

**The Peace Process: Layers of Meaning**  
**Queen Mary, University of London in association with Dundalk**  
**Institute of Technology and Trinity College Dublin**

**Tender Invitation**  
**for Oral History Training Programme**  
**Delivery**



The Peace Process: Layers of Meaning project is a joint initiative. Queen Mary, University of London (QMUL) is Lead Partner, in association with Trinity College Dublin and Dundalk Institute of Technology (DkIT). The project is funded by the European Regional Development Fund Special European Programmes Body (SEUPB) PEACE III Programme.

Our main office is located at the DkIT campus, Dundalk.

We seek to appoint a suitably qualified Oral History Training Consultant to deliver a series of workshops and seminars to be held at Queen Mary, University of London, Altnaveigh House, Newry, and Dundalk Institute of Technology.

This document sets out the background to the Oral History Training Programme.

It specifies our requirements and sets out the deadline for proposals.

**For further information on any aspect of this tender invitation please contact Margaret Andrews (Project Manager) on [margaret.andrews@dkit.ie](mailto:margaret.andrews@dkit.ie)**

## **2. Programme objectives**

We plan to deliver an Oral History Training Programme which will commence in April 2012.

The purpose of this training programme is to disseminate oral history and social enquiry skills through agencies, voluntary bodies and individuals in the border area, together with staff and students from Dundalk Institute of Technology, Queen Mary, University of London, and Trinity College Dublin.

The training programme will take the form of a series of workshops and seminars at Queen Mary, University of London, Altnaveigh House, Newry, and Dundalk Institute of Technology.

Participants will include:

- Members of community and voluntary groups in the border region (including trades unions, sporting, cultural, religious, historical and fraternal organisations, and groups involved in peace and reconciliation work)
- Unattached individuals living and working in the border area
- Staff and students from QMUL, DkIT and TCD

Our selection will be guided by the need to ensure that the programme is conducted on an interdenominational and cross-border basis.

The outcomes envisaged include:

- The establishment of a critical mass of people in the border region capable of initiating, costing and completing oral history projects to the highest ethical, legal, technological and professional standards
- Developing and reinforcing collaborative cross-community links in the design and implementation of the oral history training programme and in follow-on local projects
- Forging new links between distinguished universities (in Britain and Ireland) and institutions and local networks (in the border area).

This is an opportunity to bring together in productive and collaborative work a diverse range of individuals and communities (members of the two main religious communities, young and old, people from both sides of the border etc.). The transfer of skills is critical, as are the stimulation of interest and the building of confidence. Our aim is to create tangible and rewarding outputs, implicitly increasing toleration and helping to build communal harmony.

The Oral History Training Programme and corresponding training manual will enable tutors and students to share the skills we have acquired and to deploy them responsibly and fruitfully in the conduct of future oral history and social enquiry projects. The training (including resource calculations, research ethics, interview integrity procedures and processing, safekeeping of materials, as well as all relevant technical matters) will be to the highest standards and will also be practical and relevant.

### **3. Training Delivery requirements**

#### **Core Skills, Abilities & Experience Required:**

- Recognised/ accredited Training organisation / individual in the Oral History field
- Degree at Higher level and / or substantial professional experience
- Full knowledge of ethical, legal and technical dimensions of interviewing
- Extensive experience of conducting interviews for the purpose of historical and social investigation
- Knowledge of and sensitivity to recent political and social developments in Northern Ireland and the Republic of Ireland
- Ability to deliver training materials to suit the needs of a diverse range of students, including adult learners.
- Complete adherence to Oral History Training programme deadlines
- Eligibility to work in Ireland & UK
- Relevant and substantive experience of conducting social enquiry interviews
- Knowledge of online learning

**The Terms of Reference for the successful provider are as outlined below:**

- to deliver the proposed training programme modules as detailed in the draft Training Manual and within the agreed timeframe;
- to meet the needs of the project to deliver practical outcomes;
- to ensure that all training activities are interactive, educational, enjoyable and engaging in approach;
- to assist with the refinement and adaptation of the programme Training Manual;
- to provide supplementary material and evaluation in light of experience and delivery;
- to make suggestions for the adaptation and development of key elements of this programme for online learning

***Since our Training Manual is still at draft stage the Project Directors do not wish to be overly prescriptive at this point. The following list of modules and topics is thus suggestive rather than definitive.***

The proposed Oral History Training Modules are as follows:

**Week 1 - London – Introduction to Oral History**

**Course date: 10<sup>th</sup> – 13<sup>th</sup> April**

Presentations on related oral history projects will be given at Toynbee Hall and the Imperial War Museum. Delivery requirement in London is for two sessions each of 3 hours duration at Queen Mary, University of London, on the following topics:

- Interviewing as a tool in understanding community conflict
- Working in socially sensitive settings

To underline the cross-border and cross-community aspect of the training programme, the second and third weeks will rotate between Newry and Dundalk and may possibly extend to another venue in the border region.

**Week 2 – Altnaveigh House, Newry**

**Course date: Week commencing 30<sup>th</sup> April**

**Unit 1 - Ethical and Legal Issues**

**Duration; 12 Hours over two days**

**Delivery requirements:**

Day 1 Sessions on the following topics:

- Why do an oral history project?
- Informed consent
- Doing it properly (Codes of Practice)
- Barriers to a good interview
- Socialisation

Day 2 Sessions on the following topics:

- Ethnic and cultural considerations
- Dealing with sensitive topics
- Copyright
- Data Protection
- Review and Reflection
- Review of the unit

**Unit 2 – Interview Skills**

**Duration: 12 hours over two days**

Day 3 Sessions on the following topics:

- The interview process
- Protecting the Interviewee
- Questions an Interviewee might ask
- Memory and oral history
- Communications' skills
- Questioning techniques

Day 4 Sessions on the following topics:

- Preparing for the interview
- Choosing your equipment – audio
- Microphones
- Choosing your equipment - video
- After the interview
- Review of this unit

**Week 3 - Dundalk Institute of Technology**  
**Course date: Week commencing 10<sup>th</sup> September 2012 (provisional)**

**Unit 3 – Analysis and Dissemination**  
**Duration: 12 hours over two days**

Day 5 Sessions on the following topics:

- Transcribing your interviews
- Editing the transcript
- Preparing for publication
- Explaining the context

Day 6 Sessions on the following topics:

- Sound editing software
- Storing Interview material
- Preservation
- Archiving oral history
- Review of the unit

Over the three weeks of the course there will be a minimum of 42 training delivery contact hours.

#### **4. Timescale**

We hope to appoint a Training Consultant by end February 2012 and to work with them throughout the duration of the Oral history Training Programme subject to satisfactory performance.

#### **5. Fee quotation and return date**

- We invite tenders in the region of **£5,000** (to include all fees and expenses)
- Please provide an itemised breakdown of costs for activity relating to the training programme as detailed above.
- Please identify the hourly rate for the services you are offering. Rates must be provided in sterling and should be exclusive of VAT.

## **6. Evaluation Criteria for selection of Consultant**

### **Criteria for Assessment**

Tenders will be scored on the following criteria:

- Clear understanding of the brief – 20%
- Proposed methodology – 30%
- Capacity of tenderer to deliver the contract within the programme timeframe - 20%
- Value for Money – 30%

The Project Directors may wish to interview applicants before reaching a final decision.

**Please send proposals by 4pm Monday 30<sup>th</sup> January to:**

Margaret Andrews

Project Manager

The Peace Process: Layers of Meaning

Room S229

Department of Humanities

Dundalk Institute of Technology

E: [margaret.andrews@dkit.ie](mailto:margaret.andrews@dkit.ie)