



**Comhairle Contae
Dhún na nGall**
Donegal County Council



**An Chomhairle Oidhreachta
The Heritage Council**

COMMUNITY ARCHAEOLOGY SCHEME IN COUNTY DONEGAL

TERMS OF REFERENCE

April 2023

*An Action of the County Donegal Heritage Plan
Funded by Donegal County Council & The Heritage Council*

1. INTRODUCTION

Donegal County Council invites proposals from a suitably qualified and experienced archaeologist(s) to provide a Community Archaeologist service for 2023. It is proposed that the implementation of the Community Archaeology Scheme in County Donegal will involve a contract for services for a part-time Community Archaeologist for up to three days per week over a six-month period (or equivalent). Funding for this service has been secured from The Heritage Council and Donegal County Council as part of the implementation of the County Donegal Heritage Plan and the Heritage Council's Community Archaeology Scheme.

1.1 Purpose of the Scheme

The Heritage Council's Community Archaeology Scheme aims to support local authorities to assist communities to become actively involved in the conservation and interpretation of their local archaeological and cultural heritage sites. There are 3,400 known archaeological monuments in County Donegal included on the Record of Monuments & Places, protected under the National Monuments Acts (1930-2014) and most of them are in private ownership. There are 17 National Monuments and 37 Historic Monuments in County Donegal. There are 50 historic graveyards in the guardianship of Donegal County Council and a further circa 120 historic graveyards and burial grounds on the Record of Monuments & Places in County Donegal. Under the Urban Archaeological Survey of County Donegal (1989), the Department of Housing, Local Government & Heritage has identified the following Historic Towns for general protection: Ballyshannon, Donegal Town, Killybegs, Lifford, Ramelton, Rathmullan and St. Johnston.

The appointment of a part-time Community Archaeologist will help to harness the strong community interest in, and support for, our archaeological heritage. There is a proactive heritage sector in County Donegal with over 250 known heritage groups or community groups with a heritage remit in County Donegal and this provides a firm foundation for protecting, conserving, promoting and enhancing our archaeological heritage. Donegal County Council is keen to build upon its favourable experience in appointing a Community Archaeologist in 2022 and a Field Monument Advisor (2006-2008) in partnership with The Heritage Council and also to build upon its record of archaeological heritage initiatives over the years. Participation in the Community Archaeology Scheme and the appointment of a part-time Community Archaeologist would help to address several actions in the County Donegal Heritage Plan including:

- Encourage the appointment of . . . a Field Monument Adviser [and] a County Archaeologist" (Action 5.13);
- Initiate a best practice conservation and recording scheme for historic graveyards in County Donegal (Action 2.11);
- Facilitate heritage interpretation and promotion of heritage sites and embrace new technology (Action 4.3);
- Support new research and fieldwork in relation to archaeological heritage and folklore (Action 5.16); and
- Explore the 'adoption' of heritage sites by local communities (Action 4.8).

The initiative also supports the commitment by The Heritage Council in its new Strategic Plan (2023-2028) to "Engage communities more actively in heritage as it affects their localities. We will do this through the increased support of Heritage Officers and other heritage services offered by local authorities" (page 39).

1.2 Scope of the Work

The Community Archaeologist will work to:

- Raise awareness, knowledge and understanding of our archaeological heritage among community groups and individuals in the county in partnership with the County Donegal Heritage Office and the Donegal County Museum.
- Provide specialist advice and promote heritage best practice in relation to researching and conserving archaeological monuments to assist Donegal County Council in meeting the increasing demand for archaeological heritage services across the county.
- Liaise with selected community groups and support community capacity to avail of funding opportunities for the preservation, conservation, promotion and enhancement of our archaeological heritage (with a specific focus on historic graveyards in 2023).
- Work with local communities to encourage best practice in the interpretation and promotion of archaeological heritage sites.
- Continue to work with the Roads & Transportation Directorate and the Culture Division of Donegal County Council to develop appropriate management protocols for the management of archaeological heritage in the 50 historic graveyards in the guardianship of Donegal County Council¹ in consultation with local communities.
- Deliver presentations to local communities and Donegal County Council staff on the protection, conservation and promotion of our archaeological heritage. These presentations will be developed in partnership with the County Donegal Heritage Office and the Donegal County Museum.
- Support existing and prospective Adopt a Monument scheme participants in County Donegal.

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<https://www.donegalcoco.ie/media/donegalcountyc/heritage/pdfs/Historic%20Graveyards%20in%20guardianship%20of%20Donegal%20County%20Council.pdf>

1.3 Reporting

The Community Archaeology Scheme reporting will include:

- an interim report to be submitted to the Heritage Officer, Donegal County Council by Friday, July 28. This report to outline engagement with individuals and communities to date and initiatives undertaken.
- a final report to be submitted to the Heritage Officer, Donegal County Council by Friday, November 10, 2023. This report will include a comprehensive account of work undertaken as part of the Community Archaeology Scheme and a listing of all individuals and communities who had been provided with assistance. This will include a detailed account of the initiatives undertaken and a review of the scheme and recommendations for future possible initiatives.

