

Request for Proposals

Terms of reference for a Trend Report Starting Point Report

Deliverables

IFLA, working with Stichting IFLA Global Libraries, is seeking a contractor to undertake, in a first phase desk-based research to launch the production of our Trend Report 2024, covering both a review of key trends identified in wider-ranging reports produced by others, and an initial list of at least 10 trends related to the production, sharing, and use of information.

In a second phase, subsequent to satisfactory completion of the first phase, the contractor will lead a workshop with experts from inside and outside the library field to refine trends, identify scenarios resulting from their realisation, and prepare a report.

Purpose

- Ensure that discussions at our planned trend report workshop can draw on solid evidence about wider macro trends and strong initial ideas around information trends
- Enable libraries and associations everywhere to benefit from a report that can aid them in their own strategic planning
- Provide a basis for identifying a short selection of trends and developing scenarios that can be used by IFLA and libraries in general for planning

Background

In 2013, IFLA released its original Trend Report, setting out five high level trends that would likely have an impact on the work of libraries and their ability to reach their goals. This contributed to wider efforts to boost planning and reflection within the field by providing a structure and content for strategic planning at the level of national associations and institutions.

The Trend Report was well received, and has (at least according to anecdotal evidence), achieved its goals, with libraries of different types around the world citing it as a key resource in building strategy. Ten years on, however, it makes sense to update this, given also the context of IFLA's own efforts to renew its Strategy. We have determined that the report should focus on information trends, rather than wider macro-trends or library specific developments.

As a starting point for this we would like to ensure that discussions going ahead are both well informed about wider macro-trends, and can build on a well-evidenced initial set of ideas about information trends. This is the focus of this call, which should be made up

The project will be delivered under the oversight of, and in consultation with IFLA, but with the contractor given the space to explore ideas. It will be paid for by Stichting IFLA Global Foundation.

The subsequent phase will focus on refining these trends, based on inputs from experts from inside and outside the library field, in order to reach a final set of trends, and to identify scenarios based on the potential complementary or conflict between trends.

This scope of services in the first phase will therefore focus on desk-based research, reviewing trend reports published over the last five years by a variety of sources, both generalist and otherwise, in order to identify the primary ones generally referred to, and then to establish a list of at least ten information trends, backed up by evidence.

Scope and requirements

Outcomes from the consultation will inform the in-person expert meeting planned for April 2024.

The consultant will:

- Undertake a review of generalist and other trend reports and produce an overview of key trends within these (at least 6000-8000 words).
 - Reports reviewed should come from all continents, and from each of the public, private and third sector
 - The work should discuss different approaches, identify clusters of trends, and draw conclusions as to which trends seem most consensual, as well as potential outliers that could be of interest
- Develop a set of at least 10 information-related trends, ideally with reference to wider trends identified above (6000-8000 words).
 - For each trend, produce a brief of around 500 words which could be published separately, as well as an explanation of methodologies and other considerations
 - Link these to macro trends where possible.
- Support IFLA in identifying a range of experts to share their own perspectives and participate in (an) expert workshop(s) to be held in April.

IFLA will:

- Offer clarification and guidance when required, as well as meeting with the contractor at least once a month to check in on progress.
- Offer responses and feedback on drafts shared with us
- Look after the logistical aspect of the proposed in-person expert meeting.
- Publish the final report

Considerations

- Finding the balance between the macro and micro:
 - Too broad a focus is likely to make it more difficult to apply lessons to libraries of all types, but too narrow a focus will both alienate external experts and limit durability
- Avoiding duplication
 - We want to avoid duplicating work that has already taken place, and produce something that we can share with others
- Next steps
 - If Phase 1 completes successfully, we would then look to work with the contractor to run the in-person meeting and finalise the report.

Resources

- [Original Trend Report](#) (2013 and subsequent)

Delivery Strategy

Provisional Timeframe

Milestones	Due	Responsible
Request for Quote finalised, shared with potential author	Friday 24 November 2023	IFLA
Response	Friday 8 December 2023	Potential candidates
Evaluation of bids, clarifications sought	Monday 11 December 2023	IFLA
Successful candidate notified	Wednesday 13 December 2023	IFLA
Project initiation meeting	Monday 18 December 2023	IFLA Selected Consultant
Christmas holiday break Monday 25 December 2023-Friday 5 January 2024		
First check-in	Wednesday 17 January	IFLA Selected Consultant
First draft submitted	Thursday 15 February 2024	Selected Consultant
Review comments submitted, meeting if needed to discuss	Friday 23 February 2024	IFLA
Second draft submitted	Friday 15 March 2024	Selected Consultant
Finalise the report	Friday 29 March 2024	IFLA Selected Consultant
Project close meeting	Tuesday 2 April 2024	IFLA Selected Consultant

Proposal details

Proposal deadline

Confirmation of willingness to undertake the work is sought by **COB Friday 8 December 2023**.

Proposal requirements

Proposals submissions should include the following:

- Suitability statement or relevant document that outlines how the supplier meets the selection criteria:

- Ability to work with a variety of materials from different policy areas and disciplines and turn this, through analysis, into a usable set of messages and information
- Knowledge of trend report-like processes in different parts of the world
- Ability to produce clear and user-friendly reports
- (Preferable) Ability subsequently to moderate an in-person expert meeting and finalise the report
- Fee for provision of services

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.

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