



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

CALL FOR PROPOSALS:

RESEARCH FELLOWSHIP, CITIZENS' ASSEMBLY ON GENDER EQUALITY 2019/20

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Conducted by:

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Application deadline: 1pm, Thursday 28 November 2019
Outcome announced: Thursday 19 December 2019



Rialtas na hÉireann
Government of Ireland



**An Roinn Oideachais
agus Scileanna**
Department of
Education and Skills

IRISH RESEARCH COUNCIL

Call for Proposals:

Research Fellowship, Citizens' Assembly on Gender Equality 2019/20

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1. Introduction

1.1 Purpose of Call Documentation

The Citizens' Assembly Secretariat, an independent entity funded by the Department of the Taoiseach, has asked the Irish Research Council to run a call to select a Researcher to provide research support for the Citizens' Assembly 2019/2020. This document provides practical information to potential applicants in creating and submitting an application for this project.

The call for a Research Fellowship for the Citizens' Assembly on Gender Equality 2019/20 is governed by the particular Terms and Conditions in this document, and the Award Acceptance Form. The contents of this document are for general information purposes and the assistance of applicants.

The Council reserves the right to revise this call document.

All queries with respect to the call documentation and requests for additional information should be made by email only to gendernet@research.ie.

1.2 Conflict of Interest

The Irish Research Council is committed to implementation of all its calls in an open and transparent manner. In this regard applicants are required to indicate whether they are aware of any potential material conflict of interest. Failure to disclose a material conflict of interest may disqualify an applicant or result in the termination of a compensation for losses incurred.

1.3 Criteria for call

Applications will be evaluated by an Assessment Board, appointed by the Council, following which a recommendation will be made to the Citizens' Assembly Secretariat. The Assessment Board will use only the information provided in the application form and accompanying requested materials. Any contract that may be awarded will be on the basis of the following criteria:

- Quality of the proposal
- Understanding of the distinctive role and factors that need to be reflected by the researcher in conducting the work including to ensure the integrity of the deliberative democracy process
- Quality, skills and resources of applicant
- Feasibility of the management of project and coordination arrangements including evidence of ability and commitment to meet project deadlines
- Proposed costs

Criteria	Description	Scoring
Quality of proposal	<p>The quality and completeness of the response provided and compliance with the specified application format.</p> <p>Demonstrated understanding of the distinctive role and issues/risks that need to be reflected by the researcher including to ensure the integrity of the deliberative democracy process.</p> <p>Comprehensiveness and quality of the proposed approach and output, including research methodology and any limitations of the approach to be adopted.</p>	30/100
Quality, skills & resources of applicant	<p>Research track record and outputs to date.</p> <p>The proven capability of the applicant to develop and deliver the services specified in this document within specified timelines and budget.</p> <p>The experience and expertise of the applicant relevant to the role including demonstration of a proven ability to carry out the work in an impartial and objective manner, and satisfy the requirements specified in this document, and the call application form. The applicant should also include any suggestions or ideas on how further insights could be gathered from the process.</p> <p>Proposers will be required to provide evidence of competence and experience of completing comparable projects on schedule by giving details of references and by demonstrating plans to ensure that a sufficient number of suitably qualified and experienced researchers will be in place to complete the proposed work.</p>	30/100
Feasibility of the management of project and	Proposed management of the project including a demonstrated ability to deliver all required outputs on time, clarity of	20/100

coordination arrangements	description of milestones and feasibility and suitability of timescales. Proposed approach for coordination and liaison with the Citizens' Assembly Secretariat.	
Proposed costs	Cost and value for money. Appropriate allocation of resources and demonstrated value for money to include a full description of costs, justification for these costs and a plan to ensure best use of resources.	20/100

2. The Role and Mandate of Irish Research Council

The mission of the Irish Research Council is to enable and to sustain a vibrant research community in Ireland. It seeks to enrich the pool of knowledge and expertise available for addressing Ireland's current and future needs, whether societal, cultural or economic, by funding excellent research and researchers. In order to deliver on this part of its mandate, the Council has a strategic objective to partner and collaborate with societal stakeholders, including enterprise, and with a particular focus to be given to government and civic society so as to address their research needs.

3. Background to the Citizens' Assembly 2019/2020

The Citizens' Assembly is an exercise in deliberative democracy, placing the citizen at the heart of important legal and policy issues facing Irish society. A Citizens' Assembly ran in Ireland from 2016-2018 and examined a number of topics and this broadly followed the model used by the Convention on the Constitution which ran from 2012-2014.

