



## **Research Project on the Mercantile, Industrial and Commercial Heritage of Co Louth using the Byrne Family of Allardstown as a Focal Point**

### **Specification and Briefing Document**

#### **1. Introduction**

Louth County Council invites proposals to this specification from suitably qualified researchers-writers including PhD students, historians, archivists (this may be one person or a team of two) and also from companies which provide research and writing services to carry out research on archives relating to the Byrne family and the industrial and commercial heritage of County Louth and to write up a narrative suitable for use in an online exhibition.

#### **1.1 Background**

County Louth has a rich mercantile, industrial and commercial heritage which includes brewing, engineering, manufacturing and agriculture. Over the centuries, important trade took place through Drogheda and Dundalk with England and France as well as further afield. The purpose of this project under the Creative Ireland programme is to gather and highlight many historical gems under this theme and from this to create the final content for an online exhibition (actual exhibition to be created in a second phase). While the Project may touch on earlier centuries, it is expected that the Project will concentrate on the eighteenth – twentieth centuries.

The project will also use the O'Byrne alias Byrne family of Allardstown, Co Louth as a focal point. They were a landed Irish Gentry family with mercantile interests in Dundalk, Drogheda, Dublin, London and Paris. Papers of differing contexts relating to this family are held in Louth County Archives as are locally donated research papers which provide a synopsis of this Byrne family, their property holdings and influences in Co Louth, Dublin, Tipperary and in France during the Georgian and Victorian periods. Archival papers regarding the origins of this family at their Mountbyrne family home and their business interests locally in Co Louth are also held in a private family archive in the Toulouse region of France.

Sources to be investigated include local collections held in Louth County Archives Service, Louth Library Service, Louth County Museum and other possible local repositories. Local historical and heritage societies as well as heritage sites should also be investigated. Other sources may include the National Library of Ireland, National Archives, National Museum of Ireland, Public Records Office of Northern Ireland, possible private collections, establishing a connection with the local French archive office in Toulouse, the Byrne family, the

local business sector, the local arts sector and exploring the knowledge of local historians and local community experts.

The research and creation of the content for an online exhibition on this aspect of Louth's history will not only serve to provide a wonderful informative and educational experience for various audiences, it will increase understanding of our mercantile, industrial and commercial heritage and it will help future users to identify sources and priorities for studies under this theme. The output of this project will support the economy through the presentation of Louth's mercantile, industrial and commercial heritage to national and international visitors and users where it can act as a source for inspiration or entice visitors to the County.

## **1.2 Description of Works**

The description of works to be completed for this project includes:

- Research the mercantile, industrial and commercial heritage of County Louth through investigating collections held in the various repositories and meeting with local historians or experts. The project will support community participation and inclusivity. As part of this, a call-out and/or information mornings for relevant information, archives or artefacts should be done.
- Create a final narrative for an online exhibition under sub-themes/web-pages (to be agreed with Louth County Council project team).
- Identify suitable archival documents and photographs in collections to be copied for use in the online exhibition as well as the identification of any relevant heritage sites. Assist in arranging where possible for these copies to be made including taking new photographs of any relevant heritage sites or artefacts or possibly brief evocative interviews/podcasts with historians or experts and place all into an electronic folder for use in exhibition design. Write captions for copy images including credits.
- Deliver a public presentation (Powerpoint) on the research project in Dundalk in September/October 2019.

## **1.3 Project Outputs**

The outputs of the project will be:

- (a) A final narrative suitable for an online exhibition arranged under an agreed set of sub-themes/web-pages. Length of narrative is currently expected to be in the region of 500-800 words per sub-theme and number of sub-themes is expected to be in the region of 6 – 10, however, this will finalised at the outset of the Project. Sample sub-themes include: industry and enterprise; industrial infrastructure; commodities and trade; retail heritage; creative industries; merchant princes. Footnotes and references should be included with final narrative but is excluded from the word count.
- (b) All sources identified and investigated/consulted including stakeholders should be clearly listed in a table with an appraisal note (format to be agreed with Louth County Council project team). Sources where investigation/consultation was attempted, but didn't progress, should also be included and reason why.
- (c) An electronic list of suitable archival documents and photographs with reference codes and any relevant heritage sites, artefacts or interviews to be copied for use in online exhibition.
- (d) An electronic folder of copies of documents and photographs as well as the necessary permission forms/letters.

- (e) Evaluation forms used as part of the call-out and/or information mornings.
- (f) Press releases about the project.
- (g) A final report and assessment on project.
- (h) Copy of public presentation (Powerpoint).

## **2. Response to Specification and Briefing Document**

In responding to this specification, proposals should preferably not be more than three A4 pages (excluding CV(s)) and should provide a detailed work-plan on how the project will be conducted and should include the following:

### **2.1 Method Statement and Timetable**

- A detailed method statement and timetable in relation to the delivery of the project including sources and repositories to be used, methodology, and the proposed consultation and collaboration with key stakeholders which is a vital aspect of the project. Knowledge of the key stakeholders should be clearly demonstrated in the methodology.

