



Tender Terms of Reference

Irish Language Translator

Aistritheoir go Gaeilge

March 2021

1 The Opportunity

1.1 Irish Language Translator (Freelance)

1.2 Purpose: The Community Foundation is seeking a suitable (self employed) individual or organisation to provide Irish language translation primarily for the Ultach Fund, and to support the fund panel.

The contract will initially be delivered for a period of 12 months, however, we anticipate this being a longer term and annual relationship to support us with the management and administration of the Ultach Fund. We expect the person delivering, either through self employment or through subcontracting through an organisation, to work with the Foundation around 12-15 days per annum.

1.3 Background

In a society where everyone can prosper and live in peace, the Foundation encourages and supports those who want to give and empower the local community to effect change.

This is an exciting and important role in the Foundation. The Irish language Translator will support the Foundation to manage applications and assessments to the Ultach Fund.

The Community Foundation launched a new strategy 2019-2024, as set out above. We currently manage around 70 funds, on behalf of a wide variety of sources, including the ARN Foundation, the McCall Foundation, Comic Relief, Wesleyan, the Ultach Fund, and a number of wind farm community benefit funds.

These funds currently generate around 1000+ applications a year, with around 60% approval rate, and all of which require varying levels of assessment.

We are therefore seeking further external support to help us to develop one of our new funds, the Ultach Fund. We wish to appoint someone to support us to develop the application form, translating our fund criteria and application form to Irish. In addition we are seeking an individual who will be able to facilitate the assessment review panel, with support from Community Foundation staff, and present our recommendations in Irish.

Ideally we would like to appoint someone who has previous grant making experience, however, this is not essential.

1.4 The Ultach Fund

The Ultach Fund has been established with capital from The Iontaobhas Ultach Trust, which has now ceased to operate.

Established in 1989 the Trust promoted the Irish language as part of Northern Ireland's shared cultural heritage. The Trust in its lifetime invested over £2 million in a wide range of Irish language projects, classes, social events, publications, competitions, research, resources, and education projects. The Trust sought to maximise impact and added value wherever possible. The support of voluntary activity was a priority and the Trust's grants programme gave recognition and encouragement to groups and individuals who were working on the ground. They included a geographically diverse range of community groups running classes, Irish language social events and talks.

Support for cross-community projects also included the funding of a range of groundbreaking Irish language classes in: the Ulster People's College, Glencairn Community Association, Shankill Women's Centre, Greenway Women's Centre, Downtown Women's Centre , the YMCA and the Linen Hall Library. Community outreach continued through the delivery of presentations on a wide range of topics to community groups, schools, libraries and academic audiences. Topics included: surnames, placenames, folklore, history of the Irish language, the Gaeltacht, the Protestant Gaelic Tradition, the influence of Irish on the English we speak, broadcasting, the arts, literature, language planning, Irish-medium education, Gaelic Scotland.

The Ultach Fund will continue to support the work of communities across Northern Ireland who wish to use and promote the Irish language, through the work of registered charities, voluntary and community groups.

2 Tender Specification

2.1 Overview

The Community Foundation is seeking an organisation or self employed individual to act as an Irish language Translator, and who will support the Foundation to manage the applications and assessments to the Ultach Fund.

Tenders are invited for this piece of work, which will initially cover a 12 month period, commencing 12th April 2021.

The **objectives** of the contract are as follows:

1. To support development of the Ultach Fund grant criteria and application form and to translate into Irish for publication on the Foundation's website.
2. To support and advise groups to apply to the fund and the translation of any applications received to the fund from Irish to English, to enable Foundation staff, who do not speak the Irish language fluently, to assess in line with the fund criteria.
3. To prepare assessment summaries and recommendations of applications submitted to the Ultach Fund, and to present these recommendations to the panel and facilitate discussions with the panel using the Irish language.

The key **outputs** to be delivered will be as follows:

- Development of a bi lingual application form and grant criteria;
- Review and translation of applications submitted in Irish, to enable Foundation staff to assess;
- Review, translation, and write up of assessment summaries and recommendations to present to the Ultach Fund panel, in Irish;
- Attendance at the Ultach Fund panel meeting, with presentation of applications and recommendations, in Irish;
- To support the Foundation staff to highlight the learning and impact of the fund, and provide an annual written report in Irish for the Ultach Fund representatives.

