

# Request for Quotation: Art in the Landscape Project Manager

## Overview

The Arts Office of Offaly County Council working in collaboration with partner organisations, Mayo County Council's Arts Service and Visual Artists Ireland is seeking to engage the services of a suitably qualified and experienced individual or collaborative team as project manager on a contract for services basis. The contract involves the project management of two artist-led projects and the delivery of a programme of events and activities, over a number of days, as part of a Hedge School event taking place at Lough Boora Sculpture Park, Co. Offaly with events also taking place at North Mayo, home of the Tír Sáile Sculpture Trail. The tender is for the **management fee** of a project manager only (specific costs for the delivery of the project are accounted for separately)

The events will take place during September/early October 2023. The **total fee** for the project manager including all relevant expenses, VAT (if applicable) is **€11,000**.

**Application deadline 4pm 6<sup>th</sup> April 2023**

The partners will be engaging separate curatorial expertise for guidance on the curatorial direction of the project. This contract for services is for a project manager. The development of the project will include close collaboration between the partner organisations, the project manager and the curator.

## Background

**Art in the Landscape project:** Offaly County Council in partnership with Mayo County Council and Visual Artists Ireland have been engaged in a project, funded under the Arts Council's Invitation to Collaboration Scheme since 2020. Initially, funding was allocated to an Art in the Landscape research project that focused on Lough Boora Sculpture Park, Co. Offaly and the Tír Sáile Sculpture Trail, Co. Mayo, the focus being to develop recommendations for the future management / development of each site as well as key learnings for other local authorities and organisations. Terre Duffy of Duffy Consultancy was appointed as researcher for the Art in the Landscape project and a report was produced with the findings. A copy of the report is available at:

<https://www.offaly.ie/eng/Services/Arts-and-Culture/Arts-Reports-Publications/Arts-in-the-Landscape-Report.pdf>

Following the completion of this research the partner organisations were awarded continuation funding from the Arts Council to organise a seminar to further explore questions that arose from the research and to open up the debate on art in the landscape. In particular, the focus was to open a discussion on how arts, culture, tourism and climate change priorities can align / work together and how this collaboration can inform future policy. Information on the seminar can be found on: <https://www.frontedbyhumans.com/studioresponse/>

### **Invitation to Collaboration Project Funding 2023**

Offaly County Council have been awarded Arts Council funding under An Invitation to Collaboration Scheme to continue this collaboration with partner organisations; Bord Na Móna, Lough Boora Sculpture Park, Mayo County Council and Visual Artist Ireland. Phase Three of the project will return to the local context, focusing on aspects of Art in the Landscape that are specific to each locality, involving the festivalisation of the project through artist led projects and in person events. Partners will take an experimental approach to locally activated projects that intersects arts, culture, heritage, tourism, nature, sustainability and environment. It will take a people and place centred approach; rooted in high quality arts production in the rural context. The project will include capacity building, networking opportunities for professionals, organisations and artists. The project partners intend to engage a project manager and separate curatorial support and will develop a team consisting of partner organisations, project manager and curator for the delivery of the project, which will include the commissioning of 2 artists commissions in Offaly and Mayo, and the Hedge School (see below for the full role of the project manager). <sup>1</sup>

### **Project Aims**

- Build on the interest and momentum from the Arts in the Landscape project and continue the local, national and international conversation.
- Explore how the arts, tourism, heritage and environment sectors can work together to achieve the same objectives and influence policy.
- Consider future potentials available for both regions under the areas of culture, environment, heritage and tourism.
- Share knowledge, learnings and models of best practice that will inform future projects in this sector.

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<sup>1</sup> In addition to the activities outlined, Visual Artist Ireland will deliver Ireland's National Day for Visual Artists, Get Together in Offaly and this will take place during the local activities and curated to compliment the project - looking at local resources, the needs of artists working in local areas, and the creation of self-supporting networks. The management of 'Get Together' will be carried out by VAI.