The interim and final reports will be written in an accessible manner and with a clear layout. Style and content of reports should be as detailed in the Heritage Council document *Standardisation of publication styles for Heritage Council reports* by The Heritage Council (2009).² Report covers should contain the logos of Donegal County Council and The Heritage Council.

2. RESPONSE TO TERMS OF REFERENCE

Proposals in response to these terms of reference should include:

- a CV outlining the skills and experience of the archaeologist;
- the range of your professional skills which would be brought to bear on the project and supported by documentation as required;
- details of relevant experience including examples of previous relevant work;
- a clear strategy as to how the Community Archaeology service will be managed;
- an outline of any other projected work commitments for the duration of the scheme;
- a communications plan;
- an indicative timetable indicating delivery dates and deliverables;
- methods of monitoring progress and reporting to Donegal County Council;
- a breakdown of the person hours and estimated cost of carrying out the work;
- its legal status (such as a limited company or sole trader); and
- contact details of two referees.

Please note that the successful candidate will when appointed:

- have professional indemnity cover and public liability cover in place at a level that is acceptable to the local authority;
- be a car owner, possess adequate insurance and a full clean driving licence;
- be required to indemnify Donegal County Council;
- furnish a copy of their Health and Safety Statement and be in compliance with the most up-to-date Health & Safety legislation; and
- be tax compliant.

² https://www.heritagecouncil.ie/content/files/publications_styles_for_reports.pdf

3. GENERAL ISSUES

3.1 Duration

The contact for services will be for up to three days per week over a six-month period (or equivalent) to provide a Community Archaeologist Service in 2023. Donegal County Council, as the contracting authority, reserves the right at its sole discretion to extend the contract subject to satisfactory performance, budget availability, on-going business needs and Donegal County Council's legal obligations. The person appointed must be in a position to begin immediately once appointed and the Community Archaeology Scheme must be completed by Friday, November 10.

3.2 Project Management

The Culture Division of Donegal County Council comprises the County Heritage Office, County Museum, County Archives, County Library Service, County Arts and the Regional Cultural Centre. A steering committee comprised of the County Donegal Heritage Officer and Donegal County Museum Curator will guide the development of this project. Day-to-day contact will be with the Heritage Officer. The steering committee will meet regularly to review progress.

3.3 Budget

The maximum budget for this Heritage Plan action is €22,000 excluding VAT. Please quote proposed costs excluding and including VAT. Interim payments can be made and will be made based on reports submitted to the Heritage Officer with details of an itemised list of hours worked and activities undertaken. Satisfactory performance will be based on the work carried out as specified in the reports submitted.

3.4 Copyright

All documents prepared by the archaeologist on foot of this appointment and submitted to Donegal County Council will be considered the property of Donegal County Council. The person(s) appointed will be required to assign copyright of the report and any materials generated under this scheme to Donegal County Council and The Heritage Council. Copyright for any third-party illustrations or other material used should be cleared by the archaeologist.

3.5 Insurance

The archaeologist shall effect and maintain insurance necessary to cover their liabilities.

3.6 Freedom of Information

Donegal County Council operates under the Freedom of Information Act 1997 and all information held by the Council (including proposals submitted in response to this brief) may be subject to requests under the Act. Donegal County Council undertakes to use its best endeavours to hold confidential any information provided in the proposals submitted, subject to obligations under law. If a candidate considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity, this should be stated with reasons for considering same.

3.7 Evaluation of Proposals & Selection of Researchers

Evaluation of proposals will be based on the ability of the candidate to deliver the skills and outputs detailed above within the specified timeframe. Interviews may be held with selected candidates prior to the final evaluation. Donegal County Council is not obliged to accept any proposal or the proposal with the lowest bid, and no person making a submission will be remunerated for any expense incurred in preparing a submission. It is envisaged that the successful archaeologist will demonstrate:

- (i) good knowledge and experience of archaeological heritage and an understanding of the Community Archaeology Scheme (30%);
- (ii) a clear methodology and management structure to achieve the aims of the scheme (40%);
- (iii) an ability to liaise with key stakeholders, engage with the public and produce accessible reports (15%); and
- (iv) quality of cost structure, person hours and competitive price (15%).

The decision of the evaluation panel will be final.

3.8 Communication

To ensure equality between applicants, Donegal County Council or their partners will not enter into any correspondence or discussions with applicants or their agents during the preparation period for submissions, save for the clarification of issues relating to the terms of reference.

3.9 Closing Date

E-mailed submissions to heritage@donegalcoco.ie will be accepted prior to the closing date. Alternatively, written submissions should be sent to:

Community Archaeology Scheme,
c/o Joseph Gallagher,
Heritage Officer,
County Donegal Heritage Office,
Donegal County Council,
Station Island,
Lifford,
County Donegal.

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| The closing date for receipt of proposals is 4 p.m. on Monday, April 24, 2023. |
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Proposals cannot be accepted after this deadline.