2.4 Delivery Timetable (against contract outputs)

The Irish language translator will be required to start work as soon as possible, preferably from 12th April 2021. The appointment will then be for a period of 12 months, initially, and subject to satisfactory presentation of work. Further contracts will be determined following this 12 month period and in agreement with the Foundation Grants Director. The anticipated timeline for appointment is as follows:

- Initial meeting/call with CFNI to discuss approach during week commencing 12th April 2021
- Development of bi-lingual fund criteria and application form week commencing 19th April 2021

- First round of funding opened and set of assessment details provided week commencing 17th May
- Summary translation of applications from Irish to English week commencing 14th June
- Summary translation of recommendations from English to Irish, and provision of panel summaries in Irish language week commencing 21st June
- Attendance at and facilitation of fund panel meeting first week of July
- Review of funding round and provision of written report in Irish on impact and learning by March 2022
- Review meeting/call with CFNI will be organised on an ongoing basis to support the translator in their work, or to provide clarity on the fund process

2.5 Copyright

The individual or organisation will be acknowledged. However, the copyright, and any other intellectual property on materials provided by the Community Foundation, or produced on their behalf, shall vest with the Community Foundation. All materials received and created in the course of this project, should be returned to the Community Foundation at the conclusion of the project, in an agreed format.

1 An Deis

1.1 Aistritheoir go Gaeilge (Neamhspleách)

1.2 Sprioc: Tá Fondúireacht an Chomhphobail ar lorg duine fóirsteanach don phost (féin-fhostaithe) nó eagraíocht le seirbhís aistriúcháin go Gaeilge a sholáthar don Chiste Ultach, go príomha agus le tacú le painéal an Chiste.

Mairfidh an Conradh dhá mhí dhéag i dtús ama, áfach, tá muid ag súil le go mairfidh an caidreamh idir an t-aistritheoir agus an Ciste leis amach anseo ó bhliain go bliain le tacú linn le bainistíocht agus riarachán an Chiste Ultaigh. Tá muid ag súil le go gcaithfidh an duine a earcófar idir 12 agus 15 lá in aghaidh na bliana i mbun oibre ar son an Chiste, bíodh an duine sin féin-fhostaithe nó mar fhochonraitheoir d'eagraíocht.

1.3 Cúlra

I sochaí ina dtig le gach aon duine a shaol a chaitheamh faoi rath agus faoi shíocháin, tugann an Fhondúireacht misneach agus tacaíocht daofa sin atá ag iarraidh tabhairt don chomhphobal áitiúil agus á chumhachtú le dul chun cinn a chur i gcrích.

Is corraitheach, tábhachtach an ról é seo san Fhondúireacht. Bhéarfaidh an t-aistritheoir go Gaeilge tacaíocht don Fhondúireacht le hiarratais ar an Ciste Ultach agus measúnuithe a bhainistiú.

Faoi mar atá leagtha amach anseo thuas, sheol Fondúireacht an Chomhphobail stráitéis úr don tréimhse ama 2019-2024. San am i láthair tá ag tarraingt ar seachtó ciste faoinár gcúram, thar ceann réimse leathan foinsí, Fondúireachtaí ARN, McCall, Comic Relief, Wesleyan, an Ciste Ultach agus roinnt cistí forbartha pobail d'fheirmeacha muilté gaoithe ina measc.

San am i láthair, gineann na cistí seo corradh le míle iarratas in aghaidh na bliana, a n-éiríonn le 60% nó mar sin acu agus a mbíonn leibhéil éagsúla measúnaithe i gceist leo uilig.

Ar an ábhar sin, tá muid ar lorg tacaíochta seachtraí le cuidiú linn ceann de na cistí úra againn a fhorbairt, mar atá, An Ciste Ultach. Is mian linn duine a cheapadh a chuideoidh linn an fhoirm iarratais a fhorbairt, agus a chuirfidh Gaeilge ar chritéir an chiste agus ar an fhoirm iarratais. Lena chois sin, tá muid ar lorg duine a mbeidh ar a chumas an painéal athbhreithnithe measúnaithe a éascú, le tacaíocht fhoireann Fhondúireacht an Chomhphobail, agus ár gcuid moltaí a chur i láthair as Gaeilge.

Dá mb'fhéidir ar chor ar bith é, ba mhian linn duine a cheapadh a mbeadh taithí aige ar bhronnadh deontas, áfach, níl sé seo ina riachtanas.

1.4 An Ciste Ultach

Bunaíodh An Ciste Ultach le hairgead ó lontaobhas Ultach (nach ann dó a thuilleadh).

