



## THE NATIONAL ARCHIVES

### INVITATION TO TENDER – OPEN COMPETITION

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 8<sup>th</sup> February 2021**

**Title:** Development and delivery of focus groups researching leadership in the Archive sector.

**Deadline for receipt of tender proposals:** 8<sup>th</sup> February 2021

**Return to:** [chris.jones@nationalarchives.gov.uk](mailto:chris.jones@nationalarchives.gov.uk)

## 1 Purpose

- 1.1 The purpose of this procurement process is for The National Archives (TNA) to select a supplier to conduct research into the leadership skills gap and career mobility within the archive sector.
- 1.2 The supplier will deliver online focus groups, working with the Archives workforce to research leadership skills needs within the sector.

## 2 Background

- 2.1 TNA is the official archive and publisher for the UK government and guardians of over 1,000 years of iconic national documents. Archives can be used in a

variety of ways, from enabling insightful and pioneering research, and inspiring art and literature, to informing decision making in all types of organisations.

Since 2012 TNA has held the responsibility for leadership of the archives sector. Part of its purpose is to ensure sustained or improved preservation of and access to the nation's archive collections across the private, public and voluntary sectors.

- 2.2 The Archive Sector Development department (ASD) is responsible for leadership of the archive sector in England, comprising over 2500 archives. Our work is framed by the strategic vision, [Archives Unlocked](#). Our approach to the leadership role is a collaborative one, supporting partnership working to encourage a sustainable and innovative archive sector.
- 2.3 Resilience is one of the three key themes identified in the strategy for the sector Archives Unlocked; it is within our role as our sector lead to provide support to the sector which enables archivists to successfully lead archives so they fit for the future. To find out more about our strategic objectives please look at the [Archives Unlocked](#) webpages.
- 2.4 The [Workforce Development Strategy 2018](#), set out that we would support archive leaders to confidently address the challenges of the sector and equip them to move into senior leadership positions. This research will be one component used to develop a future Leadership programme.

### **3.0 Requirement**

- 3.1 The tenderer will develop and deliver a series of focus groups with early- and mid-career archivists to interrogate the leadership skills gap within the sector and the potential design of a learning programme to address this. The outcomes from the groups will help inform the development of the content of a Leadership skills programme to be delivered to the archive sector. We would value submissions from companies with experience in delivering research and creating content for the development of skills programmes. If you have any questions please contact [chris.jones@nationalarchives.gov.uk](mailto:chris.jones@nationalarchives.gov.uk)
- 3.2 It is required the deadline for the work to be completed and submitted 31<sup>st</sup> March 2021.

### **4.0 Budget:**

- 4.1 The budget for this piece of work is £8,000 (**exclusive** of VAT), inclusive of travel and other expenses

### **5.0 How to respond:**

- 5.1 If you have any clarification questions related to your response, please submit these to [chris.jones@nationalarchives.gov.uk](mailto:chris.jones@nationalarchives.gov.uk) by 4<sup>th</sup> February 2021

- 5.2 Please submit your response to [chris.jones@nationalarchives.gov.uk](mailto:chris.jones@nationalarchives.gov.uk) by 8<sup>th</sup> February 2021
- 5.3 An award decision will be made by 11<sup>th</sup> February 2021
- 5.4 It is for you to determine what format your submission should take so as to describe your offer in a clear, comprehensive and convincing fashion; however, you should note that the information you supply may be used, in whole or in part, to populate the Contract Schedules. As such, please make clear and unambiguous statements about the commitments you are making.
- 5.5 Your response should include the following:
- 5.5.1 Your **understanding** of the project and deliverables.
- 5.5.2 Details of your prior **experience** suited to the project, including understanding of workforce development programmes, policy and strategy.
- 5.5.3 Your proposed **methodology** for delivery of the project outcomes.
- 5.5.4 Names and experience of **individuals** assigned to the project, and their involvement with each phase or unit of the work.
- 5.5.5 **Your contract price** – including breakdown for costs of each phase or unit of work, day rate of each team member and other costs or expenses.

## 6.0 Evaluation

Submissions will be evaluated according to the following criteria:

Category	Maximum Score Available	Weighting	Maximum Available Weighted Score
1. Your understanding of the project and deliverables	10	2	20
2. Details of your understanding of the specific needs of the archive sector and the leadership skills gap	10	2.5	25
3. Your proposed methodology for the research and how you will design the outcome report/data	10	2.5	25
4. Names and experience of individuals assigned to the project, and their	10	2	20

involvement with the development of the focus groups			
5. Price	10	1	10
Total	50	-	100

## 7.0 CONTRACT TERMS

7.1 The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).

7.2 TNA reserves the right not to award and to complete its objectives through other means.