:

- **Documentation and analysis**, e.g. writing/editing guidelines, application forms, reports, policy documents, case studies, etc; background research relating to new learning opportunities; monitoring incoming reports; analysing statistical data relating to programme development.
- **Evaluation**, e.g. Internal/external evaluation relating to a range of programmes/activities.
- **Project Management**, e.g. in relation to one-off or national events.
- **Training**: training, mentoring and facilitation across a range of possible professional development needs relating to the NDO and MEP workforce

#### 4. PANEL

Following assessment of Expressions of Interest received, a panel of suitable contractors may be formed.

If and when the need for a service or services within the range indicated above arises during the period January 2017 – December 2020, contractors will be selected from this panel. Contractors on the panel may subsequently be invited to submit detailed quotations/tenders in response to a more specific brief for a particular service requirement.

Rosaleen Molloy, National Director of Music Generation, will be the lead contact for Contractors in delivering any services that may be required. Successful Contractor(s) may also be asked to report to the Board of Music Generation.

The appointment of Contractors to this panel does not guarantee the awarding of a Contract for Services. Music Generation reserves the right not to form a panel and to pursue other selection processes at its discretion.

#### 5. PROBATION

Any probation or summary termination provisions shall be identified where a Contract for Services may be awarded.

#### 6. EXPRESSION OF INTEREST REQUIREMENTS

Expressions of Interest to join this panel should include all of the following:

- A brief Expression of Interest in response to one or more of the services indicated in Section 3 (no more than 2 x A4 pages) that engages with the opportunities presented by this call and highlights how your experience is relevant to Music Generation
- A detailed CV
- An indication of fees (inclusive of VAT, travel and subsistence)
- An indication of availability

#### 7. ASSESSMENT CRITERIA FOR ADMISSION TO PANEL

Submissions will be assessed on the following criteria:

- Demonstrated track record of achievement in a relevant area within music/education/arts
- Relevant expertise and experience in response to services required (see point 3)
- Demonstrable understanding of Music Generation and its mission and context both locally and nationally

#### 8. CRITERIA TO BE USED FOR THE AWARD OF SUBSEQUENT CONTRACTS

- Relevant expertise and experience in response to the particular project / service(s) required (see point 3)
- Demonstrated track record of achievement in a relevant area within music/education/arts
- Ability to provide services in response to a specific brief and within a specified timeframe
- Value for money

#### 9. CLOSING DATE

The closing date for submission of Expressions of Interest is 5pm, Friday November 4, 2016

Expressions of Interest to be submitted by email to [info@musicgeneration.ie](mailto:info@musicgeneration.ie)

## **10.TERMS AND CONDITIONS**

- Late and/or incomplete Expressions of Interest will not be accepted.
- Contractors who are subsequently awarded contracts will be contracted on a Contract for Services basis issued by Music Generation DAC.
- The selection decision of the Board of Music Generation DAC is final.
- Upon selection, any subsequently appointed Contractor will be required to provide a Tax Clearance Certificate and evidence of relevant professional indemnity insurance cover.
- The Board of Music Generation DAC reserves the right not to form a panel and/or not to award Contracts for Services and in this instance reserves the right to pursue other selection processes at its discretion.
- A shortlisting process may apply and applicants may be invited, at their own expense, to attend a meeting in Dublin to further discuss their Expression of Interest. Meetings are provisionally scheduled for the week of November 21, 2016.
- Applicants should note that Garda Vetting will apply to the successful Contractor/s.
- Selected Contractors may not sub-contract the role to third parties.
- While selected Contractors will in general work from their own office / premises, from time to time they will be required to attend meetings in the National Development Office of Music Generation in Dublin. A particular service requirement may also require the Contractor to work at, and from, other locations throughout Ireland from time to time. In that event, it is the responsibility of the contractor to ensure that they have access to their own vehicle with a current valid driving licence and appropriate business motor insurance. No additional travel/subsistence expenses will be paid in either case.