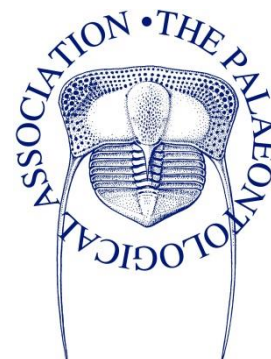


Palaeontological Association Diversity Study tender document



The Palaeontological Association

The Palaeontological Association is a registered charity (charity number 1168330) that promotes the study of palaeontology and its allied sciences through publication of original research and field guides, sponsorship of meetings and field excursions, provision of web resources and information, and a programme of annual awards and grants. The Association currently has around 1000 professional and amateur members from students to retired members. For more information see www.palass.org.

The Diversity Study tender

The Association wishes to determine the diversity of its current membership and investigate diversity among professional palaeontologists. The purpose of this study is to identify under-represented groups in order to consider how the Association's activities can be tailored to be more inclusive and ultimately to increase diversity in the discipline. A maximum of £18,000 is available for this study.

Instructions to tenderers

Tenderers should submit their application documents (detailed below) to secretary@palass.org by midnight on Sunday 17th September 2017. Queries should also be addressed to this e-mail address. The anticipated start date for the study is November 1st 2017 and the anticipated duration of the study is 3-6 months.

Criteria for the evaluation of tender returns

Evaluation criteria	Weighting %
Person criteria	
Formal qualifications in relevant area	10
Experience in social science research, including quantitative and qualitative data acquisition and analysis	15
Experience in diversity studies research	10
Knowledge of geoscience and palaeontology	5
Communication skills	10
Total for person criteria	50
Proposal criteria	

Appropriateness of proposed methodological approach	20
Feasibility of proposed schedule of activity	20
Value for money of proposed budget	10
Total for proposal criteria	50
Grand total	100

Briefing and information notes

The project will involve the collection and analysis of the following data:

- From survey of current membership: age, gender identity, disability status, ethnicity, socio-economic background, career stage and sector.
- From audit of past awards and presentations: gender, career stage, authorship, committee composition etc.
- From audit of selected geoscience departments: age, gender identity, disability status, ethnicity, socio-economic background of students and staff.
- From interviews with subsample of current membership: perception of diversity within the Palaeontological Association and palaeontology, barriers to career progression, potential actions.

Objectives of the proposed diversity study include the following:

- (1) Audit current PalAss membership, seeking information on age, gender identity, disability status, ethnicity, socio-economic background, career stage, tenure status, and perception of diversity within the Association and palaeontology more broadly.
- (2) Audit the Association's past awards (all categories) and presentations for as many years as available. Collect the same categories of data for the audits of both membership and past awards.
- (3) Audit current palaeontologists in the UK and Ireland plus other selected European institutions, including the same information as the audits above, plus dates, subjects and institutions of BSc, MSc, PhD, publications (incorporating authorship and impact) and, if possible, promotions data.
- (4) Compile historical data on the gender balance of palaeontologists at relevant third level institutions in the UK and Ireland plus other selected European institutions.
- (5) Generate qualitative data from interviews with volunteers.
- (6) Generate qualitative data from (a) focus group(s) attended by palaeontologists at a major conference.
- (7) Compare results from (1–6) with published data on the broader geosciences and biosciences.

(8) Identify under-represented groups and collate list of approaches and actions taken by comparable groups to address similar issues

Form of tender and tender submissions

Submission requirements

Applicants should submit:

- a CV,
- a cover letter detailing their suitability for the position,
- a research plan (maximum 4 A4 pages), including:
 - An outline of key approaches to identifying diversity bias within the Palaeontological Association and the discipline of palaeontology within the UK, Ireland and Europe more broadly;
 - Details of analytical approaches;
 - Proposed schedule;
 - Indicative budget;
 - Feasible deliverables within the financial framework of the project;
 - Description of the format of outputs.