

**Dún Laoghaire-Rathdown County Council  
in partnership with Health Promotion,  
HSE Dublin Mid-Leinster**

**Arts and Health Documentation**

**August 2011**

**Brief for interview facilitator**

Dún Laoghaire-Rathdown County Council in partnership with Health Promotion, HSE Dublin Mid-Leinster (HSE DML) invites applications for the facilitation of nine interviews with stakeholders from the Arts and Health Programme.

The selected facilitator will be asked to:

- Develop an understanding of the projects that have taken place between 2008 and 2011 through the Arts and Health Programme. This will be through documentation received from the partnership and meetings with dlr Arts Office and the Health Promotion, HSE DML.
- Identify in conjunction with the partnership potential stakeholders (to include residents, healthcare professionals and artists) and host interviews in 3 care settings in dlr County in August 2011. There will be a maximum of 9 interviews (3 in each healthcare setting); questions will be agreed with the partnership in advance.
- Submit these interviews in word format for inclusion in a document that the partnership will publish. The purpose of this document is to describe through the stakeholders' voices the various projects that occurred from 2008 – 2011 and the benefits of arts and health programmes in general.

## **Purpose of the proposed document**

The Arts and Health partnership wishes to document and promote the activities and projects that have occurred to date in conjunction with three HSE Residential Healthcare Settings in dlr County. In particular we wish to highlight four projects that best describe these range of activities, these include:

- A dance programme based in three healthcare settings that culminated in a tea dance in the local community.
- A drama based intergenerational programme between a local primary school and a healthcare setting.
- A clay based programme that was based in a healthcare setting for adult deaf and deaf-blind
- A quilting programme based in three healthcare settings that was showcased in the Festival of World Cultures 2009.

## **Budget**

The maximum amount available to the facilitator will be **€1,700** (this amount is to be fully inclusive of fee, expenses, insurance and VAT. Please note that the appointed facilitator will be required to have Public Liability Insurance). (Non-Vat registered service providers may be liable for Professional Services Withholding Tax). The successful applicant is liable for all tax within Ireland and internationally.

The interviews will be required to be fully completed and transcribed by Monday 3<sup>rd</sup> October 2011.

## Summary Timeline

- Application deadline: Thursday Aug 25<sup>th</sup> by 12 noon
- Successful facilitator informed by: Friday September 2nd by 5pm
- Interviews to take place: September 2011
- Transcriptions deadline: Monday October 3rd

## Selection criteria

Applications will be evaluated using the following criteria:

- Quality and relevance of previous work experience
  - Previous interviewing experience is essential
- Budget

## Application

Please submit **three hard copies (emailed applications will not be accepted)** to include the following:

1. Cover letter specifying reasons for applying and highlighting previous relevant experience.
  2. CV of person/s applying for the tender including two referees.
  3. A detailed budget breakdown.
- You are welcome to include supplementary information of relevant previous work in addition to the above requirements; one copy is sufficient for the panel. Please note that they will not be returned to applicant.

### **Tax Clearance**

The successful applicant may be required to provide Dún Laoghaire-Rathdown County Council with a valid tax clearance certificate before any payments will be made. This is applicable if successful candidate has received in excess of €10,000 within one tax year from Dún Laoghaire-Rathdown County Council.

### **VAT**

The commission will be VAT inclusive. The successful applicant is liable for all tax within Ireland and internationally.

### **Insurance**

Dún Laoghaire-Rathdown County Council has strict guidelines around insurance requirements and those selected will be required to provide evidence of relevant insurance policies (including public liability) to a specified amount prior to signing of contracts.

### **Freedom of Information**

The provisions of the Freedom of Information Act 1997-2003 apply to Dún Laoghaire-Rathdown County Council. Applicants should state if any of the information supplied by them is confidential or sensitive and should not be disclosed in response to a request for information under the aforementioned Act. Applicants should state why they consider the information to be confidential or commercially sensitive

### **The deadline for receipt of applications to the Arts Office is**

**Thursday 25th August at 12 noon**

Three Hard Copy applications should be sent to:

Máire Davey, Assistant Arts Officer – Participation and Learning,

The Arts Office, County Hall, Marine Road, Dún Laoghaire, Co. Dublin, to arrive by the deadline stated above.

### ***Queries***

*Please refer any queries to Máire Davey at E: [mdavey@dlrcoco.ie](mailto:mdavey@dlrcoco.ie) or*

*T: 01-271 9528*

Please note that Dún Laoghaire-Rathdown County Council in partnership with Health Promotion HSE DML reserves the right not to appoint if none of the applications received are deemed to be suitable. In this instance Dún Laoghaire-Rathdown County Council in partnership with Health Promotion HSE DML reserves the right to pursue a different procurement process.