### **Project Managers Objectives:**

- Form local working groups with cross sectoral expertise in each county.
- Manage artist commissions (see below) the commissions will explore how Art in the Landscape can intersect with Tourism, Culture, Heritage and Environment in each county, Mayo and Offaly.
- Develop a network of artists / events between Offaly and Mayo and curate a Show and Tell between both counties.
- Plan and deliver a Hedge School - a programme of curated events and activities over a number of days, including a presentation of the artist commissions.
- Documentation of research processes and results from the project, theses to be made available as a resource for others interested parties in the subject.

### **Project Manager Role**

The project manager will be expected to:

- Conduct consultations in Offaly and Mayo for preplanning of project.
- Write an outline and timeline for delivery of the project and meet with all partners for briefing meeting [This meeting may be arranged remotely].
- Manage a call out / selection process for two artists commissions in Offaly / Mayo in consultation / agreement with partner organisations (the artists commissions will be advertised separately and will have a separate budget, the call for commissions will be developed by the curator).
- Manage artist led projects in collaboration with partner organisations.
- Conduct meetings/ discussions with partners and curator to discuss progress of the planning of events.
- Develop a network of artists / events between Offaly and Mayo and work with the curator to present a Show and Tell between both counties.
- Oversee the management of the Hedge School and events in Offaly / Mayo (a separate budget will be available for Hedge School, managed by Offaly County Council).
- Provide progress reports and updated schedules for feedback to partners.
- Input to a marketing plan (inclusive of digital marketing for the project (separate budget available, managed by Offaly County Council).
- Input into the documentation of the project (separate budget available, managed by Offaly County Council).
- Manage project evaluation process and final report.

## **Reporting**

The project manager will be required to provide status reports to the Project Lead (Offaly County Council Arts Office) as agreed in accordance with pre-determined milestones.

## **Role of producing partners:**

The role of the Local Authority partners will be to:

- Provide information, access to relevant documents generated to date (reports, surveys, questionnaires, photographic and video documentation, evaluations).
- Support and guidance as required.
- Assist with facilitation of partner meetings and project management (limited).
- Provide contacts for key individuals who engaged with the work in each Local Authority operational area.
- Support and assist with the marketing, documenting, monitoring and evaluation processes.
- Provide on-site support, as available/appropriate, to be agreed in advance.
- Provide administrative and project management support as identified/required by the project manager.

## **Timetable**

The project should commence as soon as practicable as **the Hedge School is planned for September/early October 2023**, with staged progress reporting during the interim. The tender contract will be based upon delivery of project within twelve months (including reporting) from signing the contract.

## **Budget**

Submitted budgets should not exceed 11,000 euro, including travel, VAT and per diem. Please supply a budget as outlined below in 'submitting your proposal', the budget will be assessed competitively in terms of current artist payments rates (see VAI for guidelines).

## **Additional Information**

### **The Partner Organisations**

**Offaly County Council** is the lead partner in this project. The concept of the *Sculpture Park* at Lough Boora Discovery Park (formerly known as *Sculpture in the Parklands*) was developed during an international conference held in Lough Boora in 2002. Over the nine years that followed, under the artistic direction of Kevin O'Dwyer, and involving a partnership arrangement with Bord na Móna and Offaly County Council (supported by the Arts Council/an Chomhairle Ealaíon and others), the sculpture park evolved to become a highly respected site for quality land art commissions. The Sculpture Park is located within Bord na Móna's owned and managed Lough Boora Discovery Park.

Website: <https://www.loughboora.com/sculpture/>

**Mayo County Council** was a member of Dealbhoireacht 5000 Teoranta, a company specifically set up to organise and manage a symposium project which delivered the Tír Sáile Sculpture Trail. The trail originated in 1993, the year of Mayo 5000, which was a year-long cultural celebration and comprised of 14 site specific sculptures along the North Mayo Coast. The trail was built upon the idea of the Meitheal – the traditional way of working where groups of people come together and work as a community towards a common goal. The redevelopment phase in 2017 comprised of the commissioning of the Tír Sáile residency programme and symposium, restoration and repair of some existing work, the development of a new website and publication. Website: <http://www.northmayoarttrail.com/en/home-english>

**Visual Artists Ireland**, as the national partner, will offer a critical, theoretical response in terms of national/international contemporary arts practice, plus assistance in the evaluation and dissemination of the findings and the development of an appropriate response / event to the findings of the research.

