



ÚDARÁS UCHTÁLA na hÉIREANN
THE ADOPTION AUTHORITY of IRELAND

**Request for Tenders for the Development
of an Audit of Irish Research and an
Overview of Policy and Legislative Change
in Relation to Adoption for the Adoption
Authority of Ireland**

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Request for tenders for the development of an audit of Irish research and an overview of policy and legislative change in relation to adoption for the Adoption Authority of Ireland

15th February 2017

Please submit proposals by noon on 13th March 2017

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1. Background

The Adoption Authority of Ireland was established as an independent regulatory body on 1st November 2010 following the enactment of the Adoption Act 2010. To meet its aim of promoting evidence-based practice and policy, and maintaining a learning organisation, the Adoption Authority of Ireland has established a research sub-committee to assist in formulating and enabling research, and commissioning research projects.

2. Request for Submission of Proposal

The Adoption Authority of Ireland now invites proposals for the conduct of a review which will have two outputs:

- (1) an audit of research on the topic of adoption in Ireland and
- (2) an overview of the evolution of legislation, policy and practice on adoption in Ireland since 1952.

It is intended that this report will assist in informing the future research strategy of the Adoption Authority of Ireland.

For the purposes of this project, 'research' will be defined as the process of systematic enquiry aimed at answering questions and /or exploring phenomena using scientific methods (employing quantitative, qualitative and/or mixed methods approaches); these methods may draw on the whole spectrum of systematic and critical enquiry to allow interpretation of data in answering specific questions and/or posing new questions for future research.

The objectives of Part 1 of the project are:

- Identify completed and ongoing research across a range of disciplines in relation to adoption
- Audit the literature with a view to producing a written report and an excel sheet to assist with the development of a typology/ database (e.g. type of study, author, year, title, type of publication, sources of information, topics covered, sources of funding, link to website etc.)
- Identify gaps in the Irish research literature on adoption.

The audit should be based on the following materials, which should be research-based and analytical in nature, have adoption as a primary focus, have been conducted using qualitative, quantitative or mixed methodological approaches:

- articles in professional journals (peer reviewed and non-peer reviewed)
- peer reviewed conference and symposia papers

- commissioned research undertaken by consultants and researchers
- systematic research undertaken by Government departments, agencies or independent public bodies
- relevant postgraduate research.

The objective of Part 2 of the project is:

- To produce an overview, between 5,000 and 7,000 words, of the development of adoption legislation, policy and practice since 1952, and up to the start of 2017. The overview will be written in a narrative style, and provide a brief of analysis of the origins, impact and implications of the different changes.

The final report should include a full list of bibliography, references and any information sources used to prepare the report.

The project should be completed within three months of a contract being signed.

3. Format of Proposal

The proposal will be assessed on an all-inclusive price covering all costs, including, where applicable, VAT, taxes, charges and expenses. The proposal should include:

1. an outline of the proposed report and the proposed methodology
2. an outline of the review which will demonstrate an understanding of the requirements of the project and the proposed methodology including details of how the materials will be sourced
3. a list of all personnel to be involved including their role, qualifications, experience and expected contribution, and the hours expected per person involved
4. a timeline, with milestones, to deliver an outline, a draft and a final text acceptable to the Adoption Authority of Ireland
5. examples of previous work with at least three referees
6. the identification, and contact details, of a lead person and/or organisation who will be responsible for the contract
7. a statement and any additional information in support of your proposal.

4. Intellectual Property

The intellectual property rights of the research are vested in the Adoption Authority of Ireland which can, at its discretion, grant a licence to the researcher to publish papers or articles on the output of the research commissioned.

5. Assessment of Proposals and Decision

The contract will be awarded on the basis of the most valid, responsive and economically advantageous tender. The tender will be scored on the basis of:

- Cost (40 marks).
- Proposed approach, methodology, time table, relevant skills and relevant experience of the personnel carrying out the work (60 marks).
 - In the proposed approach, the proposer(s) shall be able to demonstrate:
 - An understanding of adoption services in Ireland (15 marks)
 - A clear methodology for sourcing and using different types of research materials (20 marks)
 - Knowledge of adoption policy and practices in Ireland (15 marks)
 - Experience of research and a track record of preparing reports and delivering within a similar timeframe as set out in this document (10 marks).

An outline scheme of the report is to be submitted with the proposal.

The successful proposer is to supply two acceptable drafts for review prior to submission of the final text.

A lump sum payment of the fee after completion is preferred. If this is unacceptable, alternative arrangements may be considered.

Proposals may be made by individuals, an academic institution, an organisation or company, a group, or as a part of a joint venture. A single point of contact is required for all aspects of the contract, including payment. Queries may be submitted to ronan_keegan@aai.gov.ie and will be accepted up to close of business on 3rd March 2017. All replies will be shared.

A minimum of three referees is required. Prices are to be expressed in Euro only and exclusive of VAT, citing the relevant VAT rate. All prices quoted are to be valid for 3 months. All necessary equipment and facilities to complete the work will be provided by the proposer. Payment will only be considered where suitable evidence of tax compliance has been provided. The successful proposer will agree a work programme for the project with the Authority.

Please note: The Adoption Authority of Ireland reserves the right to end this process at any time.
The proposer is responsible for and indemnifies the Adoption Authority of Ireland against any costs incurred in the preparation of response to the request for a proposal.

6. Return of Proposals

Proposals should be submitted by email only to ronan_keegan@aai.gov.ie

Please mark 'RFT Audit' in the subject of the email.

Proposals must be received in the Adoption Authority of Ireland no later than 12:00 on Monday, 13th March 2017.