

REQUEST FOR EXPRESSIONS OF INTEREST
TO RESEARCH AND WRITE A HISTORY OF IDRC

Part A – Instructions

The International Development Research Centre (IDRC) seeks expressions of interest from suitably qualified and experienced individuals, firms, consortia, NGOs, or research centres (hereinafter referred to as *Candidate(s)*) to research and write a scholarly history of the Centre to be completed by 2008.

Terms of Reference for the intended work are included in Part B of this Request.

Interested and qualified parties are invited to respond by submitting a letter expressing their interest in providing their services to the Contract Authority named below no later than September 30, 2005.

Contracting authority:

Susan Bickram
Chief, Materiel Management Services
International Development Research Centre
Mailing address: P.O. Box 8500, Ottawa, ON, Canada, K1G 3H9
Street address: 250 Albert Street, Ottawa, ON, Canada, K1P 6M1
Tel: 1 (613) 236-6163 x 2522
Fax: 1 (613) 563-9463
Email: hist@idrc.ca

Submissions should quote “**Expression of Interest – IDRC HISTORY PROJECT**” and should be submitted in five paper copies, in French or English.

Submissions may be delivered by mail, courier, or hand-delivered. Submissions not meeting the requirements as outlined in the Terms of Reference and/or received after the deadline may not be considered.

Submissions should include the following, in the order presented below:

1. A letter of introduction (1 or two pages) confirming the Candidate’s complete name, address, telephone number, facsimile, and e-mail address, as well as a description of relevant experiences, resources, etc. The letter should briefly state why the Candidate would be interested in undertaking the project described in the Terms of Reference.
2. Details of the Candidate who would be proposed to provide the required services and the qualifications relating to the requirements described herein. If the Candidate is an individual, his or her detailed current résumé should be included. If the Candidate is a firm, consortium, NGO or research centre, a corporate profile should be included, along with the résumé(s) of the individual(s) proposed to undertake the History Project.
3. A writing sample (for example, a piece or an excerpt from the Candidate’s published work). If the Candidate is a firm, consortium, NGO or research centre the sample or excerpt must be written by the individual(s) proposed to undertake the History Project.
4. Three (3) letters of reference from clients, academic supervisors, or professional peers (including contact names and telephone numbers of the references).

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5. A 3 to 5 page Concept Note (outline proposal) that clearly states how the Candidate would research and write an intellectual history of IDRC. (Please refer to details in the Terms of Reference).
6. A one-page indicative budget outlining the expected cost of the project, broken down by the major cost categories. The indicative budget and Concept Note (see 5. above) should be linked.

Expressions of Interest received by the above Contract Authority by the deadline indicated above will be reviewed by the Centre, and following the review, a short list of selected qualified Candidates will be compiled. Candidates included on the short list will be notified by November 1, 2005 and may subsequently be invited to respond to a Request for Proposals for the required services.

Please note that only Candidates who are included on the short list will be notified of this and invited to respond to a Request for Proposals. Candidates who have not received any notification from IDRC by November 1, 2005 may assume that they will not be invited to respond to a Request for Proposals.

All costs incurred in the preparation of responses to this Request for Expressions of Interest, including any interviews, presentations and subsequent proposals, are the sole responsibility of the Candidates and will not be chargeable in any way to IDRC.

All inquiries relating to this Request for Expressions of Interest are to be directed to the above named IDRC contact.

IDRC reserves the right to reject or accept any or all submissions relating to this Request for Expressions of Interest.

Part B – Terms of Reference

1. Introduction

The International Development Research Centre (IDRC, the Centre) is a Canadian public corporation that supports researchers from the developing world in their search for the means to build healthier, more equitable, and more prosperous societies. IDRC helps build local capacity in developing countries to undertake research and create innovations. IDRC believes that people from developing countries must take the lead in producing and applying knowledge for the benefit of their own communities. IDRC also supports networking and knowledge sharing between scientific, academic, and development communities in Canada and developing countries. The Centre was created by an Act of Parliament in 1970, with a unique governance structure that includes an arm's length relationship to Government and an international Board of Governors. The Centre has its head office in Ottawa and maintains six regional offices, in Uruguay, Senegal, Egypt, Kenya, India and Singapore. For more information about the Centre, visit www.idrc.ca.

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IDRC is one of the world's leading institutions in supporting the generation and application of new knowledge to meet the challenges facing developing countries. Yet there is no comprehensive and in-depth study of the Centre's work over the years. The History Project is intended to fill this gap and to inform the Centre's reflections about its future directions.