Chuir lontaobhas, a bunaíodh sa bhliain 1989, an Ghaeilge chun cinn mar chuid chomhrannata d'oidhreacht Thuaisceart Éireann. Le linn dó bheith sa tsiúl, d'infheistigh lontaobhas thar £2 mhilliún i réimse leathan tionscnamh Gaeilge, ranganna, ócáidí sóisialta, foilsiúchán, comórtas, taighde, acmhainní agus tionscnamh oideachais. Bhí sé de chuspóir ag lontaobhas dul i bhfeidhm ar an chomhphobal agus cur lena luach seo a oiread agus ab fhéidir. Bhí sé mar thosaíocht ag lontaobhas tacú le gníomhaíocht dheontach agus thug clár dheontas lontaobhais aitheantas agus uchtach do ghrúpaí agus do dhaoine a bhí ag obair leis an phobal. Ina measc siúd, bhí réimse grúpaí pobail, scaipthe go forleathan, a bhí ag réachtáil ranganna, ócáidí sóisialta Gaeilge agus cainteanna.

Ar na tionscnaimh trasphobail ar thacaigh lontaobhas leo, thug lontaobhas maoiniú do réimse ranganna ceannróaíochta Gaeilge i macasamhail: Ulster People's College, Glencairn Community Association, Shankill Women's Centre, Greenway Women's Centre, Downtown Women's Centre, YMCA agus Leabharlann Halla an Lín. Lean an teagmháil leis an Chomhphobal trí sholáthar cur i láthair ar réimse leathan ábhar do

ghrúpaí pobail, scoileanna, leabharlanna agus lucht éisteachta acadúil. Ar na hábhair seo bhí: sloinnte, logainmneacha, béaloideas, stair na Gaeilge, an Ghaeltacht, an traidisiún Protastúnach Gaelach, tionchar na Gaeilge ar an Bhéarla a labhraíonn muid, Craolachán, na hEalaíona, an litríocht, pleanáil teanga, an ghaelscolaíocht agus Albain Ghaelach.

Leanfaidh an Ciste Ultach leis ag tacú le hobair na gcomhphobal ar fud Thuaisceart Éireann atá ag iarraidh an Ghaeilge a úsáid agus a chur chun cinn trí obair na gcarthanachtaí cláraithe, na ngrúpaí deontacha agus na ngrúpaí chomhphobail.

2 **Sonraíocht na Tairiscinte**

2.1 **Forléargas**

Tá Fondúireacht an Chomhphobail ar lorg eagraíochta nó duine féin-fhostaithe a oibreoidh mar Aistritheoir go Gaeilge agus a thacóidh leis an Fhondúireacht le hiarratais agus measúnuithe dírithe ar an Chiste Ultach a bhainistiú.

Iarrtar tairiscintí ar an phíosa seo oibre a mhairfidh tréimhse dhá mhí dhéag i dtús ama, ag toiseacht an 12 Aibreán, 2021.

Seo iad a leanas spriocanna an Chonartha:

1. Tacú le forbairt chritéir dheontais agus fhoirm iarratais an Chiste Ultaigh agus Gaeilge a chur orthu le iad a fhoilsiú ar shuíomh idirlín na Fondúireachta.
2. Tacú le grúpaí agus comhairle a chur orthu maidir le hiarratas a chur isteach ar an Chiste agus Béarla a chur ar iarratas ar bith faighte ag an chiste i nGaeilge le cur ar chumas bhaill fhoireann na Fondúireachta nach bhfuil Gaeilge líofa acu na hairratais a mheas de réir chritéir an chiste.
3. Achroimrí agus moltaí a ullmhú maidir le hiarratais curtha isteach ar an Chiste Ultach, na moltaí céanna a chur i láthair an phainéil agus plé as Gaeilge ar na moltaí a éascú.

Tá na **príomhaschuir** liostaithe thíos:

- Foirm dhátheangach iarratais agus chritéir dheontais a fhorbairt

- Athbhreithniú agus aistriúchán a dhéanamh ar iarratais I nGaeilge, le ligint do fhoireann na Fondúireachta iad a mheas.
- Athbhreithniú, aistriúchán agus scríobh achoimrí measúnaithe agus moltaí a chur i láthair phainéal an Chiste Ultaigh, i nGaeilge
- Freastal ar chruinniú phainéal an Chiste Ultaigh, le cur I láthair iarratas agus moltaí, i nGaeilge.
- Tacú le foireann na Fondúireachta le foghlaim agus dul I bhfeidhm an chiste a aibhsiú agus tuairisc bhliantúil scríofa I nGaeilge a chur ar fáil d'ionadaithe an Chiste Ultaigh

