

Request for Proposals

Understanding Library Field Structures

Deliverables

IFLA, working with Stichting IFLA Global Libraries, is seeking a contractor to carry out an analysis of the structures of national library fields around the world, with a view to understanding how far they are organised in order to deliver on systemic public benefit projects in different policy areas, and develop insights on how choices about field structure might affect ability to deliver public interest goals at scale.

The analysis should be based on a typology of different library field structures, including the level of influence central agencies or institutions have, and experience of delivering system-wide projects, and then as far as possible understand where different countries fit within this. It should provide a basis both for identifying those library fields that may already be ready to act as public benefit project delivery partners, as well as indicators of what steps might help others reach this stage.

Purpose

- Provide a typology for understanding the readiness of national library fields to deliver systemic change in favour of the public benefit, including through funded projects
- Develop a report setting out these findings as a reference point for associations and others
- Identify where different national library fields fit into such a typology

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 97th 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 policy goals across the board, including education, health, climate action, democracy, employment and beyond.

IFLA is strongly focused on questions of sustainability, and in particular how we can ensure that the global and regional library field is seen as an effective and attractive delivery partner by third party funders. This is essential in order to realise the potential of libraries to deliver public interest activities.

In particular, we recognise that the ability of library systems at the national or state level to drive systemic public benefit change in different areas (such as those highlighted) is going to be essential in being able to attract support. By systemic change, we mean country- or region-wide programming that leads to evidenced changes contributing towards public policy goals. This is in contrast to pilot projects or smaller-scale initiatives.

Currently, however, we do not have a way of understanding where the structures may be in place to do this.

While understanding that there are different routes to effectiveness in delivering on the public benefit, we believe that the structure of national library fields (understood as the sum of the people, institutions, agencies and collaborators involved) does have an impact on how well the field can act to deliver change at a macro level.

We are interested in understanding more what structures exist, and how far they enable action at the macro level, for example programming around supporting education and literacy, public health, climate empowerment, democratic engagement, job-readiness or other issues. Through this, we want to be able to identify in which countries there are structures that would already facilitate public benefit project delivery, and where this is not the case, what else may be required.

We are therefore looking for a contractor with the ability to understand and characterise governance systems, develop typologies, and then apply them in order to develop usable insights. A knowledge of project management and grant-giving would be highly valuable. A knowledge of libraries would be welcome.

Scope and requirements

The consultant will:

- Develop, on the basis of initial engagement with IFLA staff and desk-research, a draft typology of library field structures from the perspective of effective systemic public benefit project delivery.
- Engage with a range of library contacts in order to refine the model, identifying in particular characteristics of fields which are able to deliver public benefit projects at a systemic level.
- Develop a report on library systems and public benefit project delivery, for publication.
- Identify in which countries there are already library systems which favour systemic public benefit project delivery, as well as a basis for identifying what issues others may need to address in order to build readiness.
- Hold a validation workshop with IFLA staff and regional offices.

IFLA will:

- Support the contractor through access to staff and selected volunteer experience and expertise
- Identify contacts who can offer insights into the organisation of national library fields

Delivery Strategy

Provisional Timeframe

Milestones	Due	Responsible
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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:
 - An ability to understand governance issues and develop usable typologies to explain them and their connection with an ability to deliver on outcomes
 - Understanding of the structures needed to bid for and deliver on funded projects
 - Understanding of libraries (desirable)
- 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.

Budget

Only submissions that do not exceed €20 000 will be considered.

This work is made possible by the support of Stichting IFLA Global Libraries, and the contract will be signed with the Stichting. In line with the obligations associated with ANBI (charity) status, this whole project is considered as being focused on the public benefit.

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.