



## Invitation to Quote for Event Co-ordination Services *We Are Music Generation! National Events 2024*

### 1. SERVICES REQUIRED

During March-April 2024, the Music Generation National Development Office (MG NDO) will run a series of three events:

- a national day-long gathering of children and young people making and learning music with Music Generation
- a one-day conference-style event for all stakeholders from Music Generation partners to participants
- a national musicians' gathering for musician educators working with Music Generation national network.

Music Generation DAC wishes to engage a suitably qualified and experienced Event Co-ordination Contractor on a contract for services basis to provide the following services:

- Work closely with Head of Quality, Support & Development in supporting the planning, scheduling, and delivery of national events *We are Music Generation!* in Dublin, during March and April 2024.
- Coordinate, manage, and administer *We are Music Generation!* national events, to include scheduling, venue liaison, budgeting, catering, equipment hires, coordination of suppliers, contractors and volunteers and speakers' arrangements.
- Co-ordinate liaison with speakers, network members, musician educators, partners, facilitators, and stakeholders to deliver the *We are Music Generation!* national events.
- Work closely with Music Generation's Head of Quality, Support and Development, and MG NDO executive team within agreed timelines and set budgets.
- Work closely with the national events team (including any additional production management) on programme and production planning, scheduling, logistics, crew organisation, budgeting, and health and safety.
- Co-ordinate and attend event team and production meetings.
- Contribute efficiently to event-related activities of the organisation and assist with queries and information requests in relation to national events 2024.
- Act as a representative for the organisation as required in relation to the national events.
- Prepare event and project close-out reports (including but not limited to budget and event report) on the *We are Music Generation!* national events 2024 programme.
- Liaise with Music Generation National Development Office staff and with programme partners throughout the Music Generation network for the purposes of planning, logistical management, and communications.
- Co-ordinate short-term event personnel/contractors in the lead-up to and on event days and liaise with Production Manager and crew where relevant.
- Ensure full compliance with current policy and legislation including Child Protection and Vulnerable Adults legislation, GDPR and Data Protection legislation, Health and Safety legislation, and employment legislation including Dignity in the Workplace, and equal opportunities.
- Any other event co-ordination services that may be required within the responsibilities of the brief.

The Children and Young Person's event is scheduled for **Saturday March 2nd**, the Stakeholder's event will take place on **Tuesday March 5<sup>th</sup>** and the National Musicians Day will take place in April (date tba). It is envisaged that the duration of the contract for services will be for up to a 6-month period from November 2023 – April 2024. The hours-of-service requirements will be scheduled in line with production requirements. It is envisaged that up to a maximum of 75 days of event co-ordination services will be required. Additional days may be added subject to negotiation but will not exceed 50% of original contract value.

### 2. SUBMISSION REQUIREMENTS

- Submissions are requested as a written proposal to include the following information:



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- An outline plan setting out how you propose to approach the services required in Section 1 (no more than 2 x A4 pages).
- A detailed CV and biography (max 2 A4 pages) for all personnel who will be conducting the work, highlighting relevant skills and experience in the areas of event co-ordination services. Production and event companies may also be considered. Please clearly indicate the team lead and relevant experience.
- An indication of daily rate fee. Total fee to include expenses and VAT (where applicable) and indication of any anticipated additional costs.
- An indication of availability for the period November 2023 – April 2024.
- All information should be provided in a single document and any additional information added to the body of the email will not be considered part of the proposal.

### 3. ASSESSMENT CRITERIA

- Submissions will be assessed on the following criteria:

Criteria	Marking (400 marks)
<b>Demonstrated track record</b> A minimum of five years' relevant experience working in the professional arts/events sector in event management/ coordination.	150
<b>Quality of response to the brief</b> Evidence of a clear understanding of the brief and cogent response that the proposer will successfully deliver services required effectively and efficiently.	150
<b>Proposed Costs and Value for Money</b> (to be quoted in Euro only). Please confirm if VAT will be additional and provide a detailed breakdown of the costing.	100

### 4. QUERIES AND CLARIFICATIONS PROCESS

- All queries will be responded to by email only.
- Please email all queries to: [info@musicgeneration.ie](mailto:info@musicgeneration.ie) where they will be forwarded to the relevant person for clarification.
- Latest date for receipt of queries is extended to 1pm Wednesday 8<sup>th</sup> November, 2023.

### 5. CLOSING DATE

- The extended closing date for receipt of quotations is **1pm on Thursday 9<sup>th</sup> November 2023**.
- Submissions by email only to: [info@musicgeneration.ie](mailto:info@musicgeneration.ie)

### 6. TERMS & CONDITIONS

- Late and/or incomplete quotations will not be accepted.
- The selection decision of the Board of Music Generation DAC is final.
- Contracting will be on the basis of a Contract for Services issued by Music Generation DAC.
- Upon selection, the contractor will be required to provide a Tax Clearance Certificate and relevant professional indemnity insurance cover-
- Music Generation DAC reserves the right not to award this contract for services and in this instance reserves the right to pursue other selection processes at its discretion.
- A shortlisting process may apply, and contractors may be invited to attend a meeting (in person in Dublin or online) to further discuss their submission.
- Music Generation DAC will not be responsible for any costs, charges or expenses incurred in preparing a quotation.
- Any additional expenses necessary for the completion of the services to be agreed in advance.
- Selected contractor may not sub-contract the role of event co-ordination to third parties.
- While selected Contractors will in general work from their own office/premises, from time to time they may be required to attend meetings in the National Development Office of Music Generation in Dublin. A particular service requirement will also require the Contractor to work at, and from, event venue locations. In the event,



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that the Contractor is using their own vehicle, they must possess a full clean driving license with appropriate business motor insurance.

- Contractors must be prepared to undergo Garda Vetting in relation to child protection legislation.

## **Appendix: About Music Generation**

• Music Generation is Ireland's National Music Education Programme whose mission is to empower children and young people to realise their full potential through access to, and participation in, high quality performance music education. Initiated by Music Network, Music Generation is co-funded by U2, The Ireland Funds, the Department of Education and Local Music Education Partnerships. Further information about who we are and what we do is available [here](#).