2.4 Clár Ama Soláthair (maidir le haschuir an chonartha)

Beidh ar an Aistritheoir go Gaeilge tús a chur leis an obair a luaithe agus is féidir, de rogha ón 12 Aibreán 2021. Ceapfar i dtús ama go ceann tréimhse dhá mhí dhéag é ach a chuid oibre a bheith déanta go sásúil. Socrófar conradh ar bith sínithe I ndiaidh na tréimhse dhá mhí dhéag le comhaontú Bhainisteoir Dheontas na Fondúireachta. Seo a leanas amlíne an cheapacháin a bhfuil muid ag tnúth léi: :

- Cruinniú/Scairt tosaithe leis an Fhondúireacht le cur chuige a phlé sa tseachtain ón 12 Aibreán 2021..
- Forbairt chritéir dhátheangacha chiste agus fhoirm iarratais sa tseachtain ón 19 Aibreán 2021.
- An chéad bhabhta maoinithe oscailte agus sonraí measúnaithe curtha ar fáil sa tseachtain ón 17 Bealtaine.
- Aistriúcháin déanta ar iarratais i nGaeilge (go Béarla) sa tseachtain ón 14 Meitheamh.
- Aistriúcháin déanta ar mholtaí (Béarla go Gaeilge) agus achoimrí I nGaeilge curtha ar fáil don phainéal sa tseachtain ón 21 Meitheamh.
- Freastal ar chruinniú phainéal an chiste agus éascú an chruinnithe sa chéad seachtain de mhí Iúil.
- Athbhreithniú ar an chéad bhabhta maoinithe agus soláthar tuairisce scríofa I nGaeilge ar fhoghlaim agus ar dhul I bhfeidhm roimh thús mhí Mhárta 2022.
- Socrófar cruinniú/Scairt athbhreithnithe ar bhonn reatha le tacú leis an aistritheoir ina chuid oibre agus le hoibriú an chiste a shoiléiriú.

2.5 Cóipcheart

Tabharfar aitheantas don duine nó don eagraíocht. Dílseofar an cóipcheart agus maoin intleachtúil ar bith eile ar ábhair a chuir Fondúireacht an Chomhphobail ar fáil don aistritheoir, áfach, nó a táirgeadh ar a son, do Fhondúireacht an Chomhphobail. Ba chóir gach ábhar faighte agus cruthaithe i rith an tionscnaimh a thabhairt ar ais do

Fhondúireacht an Chomhphobail ag deireadh an tionscnaimh i bhfoirm a shocrófar roimh ré.

3.0 Selection Criteria

Tenders will be selected for their ability to demonstrate a high quality and professional approach that offers value for money to the Community Foundation. You should highlight your suitability to fulfil the brief using examples of contracts/roles you have worked on over the last five years.

3.1 Pass or Fail Criteria

NB. Failure to meet the below criteria will result in a proposal not proceeding to scoring

- Demonstration of knowledge and experience in Irish language translation, using specific examples from within the past 5 years
- Demonstration of experience around relationship and facilitation of Irish language meetings and/or discussions – using specific examples from within the past 5 years
- Confirmation of capacity to deliver the work over the specified timeframe, and to work with the Foundation at least 12-15 days per annum.

3.2 Weighted Scoring Areas:

Criteria	Score
Level of experience in undertaking similar previous work – in line with criteria in section 3.1	70%
Understanding of the brief	20%
Value for money	10%

*** In the event of more than one strong tender, the Foundation may invite the individual/organisation who will be delivering for an interview, following shortlisting.**

The person/organisation appointed will report to the Community Foundation's Grants Director in the first instance.

4.0 Making a Response

You should respond to the invitation by supplying a maximum 6 page proposal, via one electronic copy, sent to oblack@communityfoundationni.org that should inter alia include the following components:

- A statement of experience detailing your work in this area
- Your understanding of the brief, including the operating context and ethos of the Community Foundation for Northern Ireland, as well as your own demonstrable commitment to social impact, to the Irish language, and to supporting communities at this time
- A detailed budget set against the delivery of key activities
- Any comments you wish to make on the proposed approach
- Your ability to fulfil all the tasks and deliver the outputs in the timeframe outlined
- Who will be involved in delivery of the work with respective CVs
- The names and addresses of two clients for whom you have completed similar assignments (detailing the nature of the work undertaken for them).

Please note the maximum daily rate available for this work is £250 per day, inclusive of VAT and reasonable travel expenses required to deliver support.

5.0 Further Information

Contact: Orla Black, Grants Director

Email: oblack@communityfoundationni.org

Queries will only be accepted by email and responses will be made available to all those who have been invited to tender for this project.

6.0 Closing Date

The closing date for receipt of tenders is 12pm on Friday 2nd April. These should be emailed to oblack@communityfoundationni.org

Tenders received after the closing date and time will not be considered.

*** Note that the Community Foundation is not obliged to appoint the lowest, or any tender.**