Tender Specification for Data Organisation Services

1. SERVICES REQUIRED

Music Generation DAC wishes to engage a suitably qualified and experienced individual(s) / company to provide the following Data Organisation Services for the period January 2027 to December 2029 inclusive[1]:

- Reviewing annual statistical return reports for Local Music Education Partnership Areas (30), collating and analysing data in these reports.
  - These reports are submitted annually to the Music Generation National Development Office (MGNDO) by Local Music Education Partnerships (LMEPs) as a condition of funding agreements.
  - Statistical data are sought from all LMEPs, using standardised reporting templates (word and excel). The type of information that is sought includes data on participation, age, gender, special educational needs, tuition hours, programmes, musical genres, setting/centre/venue, workforce, continuous professional development, and other relevant details.
- Following up with each LMEP Area on queries, anomalies, and any data verification required.
- Preparing LMEP data for analysis and presenting in report form by end Q1, annually for the duration of the contract.
- Presenting an annual Statistical Report of LMEP Area Returns by mid Q2, annually for the duration of the contract.
- Annual statistical return reports are submitted to MGNDO in late January of each year. As a timeline guide, the collating, analysis, and reporting completion phase will run from February - May each year.
- Being the point of contact to MGNDO for any follow-up queries on statistical data, reporting on a needs basis.
- Working collaboratively with MGNDO on data organisation development, to inform impact reporting, research, and learning, and to support alignment of existing data collection systems fit-for-purpose for new programme opportunities projected during the contract period.
- Working collaboratively with MGNDO and MDO network on building capacity for data collection and analysis.
- Supporting MGNDO governance reporting to key stakeholders, where required, in line with required reporting formats.

Outputs

- Monthly progress updates with MGNDO throughout the project.
- Draft report in March/April each year (allowing scope for revisions).
- Report to include, but not limited to, analysis of data on participation in relation to age, gender, special educational needs, tuition hours, programmes, musical genres, setting/centre/venue, workforce, continuous professional development and other features and observations as agreed. Report may also include strategic recommendations, impact statements, and other analysis that contributes to policy and strategic development. Report content to be discussed and agreed at commencement of contract for services.

[1] *With an option for extension if required, maximum 1 year.*

2. SUBMISSION REQUIREMENTS

- Submissions should include all of the following:
  - An outline plan setting out methodology and how you/your organisation propose to approach the services required in Section 1 (no more than 2 x A4 pages).
  - A detailed CV/portfolio, highlighting relevant expertise and experience in Data Organisation Services (particularly in the not-for profit / charity / education / arts / culture sector); include the names of two prior clients.
  - Provide two examples of similar projects / services - Word or PDF format.
  - An indication of daily fee rate exclusive of VAT and indicate if VAT will apply.
  - An indication of availability.

3. ASSESSMENT CRITERIA

- Submissions will be assessed on the following criteria:

Criteria	Marking (400 marks)
Demonstrated track record in Data Organisation Services / comparable research experience. (Evidence of experience of not-for profit / charity / education / arts / culture sector desirable).	150
Quality of response to the brief: This will be assessed on the basis of demonstrated understanding of the brief and the proposed methodology to deliver the services required. Two examples of similar projects / services / reports to be provided. (Marks will be subtracted if samples are not provided).	150
Value for money: (to be quoted in Euro only). Please quote daily fee rate exclusive of VAT and indicate if VAT will apply.	100

4. ADDITIONAL INFORMATION

- It is anticipated that the services required may take up to 60 days annually.

5. QUERIES AND CLARIFICATIONS PROCESS

- The latest date for receipt of queries is November 17th, 2026, 5.00pm**.**

6. CLOSING DATE

- The closing date for receipt of submissions is November 24th, 2026, 5.00pm**.**

7. TERMS & CONDITIONS

- Late and/or incomplete submissions will not be accepted.
- The selection decision of the Board of Music Generation DAC is final.
- Contracting will be on the basis of a Contract for Services issued by Music Generation DAC.
- Upon selection, the contractor will be required to provide a Tax Clearance Certificate, relevant professional indemnity insurance cover.
- Music Generation DAC reserves the right not to award this contract for services and in this instance reserves the right to pursue other selection processes at its discretion.
- A shortlisting process may apply, and contractors may be invited to attend a meeting (in person in Dublin or online) to further discuss their submission.

- Music Generation DAC will not be responsible for any costs, charges or expenses incurred in preparing a submission.
- Selected Contractors may not sub-contract the role to third parties.

APPENDIX: ABOUT MUSIC GENERATION Music Generation is Ireland's National Music Education Programme whose mission is to empower children and young people to realise their full potential through access to, and participation in, high-quality performance music education. Initiated by Music Network, Music Generation is co-funded by U2, The Ireland Funds, the Department of Education and Youth and Local Music Education Partnerships. Further information about who we are and what we do are available here**.**