### **2.2 Breakdown of Costs**

- A detailed breakdown of the costs for carrying out all parts of the project including a breakdown of person hours for each part.

### **2.3 Essential Skills and Experience**

- Details of the skills and experience of the researcher-writer(s) (and of any other persons assisting on the project where the proposal is from a team of more than one or from a company) including relevant professional skills necessary for the project should be clearly indicated. Relevant experience stating examples of previous relevant/similar work should be included. A current CV of the researcher-writer(s) (and of any other persons assisting on the project) giving the names and contact details of two referees should also be included. The CV should be a maximum of two A4 pages.

### **2.4 Professional Indemnity and Public Liability Cover**

- The extent of the professional indemnity and public liability cover should be stated. You may wish to take out insurance specifically for the project.

## **3. Qualifications and Experience**

1. Demonstrable experience of historical research and writing is essential.
2. A primary degree in history (part of which must include 18<sup>th</sup> century – 20<sup>th</sup> century) from a recognized third-level institution or a postgraduate qualification in either 18<sup>th</sup> – 20<sup>th</sup> century history or Archival Studies is desirable.
3. Good analytical skills.
4. Excellent oral and written communication skills with the ability and confidence to engage with any stakeholders.

5. Good interpersonal skills.
6. Knowledge of French language is desirable.
7. Meticulous attention to detail ensuring accuracy of information.
8. Strong IT skills including knowledge of MS Access and Word.
9. Excellent time management skills with a strong ability to complete all tasks to deadline.
10. Good decision making and problem solving skills.
11. A strong organised, self-motivated, enthusiastic and flexible approach to work with an ability to work on own initiative exercising own judgment with discretion.
12. A full driving licence with access to own transport is essential.

#### **4. Terms and conditions:**

1. The location for carrying out the work on the Project can be discussed with the Louth County Council Project Team. However, part of the Project will involve research in Louth County Archives Service, Old Gaol, Ardee Road, Dundalk, and also some research at other repositories. Some work can also be carried out at the researcher-writer's own base.
2. A Project Management Team consisting of Louth County Council staff will guide the Project. A regular progress review will be carried out during the Project with a final review at the end.
3. Some equipment for the Project can be provided by Louth County Archives Service. However, the successful candidate will be expected to use their own pc/laptop at times. Backups should be made on a regular basis and methods should be discussed with the Project Team.
4. All research, lists, surveys, digital images, final reports and outputs including drafts generated under this contract will be the property of Louth County Council who will own copyright in such research, lists, surveys, digital images, final reports and all outputs generated.
5. The commencement date will be by agreement with the Louth County Council Project Team and is expected to be as early as possible in August 2019. The Project must be completed before the end of October 2019.
6. The evaluation of proposals will be based on the ability of the researcher-writer(s) to deliver the Project Outputs included in the Briefing Document within the timeframe. Louth County Council is not obliged to accept the lowest or any quotation, or to remunerate any applicant for any trouble or expense incurred in submitting a proposal. Louth County Council reserves the right to short-list applicants for interview. Applicants will be scored against the following criteria:
  - (a) Demonstrable experience of historical research and writing: 15%
  - (b) Knowledge of 18<sup>th</sup> century – 20<sup>th</sup> century history or qualification in Archival Studies: 15%
  - (c) Ability to write clear, concise informative historical accounts for a general audience and complete the project within a strict timeframe: 15%
  - (d) Skills to identify sources and cooperate with key stakeholders: 5%
  - (e) Knowledge of French language: 5%
  - (f) Cost: 45%

7. The successful candidate/company will be considered as self-employed on a contract of service and will not be an employee of Louth County Council. Payment will be on production of an invoice. The frequency of invoices will be by agreement.
8. The successful candidate/company must submit a current tax clearance certificate and may be required to be registered for VAT. For information on how to obtain one, see [www.revenue.ie](http://www.revenue.ie).
9. The estimated value of this Project is €6,000 excluding VAT.
10. Quotations should be sent by email to [lorraine.mccann@louthcoco.ie](mailto:lorraine.mccann@louthcoco.ie) or by post to Louth County Archives Service, Old Gaol, Ardee Road, Dundalk, Co Louth **to arrive as early as possible and preferably not later than 4pm on Wednesday 7<sup>th</sup> August 2019.**
11. Queries regarding this specification should be in writing only by email to [lorraine.mccann@louthcoco.ie](mailto:lorraine.mccann@louthcoco.ie).
12. Louth County Council reserves the right to short-list applicants for interview.
13. Louth County Council is not obliged to accept the lowest or any quotation.
14. Canvassing will automatically disqualify.