

TERMS OF REFERENCE

CONSERVATION PLANS AND COMMUNITY ENGAGEMENT FOR EARLY CHRISTIAN SITES IN COUNTY MONAGHAN

MAY 2016

CALL FOR TENDERS

CLOSING DATE

30 MAY 2016



CONSERVATION PLANS AND COMMUNITY ENGAGEMENT FOR EARLY CHRISTIAN SITES IN COUNTY MONAGHAN

Monaghan County Council Heritage Office wishes to commission three conservation management plans and a programme of community engagement for four Early Christian sites.

This is an action of the County Monaghan Heritage Plan 2012-2017.

The project is funded by Monaghan County Council and the Heritage Council.

INTRODUCTION

The four sites have a wide range of significance values that we wish to explore during the process of developing the conservation plans, including archaeological, historical, cultural, religious, social, natural and economic. The sites are geographically spread, and as a result will involve a number of parishes and their associated communities. In all cases local groups exist that are keen to manage and understand their sites more effectively.

The sites are:

1. **Clones**, *Cluain-Eois* (the meadow of Eois); Crossmoyle, An *Chroise Mhaol* (Bald or bare cross), Clones Civil Parish.

Clones Roundtower and graveyard, MO011-010003 (graveyard), MO011-01004 (house-shaped shrine), MO011-010005 (High Cross), MO011-010002 (Roundtower)

2. **Inniskeen glebe**, *Innis Caoin Deaga* (beautiful island of Daig), Inniskeen Civil Parish.

Inniskeen Roundtower and graveyard, MO029-031, and MO029-0310003(McMahon Vaults)

3. **Killahear**, Kill a Ceara (The church of Ceara), Corlat, *Chorr Leacht* (Hill of the grave/monument), Aughnacullen Civil Parish.

Killahear Graveyard MO027-002

4. **Errigal Truagh**, *Aireagail Maudain* (Sacred house of Maudain), Mullanacross, *Mullaigh na Croise* (Summit of the crosses), Errigal Truagh Civil Parish.

Errigal Truagh medieval church MO003-018

Historically, the sites are linked during the early Christian period, as well as thematically using contemporary heritage meanings. Clones and Inniskeen have round towers. Errigal Truagh and Killahear have church ruins. The sites have links to four Irish saints – St. Tighernach, St. Daig, St. Ceara and St. Maudain.

Errigal Truagh has a conservation management plan since 2007 and does not require a new management plan, but the community will be involved in this project to improve their understanding and appreciation of the significance of their site.

PROJECT OBJECTIVES

The project will embed the conservation plan methodology in the communities, and enable the participants to understand the significance of their sites. A practical programme will be delivered, working within community networks to enable communities to take responsibility for and participate in the development and conservation of their heritage assets. The theme of Christian heritage is common to all four sites, and similar issues arise with regard to best practice, management and understanding the wide range of significance values associated with each place. A joint approach to facilitate the communities to work together to explore their places with an archaeologist and expert in monasticism will benefit all the groups and their sites.

The project aligns with section 6 of the 1995 Heritage Act to promote interest, education, knowledge and pride in, and facilitate the appreciation and enjoyment of the national heritage.

OUTPUTS

1. Three conservation plans in an appropriate and agreed format for the Early Christian sites at Clones, Inniskeen and Killahear to be developed with the communities.
2. Hold a series of evening / weekend workshops with the local communities who manage the sites to develop an understanding of early Christian Ireland, monasticism and an appreciation of the wide range of heritage values associated with each place.

4. Hold a series of workshops to enable the local communities to manage, interpret and communicate the significance of their site to others.
5. Site interpretation - produce three archaeological reconstruction drawings.
6. Organise and participate in a Heritage Week event to showcase the sites.
7. Attendance and presentation at end of project event to share information with public.

METHODOLOGIES AND MATERIALS

The process of developing conservation plans will follow the principals of James Semple Kerr, Conservation Plan methodology, and will be undertaken in collaboration with the communities. Experts in monasticism/Early Christian Ireland will visit the groups to explore this period, to enable the community to discover how the archaeological remains illustrate this history.

The reconstruction drawings will be produced with an archaeological illustrator, who has extensive experience in this kind of work. These will help the groups picture their sites in the past, and to place the archaeological remains in context. They will also inform interpretation at the sites in the future. Errigal Truagh already has a reconstruction drawing, produced in 2015 as part of a heritage interpretation panel for the site.

REASONS FOR CHOOSING THESE METHODS

The process of active engagement and learning is more effective at embedding conservation ethos amongst groups than commissioning a conservation plan from external experts with little community involvement. Place-making is an essential part of this community approach. Discovering the tangible and intangible values of the sites together with an expert to guide and inform will ensure that all the values of the site are captured in the conservation plan. The groups are very enthusiastic and the project will help channel that enthusiasm into positive outcomes for the sites. It is intended that the groups will work together on common themes and separately with focus on the site in their community.

