

# **Request for Proposals**

## **Reviewing Support for Library Association Development and Sustainability for the Public Benefit**

### **Deliverables**

IFLA, working with Stichting IFLA Global Libraries, is seeking a contractor to carry out an analysis of the impacts of past work on the development of library associations as key players in building stronger national library fields (and so providing stronger support to communities), and to make recommendations about how to take this work forwards for the public benefit. This takes place within the context of our broader emphasis on sustainability, where we see library associations as having a key role in mobilizing colleagues in order to deliver on the public benefit (including through project-working).

This analysis should notably include an assessment of the materials and overall structure of IFLA's Building Strong Library Associations initiative (which ran until 2016), engagement with past participants in order to understand long-term impacts and potential drivers of these, work with library association representatives today to understand their needs, and comparisons with strategies that work in other fields in order to build more sustainable association structures which maximise ability to deliver on public benefit goals.

Based on these, the contractor should provide a report on lessons learned over time from the previous BSLA programme, a reflection on key needs for associations today in supporting libraries and the communities they serve, and make recommendations around what IFLA should prioritise in a next generation BSLA programme that maximises deliver of public benefit goals. The work will also include a validation workshop with library association representatives.

### **Purpose**

- Ensure that IFLA can focus efforts around a next generation of the BSLA initiative in order to maximise public benefit impacts on communities
- Provide insights to library associations in general around needs and priorities in order to maximise sustainability and effectiveness in delivering on public benefit activities

### **Background**

The International Federation of Library Associations and Institutions (IFLA) is the global organisation for libraries, with over 1800 members in almost 150 countries worldwide. In its 97<sup>th</sup> year, it is a well-established organisation with a rich set of volunteer structures focused on raising standards and building capacity in the library field, as well as a profile in international organisations through its advocacy work. In particular, in this, we strongly highlight how libraries contribute to the achievement of public benefit policy goals across the board, including education, health, climate action, democracy, employment and beyond.

IFLA believes that associations have an essential role in the structuring and development of the library field, and so in delivering on the public benefit that libraries can offer. The success of the global library field depends on connected, engaged and mobilized national library fields. In particular, we see library associations helping to organise fields, develop guidelines, advocate for libraries, support the emergence of new leaders, and interact with partners, all to the benefit of the communities libraries serve.

IFLA has in the past invested strongly in developing national associations through its Building Strong Library Associations programme, which worked through a syllabus and set of core materials addressing different activities and needs, and implementation through workshops led by a group of trainers. This work was formally evaluated at the time. In addition, we have a volunteer group – our Management of Library Associations Section – which has continued to carry out activities designed to facilitate the sharing of knowledge and development of insights.

In the context of our work to boost the sustainability of the ability of the library field to deliver on public benefit goals, we are keen to strengthen again the support we offer to library associations. This aims both to help them maximise the support they can provide to their fields – and so to the communities they serve – and to ensure their futures through both planning practices and engagement with stakeholders around public interest themes.

We are therefore looking for a contractor with a strong knowledge of the world of associations, and ideally of library associations, as well as the ability to evaluate impacts and take a strategic view on what may be needed to boost their effectiveness and sustainability in delivering on the public benefit. They should be able to work with colleagues around the world, recognising the different environments that they face, in order to enhance pursuit of public interest goals.

### **Scope and requirements**

#### *The consultant will:*

- Engage with participants in the previous phase of the BSLA programme, and assess long-term impacts of this work, as well as indicators of what has shaped impact
- Develop a broad definition of skills and capacities needed for library association sustainability as a reference point
- Engage with association representatives in order to explore knowledge and training gaps, building on (and developing) the broad definition of skills and capacities needed to deliver on public interest goals
- Explore insights on association development for the public benefit from other sectors and comparable initiatives
- Produce a short report looking at the overall state of association development and needs for sustainability (in order to deliver on public benefit goals)
- Based on the above, review the methods, structure and materials from the previous phase of BSLA, identifying gaps or areas of focus for improvement in order to boost delivery on public benefit goals
- Hold a validation workshop with library association representatives

### *IFLA will:*

- Support the contractor through access to staff and selected volunteer experience and expertise
- Provide access to materials describing IFLA's work to date that could be relevant

### **Considerations**

- IFLA has an existing Management of Library Associations Section which has carried out work on the development of association. The findings of their work should feed into this.
- We have a strong interest in helping associations reach a stage of development where they can be delivery partners in funded projects which enhance public benefits

### **Delivery Strategy**

#### *Provisional Timeframe*

<b>Milestones</b>	<b>Due</b>	<b>Responsible</b>
Request for Quote finalised	24 June 2024	IFLA
Response from contractor and consideration by IFLA	12 July 2024	Potential contractors
Contract signed, and work commenced, initial payment	19 July 2024	Both
Project initiation meeting	26 July 2024	Both
Typology provided, review meeting	13 September 2024	Both
Draft report	18 October 2024	Contractor
Validation workshop	w/c 28 October 2024	Both
Final report for publication, additional data	15 November 2024	Contractor
Report approval, final invoice issued	23 November 2024	Both

### **Proposal details**

#### *Proposal deadline*

Proposals for undertaking this work is sought by **COB 12 July 2024**.

### Proposal requirements

The contractor is invited to indicate the following

- Suitability statement or relevant document that outlines how they meet the selection criteria:
  - Knowledge and experience of the landscape of associations, and ideally of libraries
  - Understanding of the structures needed to bid for and deliver on funded projects
  - Understanding of training methodologies
- Fee for provision of services
- A brief indication (up to 400 words) of how they propose to carry out the work

Submit your proposal to [ifla@ifla.org](mailto:ifla@ifla.org).

### Budget

We welcome submissions of up to €20 000 at this time.

This work is made possible by the support of Stichting IFLA Global Libraries, and the contract will be signed with the Stichting.

### Fee Submission

Where required the proposed fee should include:

- Itemised breakdown for final delivery of requirements as outlined in this brief.
- Outline of a delivery plan, including milestone activities
- Information about any payment terms and conditions

Questions? Contact us at [ifla@ifla.org](mailto:ifla@ifla.org).