Further information about the Citizens' Assembly may be found at: <http://www.citizensassembly.ie/en/>

In June 2019, the Government agreed that two topics will be sequentially considered by 2 new Citizens' Assemblies. The first will consider gender equality and, following this, a second Assembly from Dublin County will be selected to consider the best model of local Government for Dublin. Each Assembly will consist of 99 Citizens and a Chairperson. **This contract will cover the Citizens' Assembly on Gender Equality only.**

The Citizens' Assembly on gender equality was established by Oireachtas resolution in July (see Appendix 1) and Dr Catherine Day has been appointed as Chairperson. The Member selection is currently being progressed. The Oireachtas resolution provided that "the Assembly will engage independent researchers to monitor and record, amongst other things, the perceived deliberative quality of the Assembly" and this call for proposals is seeking research support to conduct this research.

A similar research project was commissioned by the previous Citizens' Assembly. These deliberative democracy initiatives have been recognised internationally as one of the few examples in the world of a citizen-led initiative of this kind. It is therefore important that we are able to document in an evidence-based way the work of the Assembly, with a particular reference how it engages its citizen members and incorporates the principles of deliberative democracy.

It is expected that each Assembly will spend roughly 6 months on this topic, involving around 4-5 weekend meetings (although this may be subject to change as the Assembly proceeds through its work programme). Typically, the meetings will be held every 4-5 weeks with the first full weekend meeting expected to commence in early 2020. Therefore, this contract is expected to initially cover a period of around 6 months from the commencement of the first meeting of the Citizens' Assembly on gender equality.

The Oireachtas resolution also provides that the Assembly may be asked to consider such other matters as may be referred to it by the Houses of the Oireachtas.

The conclusions of each Assembly will form the basis of a report and recommendations that will be submitted to the Houses of the Oireachtas for further debate by our elected representatives.

4. Summary of Requirements

4.1 Ongoing surveys/ research with feedback to the Assembly Secretariat

The Assembly Secretariat wishes to engage with the membership throughout the lifetime of the Assembly to gain a better understanding of the perceived deliberative quality of the Assembly work programme and modus operandi. The Secretariat is also eager to obtain feedback on the way in which it engages with the membership to allow for ongoing development and improvement.

In order to do achieve this, the Assembly Secretariat requires a body of research to be conducted throughout the lifetime of the Assembly.

Specifically, the Secretariat requires that a number of surveys are carried out on each of the weekends that the Assembly meets. The Secretariat would work with the successful applicant to develop the exact details of these surveys but at a minimum they would cover the following:

1. A survey at the beginning of each weekend to establish satisfaction with the arrangements of the Secretariat in supporting the Assembly: e.g. quality and timeliness of papers and material, communication with the Secretariat etc. The survey at this point might also include questions to establish the perceived deliberative quality of the process. Where appropriate and where it will not impact on subsequent deliberations, this initial survey might also seek to establish members' views on the topic before the Assembly.
2. A survey at the end of each weekend to get feedback from members and to establish satisfaction with the arrangements over the weekend. This survey should also include questions to check the perceived deliberative quality of the proceedings. Where the initial survey has sought to establish members' views on the topic before the Assembly, these questions might be asked again to establish if, having heard from the Experts etc. before the Assembly, members have had changes in viewpoints etc. In this regard the Secretariat would be interested to understand if Citizens learned a significant amount from the process. So, for example, even if they didn't change their views, it would be possible to say that their views are more informed. Hence the Secretariat is interested in monitoring these two distinct types of effect (information increase, view change). It is important that this is framed in a way that would not impact or impede the deliberative process.

Other occasional surveys may also be considered to help to address specific research questions or information needs identified by the Secretariat. In considering the appropriateness of these, the Secretariat will at all times be mindful of the burden being placed on the citizens.

While the Secretariat therefore has views on some of the questions to be included in such a survey and the format of those questions, it is recognised that the successful applicant would bring a fresh perspective and academic rigour to the development of these.

In order to best ensure that the surveys are comprehensive, the successful applicant would need to ensure that a member of the research team is available for all of the weekend meetings to allow them to gain a better understanding of the process and to be able to inform the survey design on an ongoing basis.

The successful applicant would be required to prepare each of the surveys in sufficient time to allow the Secretariat to agree them one week in advance of each meeting (it is recognised that a more streamlined timeline may be required

for the first meeting). Responsibility for ensuring the questionnaires are provided to members and collected from members would rest with the Secretariat.