# Application

## Assessment and criteria

Project Manager responses will be evaluated against the following criteria in relation to the applicant.

### **EVALUATION CRITERIA WEIGHTING:**

	<b>Category/ Criteria</b>	<b>Marking</b>
1	Evidence of relevant current project management experience	300
2	Evidence of specific experience in or understanding of Art in Landscape and/or Art in the Public Realm context	250
3	Communication skills with the ability to communicate across diverse sectors online and in person	250
4	Value for money	100
5	Evidence of capacity to deliver within the timeframe and in budget	100

A minimum qualifying threshold of 50% of the mark for categories will be applied.

All submissions will be assessed by the Local Authority partners or their chosen representative(s).

**Offaly County Council reserve the right not to proceed with any proposal under this invitation and consider other appropriate courses of action.**

## Submitting your Proposal

Please apply in writing via email and include copies of each of the following: [Please ensure you receive an email from arts office acknowledging receipt of application]

Please note do not send emails above 5MG – if possible send weblinks links for supporting material.

1. An outline of the planned project management approach to this work.
2. Outline suitability for the role: C.V, relevant experience, letters of support, examples of similar project and any other information deemed relevant.
3. Timeline envisaged to carry out the work - give a detailed outline of the timescale for the project including numbers of days work for; research, community / stakeholder contact, plus a preliminary schedule and expected delivery dates - *the tender contract will be based upon delivery of commissioning within a maximum period of twelve months from signing the contract.*

4. Evidence of documenting the process and research
5. A budget which indicates how you will use the funding with headings such as
  - Fees
  - Any resources needed (e.g. rental of venues, supply of materials etc.)
  - Any transport/ travel/ accommodation costs
  - Additional Costs
6. Please supply supplementary information to support the application via email, these can include; a short description of relevant previous projects, copies of photographs/audio or visual documentation, press reviews, publications, etc.
7. Name two relevant referees.

## **REQUIREMENTS**

- The appointed project manager will provide up-to-date tax clearance certification. and will continue to hold this for the duration of the contract.
- The appointed project manager will be required to hold professional insurance with a reputable insurance company that includes Employers €13 million (if applicable) & Public liability insurance €6.5 million.
- In the first instance a selection panel will assess proposals, this will be based on information supplied.
- Proposals received after the date outline below will not be accepted under any circumstances.
- In line with [Children First: National Guidance for the Protection and Welfare of Children \(2017\)](#), Offaly County Council is required to ensure that contracts issued to anyone whose work brings them in contact with children are meeting their obligations under the [Children First Act 2015](#).
- Any appointment will be made in adherence to Offaly County Council Child Protection Policy, Offaly County Council Arts Service Child Safety Statement and Offaly County Council's Health & Safety Statement.

## **N.B Freedom of Information**

Offaly County Council is a Freedom of Information (FOI) body. When submitting information, applicants should indicate what parts of their submission are commercially sensitive and what parts they consider should be kept confidential should the Council receive a FOI request relating to the submission.

Offaly County Council undertakes to use its best endeavours to hold confidential any information provided by you in this submission subject to the Council's obligations under law including the Freedom of Information Acts 1997 and 2003. Should you wish that any of the information supplied by you in this submission should not be disclosed because of sensitivity, you should, when providing the information, identify same and specify reasons for its sensitivity. Offaly County Council will consult with you about this sensitive information before making any decisions on any Freedom of Information request received. In the event that Offaly County Council decided to release particular information provided by you, you will have the option of appealing the Council's decision to the Information Commissioner. Please note that in the event that no information is identified by you as sensitive, with supporting reasons, then it is likely to be released in response to a request under the Freedom of Information Acts.

**Please email your application to [arts@offalycoco.ie](mailto:arts@offalycoco.ie)**

**Subject: Request for Quotation – Art in Landscape Project Manager**

**To arrive no later than 4pm on 6th April 2023**

**For further enquires please contact Offaly County Council Arts Office on 057 9357400 or [arts@offalycoco.ie](mailto:arts@offalycoco.ie).**



Comhairle Contae Mhaigh Eo  
Mayo County Council

