



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

An Chomhairle Oidhreachta
The Heritage Council



**An Roinn Turasfheachta, Cultúir,
Ealaíon, Gaeltachta, Spóirt agus Meáin**
Department of Tourism, Culture,
Arts, Gaeltacht, Sport and Media



AUDIT OF MEMORIALS IN COUNTY DONEGAL ASSOCIATED WITH THE DECADE OF CENTENARIES (1912-1923)

TERMS OF REFERENCE

April 2021

An Action of the County Donegal Heritage Plan

The Decade of Centenaries Commemorations Programme, Culture Division, Donegal County Council is supported by the Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media under the Decade of Centenaries 2012 -2023 Initiative.

*Funded by Donegal County Council,
Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media &
The Heritage Council*

1. INTRODUCTION

1.1 Context

The period from 1912 to 1923 is perhaps one of the most important in Irish history. The events that occurred during this decade transformed the island of Ireland and have had a lasting legacy on Irish politics and society up to the present day. The Decade of Centenaries encompasses the different traditions on the island of Ireland and provides opportunities to focus on the everyday experience of ordinary people living in extraordinary times, as well as on the leaders and key actors in these events. The context for the Decade of Centenaries in County Donegal has been set out in publications by the Donegal County Archives¹ and the Donegal County Museum.²

As part of the implementation of the County Donegal Heritage Plan, it is proposed to undertake an audit of memorials relating to the Decade of Centenaries (1912-1923). This will be an audit of publically-accessible memorials relating to the Decade of Centenaries including those in outdoor settings and those in publically-accessible buildings such as churches. The database produced will be based on desktop research, field investigation and consultation with key stakeholders. Memorials are an often overlooked aspect of our cultural heritage and are often unrecorded.

1.2 Objective

The surveying, recording and photographing of memorials associated with the Decade of Centenaries contributes to the achievement of Action 4.15 in Cultúr: A Strategic Vision for Cultural Services which is to “Develop projects that respond to the Donegal aspect of the Decade of Centenaries” and Action 3.4 in the County Donegal Heritage Plan which is to “Support research, preservation and promotion of the material heritage related to landmark historic events including the ‘Decade of Centenaries’.” The audit forms part of Donegal’s Decade of Centenaries programme funded by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media under the Community Strand of the 2021 Decade of Centenaries programme as part of the Decade of Centenaries Initiative (2012-2023).

¹ Donegal County Archives (2013). A Decade of Change: Donegal and Ireland 1912 – 1923: Document Study Pack (Lifford: Donegal County Council):
[www.donegalcoco.ie/media/donegalcountyc/archives/pdfs/Decade%20of%20change%20booklet%20complete%20\(low\).pdf](http://www.donegalcoco.ie/media/donegalcountyc/archives/pdfs/Decade%20of%20change%20booklet%20complete%20(low).pdf)

www.donegalcoco.ie/media/donegalcountyc/archives/pdfs/Final_facsimile%20draft-final%20for%20approval-high%20res-all.-v2pdf.pdf

Also educational presentations on the Decade of Centenaries and Donegal County Archives & Culture Division (2016). ‘County Donegal in 1916: From the Edge’ History & Heritage Education Pack available at: <https://www.donegalcoco.ie/culture/archives/education/>

² Donegal County Museum (2020). From Conflict to Division 1919-1925 (Letterkenny: Donegal County Council):

www.donegalcoco.ie/media/donegalcountyc/museum/From%20Conflict%20To%20Division%201919-%201925%20Donegal%20Reduced.pdf

1.3 Outputs

The aim of this audit is to:

- (i) survey, record and photograph memorials (including monuments, plaques and selected graveyard memorials) associated with the Decade of Centenaries (1912-1923);
- (ii) present the findings of the audit in a report and accompanying database;
- (iii) produce a database of memorials that include key information for each memorial such as:
 - a. unique identified number (to be agreed with Donegal County Council);
 - b. location;
 - c. accessibility;
 - d. Recorded Monument number (if applicable);
 - e. Protected Structure number (if applicable);
 - f. National Inventory of Architectural Heritage number (if applicable);
 - g. type of memorial;
 - h. name of memorial (if any);
 - i. description of memorial;
 - j. transcription of text on memorial;
 - k. assessment of condition of memorial;
 - l. date of construction/erection;
 - m. what or who it commemorates (its history and origin including any relevant names, biographies, history of relevant events or events commemorated, and important dates);
 - n. high-resolution digital photographs of memorial (to include all elevations and landscape setting);
 - o. identify who commissioned it (if known);
 - p. contact details of owner;
 - q. contact details of who maintains it (if any);
 - r. other information;
 - s. surveyor; and
 - t. date of survey; and
- (iv) produce a final report that includes:
 - a. Executive Summary (including aggregate figures relating to headline findings);
 - b. Findings (including individual survey sheet and photographs for each memorial);
 - c. Recommendations; and
 - d. References.

2. RESPONSE TO TERMS OF REFERENCE

Proposals in response to these terms of reference should set out how the audit will be approached, methodology, and any other relevant matters. The proposal should include:

2.1 Required Skills and Experience

Proposals should contain clear details of the skills and experience of the researcher(s) including CV(s). Details should also be given of the relevant experience including examples of previous relevant work.

2.2 Method Statement and Timetable

The researcher(s) shall furnish a method statement and timetable regarding the delivery of the work. It is expected that the proposal will include:

2.2.1 Method statement: including methodology, format, production and a detailed timetable.

2.2.2 A Resource Plan: showing the breakdown of person hours and costs.

3. GENERAL ISSUES

3.1 Timescale

The project will start in May 2021 and will be completed by Friday, October 1, 2021. The researcher(s) appointed must be in a position to begin immediately once appointed.

3.2 Project Management

A steering committee comprising representatives of the County Donegal Heritage Forum will guide the development of this project. Day-to-day contact will be with the Heritage Officer.

3.3 Budget

The maximum budget for this Heritage Plan action is €10,000 including VAT. Please quote proposed costs excluding and including VAT.

3.4 The researcher(s) shall effect and maintain insurance necessary to cover their liabilities under this Heritage Plan action.

3.5 Copyright and Confidentiality

The researcher(s) will be required to assign copyright of the content to Donegal County Council. Copyright for any maps, photographs, illustrations or other material used should be cleared by the researcher(s). The report will be made available to the public on the Donegal County Council website.

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.

3.7 Evaluation & Selection

Evaluation of proposals will be based on the ability of the researcher(s) 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 researcher(s) will demonstrate:

- (i) knowledge and understanding of the Decade of Centenaries and significant historical events and people and their associated sources of information (20%);
- (ii) proven experience of undertaking archival and historical research, field survey, photo-documentation, recording and database creation (15%);
- (iii) an ability to liaise with key stakeholders (10%);
- (iv) a clear approach to the achievement of the aims and outputs of this audit in the proposed methodology (40%);
- (v) experience of writing a clear, concise and engaging narrative account for a general audience and provision of detailed timetable with key tasks and milestones to complete the study (10%); and
- (vi) competitive price (5%).

The decision of the evaluation panel will be final.

3.8 Closing Date

E-mailed submissions to museum@donegalcoco.ie will be accepted prior to the closing date. Alternatively, written submissions may be made to:

Audit of Memorials in County Donegal
c/o Heritage Officer,
Donegal County Museum,
High Road,
Letterkenny,
County Donegal.

The closing date for receipt of proposals is 4 p.m. on Tuesday, May 11, 2021

Proposals cannot be accepted after this deadline.