After each weekend the successful applicant would be required to analyse the data gathered as quickly as possible and prepare a report for the Secretariat. This report would be required within 7 working days of the conclusion of each meeting. This report would then be shared with the Members at the next meeting.

The successful applicant may propose alternative methodologies to achieve the outcomes described above; however, the decision on this will ultimately be a matter for the Secretariat. Due to the demographic composition of the Assembly, the online or digital collection of data will not be appropriate. The simplicity of the process from the point of view of the citizen of any proposed methodology will be a key determining factor in this context.

4.2 Final survey and research outputs

At the final meeting of the Assembly the Secretariat would like to conduct a more significant survey of all members to establish a more detailed picture of the Citizens' view on the process. Details of this survey would be agreed with the successful applicant before the final meeting. Following implementation of the final survey the applicant will draft and submit a final survey report to the Secretariat within 4 weeks of the conclusion of the last Assembly meeting.

In addition, within 2 months of the conclusion of the last Assembly meeting the applicant will submit a research paper to the IRC evaluating and analysing the overall experience of the Citizens' Assembly on gender equality including potential lessons to be learnt for future exercises of deliberative democracy in Ireland. Applicants are invited to outline their approach to this Report and what they see as any additional potential output they could deliver in this Report for the benefit of the Citizens' Assembly and to enhance research scholarship on the topic more broadly.

As an active academic, the successful applicant is likely to be participating in academic conferences public engagements, including media work, and publishing research papers regarding deliberative democracy in Ireland over the course of this contract. This is to be welcomed in increasing the profile and interest in deliberative democracy and Ireland's experience to date. It is important, however, that the reporting or promotion of research arising from Ireland's experience is communicated and timed in a way which does not influence the deliberations of the citizens or impact on the integrity of the ongoing deliberative process of a Citizens' Assembly. The Irish Research Council and the Assembly Secretariat should be informed in advance of any such dissemination activities taking place.

The successful researcher will be required to agree protocols in this regard to with the Assembly Secretariat which is likely to include advance notification of any public or media engagement regarding an ongoing Citizens' Assembly and

an advance indication of any research findings to be conveyed in relation to an ongoing Citizens' Assembly process.

4.3 Eligible applicants will:

- Be an academic of standing within a relevant field who is a full-time member of the staff, engaged in teaching and/or research, either on a permanent basis or a temporary contract of sufficient duration to cover the period of appointment, at a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 *and/or* in receipt of public funding *and/or* approved by the Minister for Education and Science for the purposes of the Free Fees Initiative; or at an eligible independent research institute. The full list of eligible institutions is provided on www.research.ie;
- Have expertise and experience in comparable primary research of this kind;
- Be knowledgeable in the field of deliberative democracy, nationally or internationally;
- Possess a strong track record of working in collaboration with stakeholders outside academia.

In line with Irish Research Council usual practice, it is expected that an appointment will be made through an Irish Higher Education Institution or Independent Research Institute eligible for the receipt of research funding. Irish Research Council research funding rules will apply, unless otherwise agreed.

4.4 Budget

The total award value will not exceed **€25,000** and this will be inclusive of staff replacement costs, research assistance and expenses incurred due to travel, publication, and other incidentals. Appendix 3 provides important information on eligible costs.

4.5 Institutional Endorsement and Hosting Agreement

The Irish Research Council must receive formal assurance from the applicant's institution of its willingness to host the project and of its readiness to provide accommodation appropriate to the project. Confirmation of the employment/contractual status of the coordinator must be furnished by the institution in addition to notice of the institution's agreement to participate in the proposed project.

4.6 Timeline

The project will commence in advance of the Citizens' Assembly meeting with a completion date of no later than 4 weeks after the final Assembly meeting. A project report will be requested by the Irish Research Council for submission

within 8 weeks of the completion of the project (in addition to the outputs for the Assembly Secretariat).

A summary of the key dates for this project is as follows:

FAQ deadline	4pm, 25 November 2019
Deadline for receipt of applications	1pm, 28 November 2019
Notification of Appointment	19 December 2019
Project completion (incl. submission of final survey report to Secretariat)	4 weeks after the final assembly meeting
Final Report to Irish Research Council	8 weeks after project completion

4.7 Grant Administration, Reporting

Funding will be dependent on delivery of the specified outputs and reports. It is the responsibility of the Research Fellow for the Citizens' Assembly on Gender Equality to ensure that outputs and reports are filed by the due dates.

