



Call for Proposals

Reviewing Leadership Programmes

Deliverables

IFLA, working with Stichting IFLA Global Libraries, is seeking a contractor to map and analyse leadership programmes in the library field and related fields. The goal is to provide an overview of various approaches to these programmes, including their objectives, methods, and impact data. The analysis should cover programmes with national and regional/international scopes.

This work will result in a publishable report which can support library associations and other organisations worldwide in developing effective leadership programmes. It will also provide a data foundation for IFLA to plan its future leadership programmes.

Purpose

- Provide a representative and comprehensive overview of leadership programmes run by library associations, libraries, museums, archives, and related organisations, identifying key features and commonalities.
- Support library associations and libraries in their own decision-making about leadership programmes.
- Enable IFLA to make strategic decisions about its future leadership programming.

Background

The International Federation of Library Associations and Institutions (IFLA) is the global organisation for libraries, with over 1800 members across 150 countries. Now in its 97th year, IFLA has a strong volunteer structure focused on raising standards and building capacity in the library field. It also has a significant profile in international organisations through its advocacy work, emphasizing how libraries contribute to education, health, climate action, democracy, employment and more.

A major focus for IFLA is ensuring that emerging leaders have opportunities to gain experience and recognition. We aim to familiarize these leaders with international librarianship and build their confidence to engage globally.

In the past, IFLA ran a fellowship programme together with OCLC for 20 years, focusing on young leaders from developing countries, ending in 2019. Moreover, IFLA ran its own International Leaders Programme over two cohorts, with the last one closing in 2018. Since then, our focus in working with emerging leaders has been to support participation in our Congresses and Trend Report



updates. Now, we want to reignite our leadership initiatives to support future leaders and build a community of talented individuals ready to engage in IFLA's activities.

Furthermore, we are also encouraging our members to reflect on how they are supporting emerging leaders through our regional workshops. This work will be easier with a strong evidence base.

As a result, we are keen to be able to provide our members with a reference document which explains what sort of leadership programmes exist, including commonalities, differences, and evidence of impacts where possible.

We are therefore looking for a contractor to assess different leadership programmes and develop an appropriate typology. They should ideally have a good knowledge of the library field, but also be able to look at other sectors with similar programmes to draw lessons.

Scope and requirements

The consultant will:

- Collect information through surveys, interviews, and other relevant means about leadership programmes in library and related fields operating at the national and regional level in as many countries as possible.
- Assess these programmes and develop a typology, exploring objectives, target groups, participation fees, programme duration, intensity of participation, virtual vs. in-person elements, teaching vs. projects, and other relevant aspects, along with short- and long-term impacts.
- Hold a validation workshop (online) with relevant IFLA stakeholders.
- Develop a panorama report of leadership programmes designed to inform decision-making by libraries and library associations.
- Hold a workshop with IFLA to explore options for a future IFLA leadership programme.

IFLA will:

- Support the contractor with access to staff and selected volunteer experience and expertise.
- Provide access to relevant materials describing IFLA's past and current work.



Delivery Strategy

Provisional Timeframe

Milestones	Due	Responsible
Request for Quote finalised	18 July 2024	IFLA
Response from contractor and consideration by IFLA	1 August 2024	Potential contractors
Contract signed, and work commenced, initial payment	12 August 2024	Both
Project initiation meeting	20 August 2024	Both
Check-in meeting	19 September 2024	Both
Draft report shared	1 November 2024	Contractor
Validation workshop	w/c 11 November 2024	Both
Final version of report submitted for approval	25 November 2024	Contractor
Internal workshop on possibilities for future leaders' programmes	2 December 2024	Both
Report approval, final invoice issued	5 December 2024	Both

Proposal details

Proposal deadline

Confirmation of willingness to undertake the work is sought by **1 August 2024** at 17:00 CEST.

Proposal requirements

The contractor is invited to indicate the following:

- Suitability statement or relevant document that outlines how they meet the selection criteria:
 - Ability to carry out work such as that described (evaluation, development of typologies)



- Ideally, knowledge of libraries and/or a related sector
- Ideally, knowledge of leadership programming
- Fee for provision of services
- A brief indication (up to 400 words) of how they propose to carry out the work.

Budget

We welcome submissions of up to €30,000.

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.

How to submit

Please submit your proposal by **1 August 2024** at 17:00 CEST using the email subject line "Leadership Programmes Review Proposal."

Send your submissions to ifla@ifla.org. If you have any questions or need further information, feel free to reach out to the same email address.

Thank you for your interest and participation.