



THE NATIONAL ARCHIVES

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 15 MARCH 2024

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarifications relating to the above opportunity. Those questions, and their associated responses, can be found below.

Q1: *ARA's remit is UK & Ireland whilst TNA's leadership role is England only.*

a) If the methodology included seeking responses from individuals within the sector (e.g. survey, focus group, interviews) should this be England only, or is this up to the consultant to suggest parameters?

b) Similarly, if the project includes consultation with stakeholders, should they have similar remits? Or could bodies like the Scottish Council on Archives or the Welsh government be included?

A1: It is up to the consultant to suggest the parameters within the UK and Ireland, but we recommend that there is proportional representation within the groups of individuals and stakeholders selected.

Q2: *In the context of the project deliverables (4.1) - Do you have pre-existing definitions for the terms 'midcareer' and 'senior', or is this up to the consultant to define?*

A2: 'Midcareer' = someone who is not a new or para-professional. They may have a minimum of 10-15 years post-graduate experience, a professional qualification and potentially hold a lower or middle management position. 'Senior' = someone in a senior leadership role with a strategic responsibility and substantial sector experience e.g. County Archivist or Head of Service. The definition of both 'midcareer' and 'senior' is not fixed and can be agreed between the successful applicant and TNA/ARA.

Q3: *Will TNA and/or ARA provide opportunities to use their networks, contacts and communications (e.g. ARA Today, TNA Monthly updates) to enable the project to identify and communicate with individuals and organisations to set up interviews, focus groups or other forms of information gathering?*

A3: Yes, where possible, TNA and/or ARA can provide opportunities to use their networks, contacts and communications.

Q4: *Section 4.2 "It should consider how digital skills across these four areas, and should also look into equality, diversity and inclusion outcomes." Is the 'how' misplaced, should 'across' read 'cross', or is there some additional text missing in the sentence.*

A4: Yes, across should read cross, e.g. 'It should consider how digital skills cross these four areas'.

Q5: *Other than for the recruitment process, the ITT does not include a timeframe for the project delivery. Based on the anticipated contract award date I am assuming it needs to be delivered in 2024/5. Is the timeline up to the consultant to determine, or do you have any key milestones/deadlines regarding delivery?*

A5: The contract end is listed as 28 June 2024 on [Research - Barriers to Mobility, and Leadership Skills - Contracts Finder](#). The project milestones and deadlines are up to the consultant to determine based on their draft plan.

Q6: *We assume the Archives and Records Association has a database of members we could draw from to conduct a survey. Is that the case?*

A6: Our preferred approach would be an online survey that we would promote to our members, but also more widely to other sector groups (e.g. CALGG, List serves, etc). If the consultant is considering using focus groups, then we could email our members to find volunteers.

Q7: *Will The National Archives/ARA publish the report, or will this be an internal document only?*

A7: This will be an internal document only