2. General requirements

IDRC's History Project will culminate with the publication of a book (monograph) on the history of the Centre. To accomplish this objective, the Centre will consider issuing a contract to an individual, firm, consortium, NGO, or research centre (hereinafter referred to as the *successful candidate*) that will be responsible for the preparation, research and writing of a history of IDRC, to be completed by the end of 2008. The book is expected to meet the standards of modern academic publishing, yet be accessible to an audience of policy makers, development practitioners and other people who are interested in international development and applied research.

It is expected that the monograph will not be an institutional history of IDRC; rather, it will be an *intellectual history* – a history of the ideas, tools, methods and technologies that emerged from the Centre's work over the past 35 years. The book should examine the Centre's contributions to the creation of ideas, tools, methods and technologies and their use (or non-use, as the case may be) in developing countries. The origins of these ideas, tools, methods and technologies should be traced, and the motivations behind them as well as their relevance, influence, and impact should be assessed. The monograph should assess the degree to which the Centre has been successful in building research capacity in developing countries. Where appropriate, the intellectual history of IDRC should examine how IDRC has interpreted and carried out its mandate since 1970, identifying continuities and changes in the Centre's approach to development cooperation.

The History Project is not intended to be a vanity publication, but an exercise in critical reflection and learning. Towards this end, the history of IDRC is expected to identify areas where IDRC was ahead of or behind the curve, addressing such questions, for example, as the following: Did IDRC-sponsored research matter in the lives of women, men, and children living in the developing regions of the world? Did IDRC inspire other like-minded donors to follow its example?

The successful candidate selected to undertake the History Project will work in close collaboration with IDRC staff. An advisory committee will review drafts and suggest revisions or additions. Since the intended final product of this project is a book to be published by an academic press, however, IDRC intends to take the measures to ensure the successful candidate's intellectual freedom. Contractual provisions will therefore be included to allow the Centre to suggest revisions, while giving the successful candidate the choice to accept or reject suggestions or alternatively, to allow the Centre to note any material objections in the book's footnotes, if any. IDRC may also enter into negotiations with the successful candidate to agree on possible alternate uses of the research materials generated by the History Project, for example, the writing of journal articles or conference papers. To ensure that the monograph conforms to the standards of modern academic publishing, the final draft of the monograph may be subject to independent peer review.

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3. Specific Requirements

a. Deliverables

The final product of the History Project will be a monograph, fit to be published by a reputable academic press. The monograph will be written in English or French. The successful candidate will be responsible for all steps leading to the completion of the monograph. These steps will include but are not necessarily limited to: work planning; liaison with the History Project Manager in IDRC; research (drawing on primary and secondary sources, including documents, archives, databases and interviews); writing draft chapters; receiving, reviewing and discussing comments received; and re-writing the text.

Throughout the History Project, which shall not exceed three (3) years, the successful candidate will be expected to periodically submit progress reports and draft chapters to be reviewed by IDRC's advisory committee. Details will be specified in the contract.

The successful candidate will also be expected to periodically submit copies of relevant materials (such as interview tapes and transcripts) to IDRC.

b. Responsibilities

The successful candidate selected to undertake IDRC's History Project will have three major responsibilities:

- Prepare a detailed timeline (schedule of work with appropriate milestones) for the History Project and a detailed outline of the book, to be approved by IDRC prior to signing a contract;
- Conduct the historical research required to complete the project;
- Write a monograph on the intellectual history of IDRC. The main text of this monograph will be approximately 200-250 pages (or 50,000 to 65,000 words) in length. Footnotes, lists of acronyms, bibliography, photographs, etc. are not included in this length.

c. Schedule

The objective is to have the book on the history of IDRC completed by the end of 2008.

d. Candidates' Qualifications

Individual Candidates must have a graduate degree in history, or other relevant field (international development, political science, public administration/policy, international relations, journalism, etc.), preferably at a doctoral level. Candidates must also have highly developed knowledge of historical research method and sources and be familiar with the field of international development. Writing skills of a high order with experience in the preparation of published material will be considered an asset. Candidates must have the ability to read both English and French. If the Candidate is a firm, consortium, NGO, or research centre, it must demonstrate that the individuals proposed to undertake the History Project have the qualifications outlined above.

e. Facilities

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IDRC may provide a furnished office, at IDRC's headquarters in Ottawa, to the successful candidate selected to undertake the History Project, if required. The successful candidate will be granted access to IDRC's Research Information Management Services, which houses the library, corporate archives and research information services of IDRC.

4. Methods of Evaluation

IDRC will use a variety of methods to evaluate the submissions it receives in response to this request for expressions of interest. These methods may include:

- the overall quality and value of the submission ("best value" for the Centre);
- the compliance of the submission with the terms of reference;
- the candidate's level and type of experience and qualifications;
- the quality of the references in the submission;
- the quality of the writing samples in the submission;
- the candidate's capacity to complete the project, as demonstrated by their submission.