TENDER SUBMISSION

Proposals are sought for a small team comprising an archaeologist and a monastic expert or persons with other disciplines which can demonstrate a knowledge and understanding of Early Christian sites and possess the skills necessary to engage effectively with community groups and to produce conservation management plans.

The overall budget for the project is €12,000 including all VAT and expenses. Proposals that exceed this budget will not be scored for assessment.

All tenders must be submitted IN WRITING and marked **Early Christian Sites** and addressed to

Senior Executive Officer, Corporate Affairs, Monaghan County Council, The Glen, Monaghan by Monday 30th May 2016 at 5pm.

Timescale:

The project will commence in June 2016 and must be completed in full by 30 October 2016.

Project Management

A project steering group will comprise the Monaghan Heritage Forum members and members from the local community groups. Day to day contact will be with the County Monaghan Heritage Officer.

GUIDANCE FOR SUBMISSION OF TENDERS

Tenders must include a clear outline of the relevant professional skills that would be brought to bear, and the names and CVs of all individuals. The tenderer should also provide three recent examples of previous work outlining all key activities undertaken by individual team members, as well as the relevant contact details of the client.

A detailed method statement should be submitted. This is very important. The method statement should include a breakdown of the duties and time spent by each member of the team and the methods to be used for the work.

A detailed breakdown of estimated costs must be submitted. Please note that the maximum day rate per consultant is €300. Travel expenses should be listed separately.

Extent of professional indemnity and public liability cover must be submitted.

A current Tax Clearance Certificate will be required.

EVALUATION OF PROPOSALS

Each tender will be reviewed to determine if the mandatory Selection Criteria have been met.

Selection Criteria will result in a pass or fail result. Tenders that have passed the selection stage will then be evaluated on Award Criteria. Please ensure that all the information required for the Selection and Award evaluation is included in your tender.

Selection Criteria

Three examples of previous work should be submitted with the quotation.

Evidence of professional indemnity and public liability cover must be stated in your tender and proof of coverage will be submitted as required on appointment.

A Current Tax Clearance Certificate will be required with the quotation.

Name and CV's of all individuals as above.

Award Criteria and Scoring

A method statement of no more than five A4 pages in total should be submitted which meets project specifications, outputs, timescale and budget.

A detailed breakdown of costs must be submitted. Total Net cost of completed project must be submitted with all ancillary costs included as applicable. Total VAT should be stated separately. It is the tenderers' responsibility to state the correct VAT amount and rate (as applicable). The total price should also be stated inclusive of Net cost and VAT. The tenders received will be scored according to the criteria which are set out below.

Criterion Marks Basis for evaluation

Cost	25%	Price quoted (within budget)
Competency and specification of service	25%	Provided in your method statement
Deliverables/outputs	25%	Provided in your method statement
Project team skills	25%	CVs

The award of a score for cost will be computed on an objective mathematical basis, with the lowest price receiving 100% of the available score and all other tenders receiving scores proportionately.

Competency and specification of services, and deliverables/outputs will be assessed from the method statement.

To ensure consistency and equity the evaluation panel will assign scores for quality of response to the qualitative desirable requirements based on the indicative scoring definitions below:

Scoring System Indicator

- 5 Indicates an excellent response with no weaknesses.
- 4 Indicates a good response with few weaknesses.
- 3 Indicates a compliant response but lacks specific information
- 2 Indicates that the response is limited in detail
- 1 Indicates there is insufficient detail in response
- 0 Very limited information provided

This contract will be awarded on the basis of a fixed price contract, and as such, all costs must be submitted as a fixed cost in Euro. No amount over and above the negotiated total contract price amount will be paid to the appointed contractor.

OTHER MATTERS

The payment schedule for the contract will be three staged payments on agreement and completion of each of three key stages to be agreed at the outset.

All invoices and supporting documentation must be submitted by post to Shirley Clerkin, Heritage Officer, Monaghan County Council, The Glen, Monaghan.

The client reserves the right not to accept any of the submissions.

An interim report must be supplied to Monaghan County Council roughly mid-way through the project.

The management team will require a copy of the final draft of the written reports for comment and approval prior to completion.

Monaghan County Council operates under the Freedom of Information Act 1997, and all information held by the County Council may be subject to requests under this Act.

Monaghan County Council does not bind itself to accept the lowest or any tender, and no person making a submission will be remunerated for any trouble or expense incurred in preparing a submission.

CONTRACT EVALUATION AND MONITORING

The performance of the appointed service provider will be subject to continuous monitoring, management and review.