Failure to meet project deliverables by the required dates or submission of an unsatisfactory report may, following consultation with the Secretariat, result in the Irish Research Council terminating the award. Where the award is cancelled, Irish Research Council reserves the right to seek recovery of monies which have been awarded under this Scheme. The funds may be reclaimed on a pro-rata basis. The award may be subject to an external research audit and/or financial audit.

The Council reserves the right to terminate awards where necessary and without prejudice.

Should the appointed Researcher be unable for any reason (including medical reasons) to carry out the project in accordance with the requirements, he/she must inform the Director of the Irish Research Council within two weeks of such a situation coming to his/her attention. In such situations, the Irish Research Council will have regard to the usual conventions of the host institution. However, given the basis on which awards are made, the Irish Research Council reserves the right to withdraw funding support.

The Irish Research Council recognises that for personal or professional reasons, a Researcher may wish to terminate his/her award. This should not be done without *prior* consultation with the Irish Research Council as it may involve

reimbursement by the host institution to the Irish Research Council if the use of the funding made available up to the date of termination cannot be justified in accordance with the project's stated objectives.

5. Instructions to Applicants

5.1 Format

Applications must be submitted by email to gendernet@research.ie before the applicant deadline.

Deadline for receipt of proposals is 1pm, 28 November 2019.

Required documents:

- Signed (by applicant and Research Office), scanned PDF version of a completed application form (see Appendix 4)
- C.V. of no more than 10 pages in length
- Completed budget spreadsheet

Applicants may not provide information and appendices in addition to the required documents.

The Council will not be liable for any costs incurred by proposers in the preparation and submission of response(s), including any work, effort or expenses required to complete the proposal.

The Council reserves the right to amend or alter any information contained in these documents at any time. Participating proposers will be informed of any amendments or alterations.

Unwarranted or inappropriate attempts (including canvassing) to influence the decision of the Council by proposers, or by any party acting on behalf of a proposer will automatically disqualify the proposer.

During the evaluation process, the applicant may be required to give formal presentations of their proposals to the Council and the Citizens' Assembly Secretariat.

Information provided in proposals and in subsequent discussions and written communications, rates, availability dates and services offered by the applicants will be considered to form part of the basis of any contractual arrangements in the event of a proposal or proposals being accepted by the Council.

The following will form part of the contract document for the proposed project:

- This call documentation;
- Applicant responses to the call;
- Modifications and amendments to the above documents formally agreed between the parties to the contract;
- The final terms and conditions agreed between the parties to the contract;
- The official contract letter for the project issued by the Council.

Following the policies of the Irish Government in relation to the development of the Information Society, properly authenticated electronic communications will be treated as legally equivalent to paper submission. The Council and the higher education institution must follow good practice on data protection, management and security. The Council cannot be held legally liable for interference by any third party.

It is a condition of application for an award that applicants grant permission to the Council to share data about the application with government departments and other national funding agencies for statistical, decision-making and policy-formation purposes.

5.2 Institutional Endorsement

For this call the Head of Department and Vice-President for Research (or equivalent, or their authorized signatory) must endorse the application. If the applicant is the Head of Department, then a higher authority, such as the Head of School, must endorse the application instead.

By signing and endorsing an application the applicant's institution agrees to accommodate, participate in and support the proposed project should funding be awarded. In addition, this signature will verify the contractual/employment status of the applicant.

5.3 Frequently Asked Questions (FAQs)

If the applicant does not find the answer to your query in the call documentation, they should contact the Research Office in their proposed institution, which will provide information and clarification on the call. Research Offices can send any queries they are unable to clarify to gendernet@research.ie. Frequently Asked Questions (FAQs) and answers will be posted on the Irish Research Council website and updated regularly once the call opens.

5.4 Contractual Arrangements

The applicant must provide a copy of the proposed terms and conditions (if appropriate) for the contract with their proposal. This should include the provision of appropriate working papers and files being made available to the Council, if requested. It should also outline a proposed process for arbitration in the case of disputes or other difficulties that may arise.

5.5 Disclosure of Interest

Applicants should declare whether they are aware of any material conflict of interests in relation to their proposal.

5.6 Freedom of Information Act

The Irish Research Council undertakes to use its best endeavours to hold confidential any information provided by any firm in response to this award is subject to its obligations under law, including the Freedom of Information Act, which became applicable to the Irish Research Council in October 2001. Please note that, in response to a request under the Freedom of Information Act, information not identified as sensitive (with supporting reasons) could be released. You should accordingly identify in your proposal any specific information which you do not wish to disclose specifying the reasons why such information is sensitive. The Irish Research Council will consult you about this sensitive information in the event of it being subject to a request under the Freedom of Information Act.

