**50th Anniversary of the Ireland Fellows Programme**

**Purpose and Scope**

2024 will mark the 50th anniversary of the Ireland Fellows Programme. Expert research and analysis of the Ireland Fellows Programme over the last 50 years is required to prepare material which will be presented in a booklet (approx. 60 pages), an exhibition (both online and in print), and a short film. These will capture, inter alia, the history of the Programme, the stories of its participants over the last 50 years, and the Programme’s impact. The booklet, film and exhibition will be launched at an event in summer 2024 for Fellows and a number of Alumni, as well as at events in Ireland’s Embassies. The material will also be prepared for a presentation copy-style book of approximately 40,000 words.

The Ireland Fellows Programme is fully funded by the Irish Government under the auspices of the Department of Foreign Affairs (DFA). The Irish Council for International Students (ICOS) supports the administration of the Ireland Fellows Programme in Ireland through the provision of a range of management services. ICOS is inviting applications to tender for this project in order to fulfil its service obligations to the Department of Foreign Affairs. Any contract arising from this competition will be between the successful tenderer and ICOS.

**Background**

The Ireland Fellows Programme brings early to mid-career professionals from eligible partner countries to study for a master’s qualification at an Irish Higher Education Institution.  The Ireland Fellows Programme Awards are fully funded by the Irish Government under the auspices of the Department of Foreign Affairs (DFA) and cover programme fees, flights, accommodation and living costs. The aims of the Programme are to nurture future leaders; to develop in-country capacity to achieve national Sustainable Development Gls; and to build positive relationships with Ireland.  The Ireland Fellows Programme promotes gender equality, equal opportunity, and welcomes diversity, and we encourage applications from the broadest possible base.

The Programme has operated since 1974, bringing students from predominantly African partner countries and, since 2009, Vietnam. Following a decision to expand the programme in 2019-20 it was enlarged to include 25 students from Palestine in line with Ireland’s strong focus on education.  In 2020-2021 the Programme expanded to award Fellowships to candidates from Small Island Developing States (SIDS), one of a number of commitments in the Strategy for partnership with SIDS. A new strand for Latin America was launched in 2023-24, a commitment in the Government’s 2022 Strategy for Latin America and the Caribbean. A pilot PhD Research Programme with Vietnam was launched in 2022 which supports Vietnamese candidates to study in Ireland for one year as part of their PhD programme. The expansion of the Programme commits to an increase in the overall number of fellowship places awarded from 84 in 2018 to approximately 220 by 2025. As per the commitment in the Government’s Africa Strategy, approximately 150 of these places will go to Fellows from African countries.

The Ireland Fellows Programme features many extracurricular, training and volunteering opportunities to help Fellows make the most of their experience in Ireland. Work is currently underway to further develop the Ireland Fellows Alumni Programme, taking into account Ireland’s Diaspora Policy.Work is also continuing on branding, outreach and communications.

The Programme aligns with the Irish Government’s commitments under [*Global Ireland*](https://www.ireland.ie/global-diaspora/stories/global-ireland---irelands-global-footprint-to-2025.php) and the national implementation plan for the [*Sustainable Development Goals (SDGs)*](https://www.un.org/sustainabledevelopment/sustainable-development-goals/), [*The Global Island: Ireland’s Foreign Policy for a Changing World*](https://www.dfa.ie/media/dfa/alldfawebsitemedia/ourrolesandpolicies/ourwork/global-island/the-global-island-irelands-foreign-policy.pdf) and [*A Better World: Ireland’s Policy for International Development*](https://www.irishaid.ie/media/irishaid/aboutus/abetterworldirelandspolicyforinternationaldevelopment/A-Better-World-Irelands-Policy-for-International-Development.pdf)*.*

**Budget, Scope of Work and Methodology**

**The budget must not exceed €110,000 and all costs must include VAT.**

It is envisaged that this work will commence in early autumn 2023 with completion in May 2024. Some research material is available in the archives of the Department of Foreign Affairs and ICOS.

Engage with and interview, as appropriate, key internal and external stakeholders which will include the following:

* The Irish Council for International Students (ICOS), including former staff if available;
* Staff within the Department of Foreign Affairs, both at headquarters and in Embassies working on the Ireland Fellows Programme, and former staff if available;
* Government Ministries of eligible countries under the Programme;
* Ireland Fellows and Alumni.

Present this material in an engaging and accessible manner, with quality photos, in a booklet (approx. 60 pages), an exhibition (both online and in print), and a short film. These will include, inter alia, an introduction to the Programme with an overview of the background and history; the stories of its participants over the years; and the Programme’s impact.

The Department of Foreign Affairs will own the intellectual property associated with all elements of the project.

**The following qualifications and competencies are required to undertake the work:**

* Proven experience in conducting oral history interviews and in managing personal testimonies;
* Experience in curating material for an exhibition;
* Excellent communication and interpersonal skills;
* Track record in producing a high quality film/video or working with a third party to do so
* Experience in designing exhibition materials, booklets, props and managing printing of same;
* Proven ability to meet deadlines and availability to deliver the required tasks and in the time line as indicated;
* Proven record of publication.

**The following are desirable:**

* Knowledge and understanding of the Ireland Fellows Programme;
* Familiarity with Ireland’s foreign policy objectives including its international development policy;
* Proven research record in humanities or social sciences.

**Applicants are requested to submit tenders which cover the following elements:**

· Background of applicants / organisation

· Overview of expertise in the areas outlined in the competencies above

· Proposed methodology and timeline

· Detailed project plan and budget (costs quoted must be VAT inclusive)

· Overview of the proposed team, including bio[s]

**Proposals will be marked on the following criteria**

1. Applicant profile – including the strength and relevance of the applicant’s/organisation’s background and knowledge/understanding of the project requirements (10%)

2. Evidence of ability to carry out interviews and present stories in an accessible way in a booklet (20%)

3. Evidence of ability to present archive material and personal stories in an exhibition (15%)

3. Quality of proposal - including level of effort/details put into the proposal and level of understanding of the assignment scope and feasibility of the methodology approach to the project (20%)

4. Evidence of ability to deliver a high quality short film/video with a number of participants interviewed (15%)

5. Costing of project and value added (5%)

6. Proposal meets the tender brief as related to the stated objectives, and timelines (15%)

**Conflicts of Interest**

Any registered interest involving the tenderer and ICOS, their staff or relatives must be fully disclosed in the response to this Invitation to Tender, or should be communicated to ICOS immediately upon such information becoming known. In any case, such information must be made available prior to the award of the contract. The terms "Registered Interest" and "Relative" shall be interpreted as per Section 2 of the Ethics in Public Office Act 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

**How to Apply**

Please send applications to Laura Harmon, Executive Director of the Irish Council for International Students: lharmon@icosirl.ie in pdf format. Any queries can also be sent to this address. Please send completed proposals by **5pm on Thursday 3 August.**