Additional Information for applicants

Appendix 1: Oireachtas Resolution

Establishment of Citizens' Assembly on Gender Equality.

Motion 11/07/2019

That Seanad Éireann: approves the calling of a Citizens' Assembly to consider the following matter and to make such recommendations as it sees fit and report to the Houses of the Oireachtas:

- to advance gender equality by bringing forward proposals that:
 - challenge the remaining barriers and social norms and attitudes that facilitate gender discrimination towards girls and boys, women and men;
 - identify and dismantle economic and salary norms that result in gender inequalities, and reassess the economic value placed on work traditionally held by women;
 - in particular, seek to ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in the workplace, politics and public life;
 - recognise the importance of early years parental care and seek to facilitate greater work-life balance;
 - examine the social responsibility of care and women and men's co-responsibility for care, especially within the family; and
 - scrutinise the structural pay inequalities that result in women being disproportionately represented in low pay sectors;

following on from the above, to prioritise the proposals, which may include policy, legislative or constitutional change, having regard to the legal requirements and the costs versus the potential impact; and

notes that:

membership of the Assembly will consist of 100 persons as follows:

- a Chairperson to be appointed by the Government;
- 99 citizens entitled to vote at a referendum, recruited at national level and randomly selected in accordance with best recruitment practice, as advised by industry experts so as to be broadly representative of Irish society; and
- membership of the Assembly will not include participation by politicians;
- the maximum length of service for Assembly members other than the Chairperson who will be appointed for a 12-month term, will be six months and the work programme for the Assembly will be developed in accordance with this, however, in the event of unforeseen

circumstances, membership may continue until active consideration of a topic has been completed;

- members will receive a nominal stipend on a per weekend basis for each meeting attended, to recognise their civic commitment;
- substitutes may be appointed subject to the selection criteria above, who will be entitled to contribute to the proceedings and vote in their own name;
- the Assembly will agree its own rules of procedure for the effective conduct of its business in as economical a manner as possible;
- the Assembly will operate in an open and transparent manner, including live streaming of public proceedings and the prompt publication of relevant documentation and material;
- the Assembly will make a report and recommendation(s) on the matter set out above to the Houses of the Oireachtas, which on receipt, will refer the report for consideration to a relevant Committee of both Houses and the Committee will, in turn, bring its conclusions to the Houses for debate;
- the Assembly will spend a minimum of two meetings considering the topic assigned to it and will report in any event not later than one year from the date of the first Assembly meeting;
- the Assembly may also be asked to consider such other matters as may be referred to it Seanad Éireann by the Houses of the Oireachtas;
- a new Expert Advisory Group will be established for the topic being considered to assist the work of the Assembly in terms of preparing information and advice;
- the Assembly may invite and accept submissions from the general public and interested bodies and will seek such expert advice as it considers desirable;
- the Assembly will engage independent researchers to monitor and record, amongst other things, the perceived deliberative quality of the Assembly;
- all matters before the Assembly will be determined by a majority of the votes of members present and voting, other than the Chairperson who will have a casting vote in the case of an equality of votes; and
- the Government will provide in the Houses of the Oireachtas a response to each recommendation of the Assembly and, if accepting some or all of the recommendations, will indicate the timeframe it envisages for the holding of any related referendum. Question put and agreed to.

Appendix 2: Eligible costs

Staff Costs	<p>Applicants may apply for teaching buyout to facilitate participation in the project, as well as postdoctoral and/or research assistance costs.</p> <p>Staff replacement costs cannot exceed 40% of total costs and should be costed according to the approved IRC staff rates.</p>
Travel Costs and other expenses	<p>Travel and accommodation costs may be included as part of the proposal. Details on the number and duration of trips being proposed are required. Every effort must be made to ensure that travel expenses are as economical as possible.</p>
Overheads	<p>These must not exceed a maximum of 20% of modified direct costs. Overhead does not apply to equipment costs.</p>
Consumables	<p>Details of costs, up to a maximum of €500, may be included.</p>
Equipment	<p>Please provide details and justification for any items of equipment being sought. The Council will pay particular attention to any equipment sought (e.g. laptops, tablets, scientific tools etc.). Any such requests will require a strong rationale and an account of why such items might not be available to an applicant from any other source.</p>
Dissemination	<p>Details of costs proposed and dissemination channels to be used.</p>