The National Archives Invitation to Tender

Title: Archives Revealed & Collaborate and Innovate Funding Programmes: Diversity and Inclusion Review

Deadline for receipt of tender proposals: Tuesday 21st January 2020
Return to: lucy.davis@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 a diversity and inclusion review of both the Archives Revealed funding programme and the Collaborate and Innovate funding programme. The review is to examine the literature, the eligibility criteria, the application process, the guidance and the support given by administrators during and after the application process. The research is to highlight potential bias and barriers to application.

1.2   In addition the supplier will suggest necessary recommendations to ensure the funding programmes are fully inclusive.

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 comprising of over 2600 Archive services. 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 new 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 transform archives so they are fit for the future.

2.4   Archives   Revealed   (http://www.nationalarchives.gov.uk/archives-sector/finding-funding/archives-revealed/) is a unique funding programme, dedicated to enabling the cataloguing of important collections based in England, Northern Ireland, Scotland and Wales; which would otherwise remain inaccessible to the communities who want to engage with their past. Archives Revealed was launched in 2018 following an in depth evaluation of the National Cataloguing Grants Programme for Archives which had been running since 2005. This evaluation flagged up where the programme could be strengthened and the need for more support for applicants.

Archives Revealed, is composed of two funding streams:

•   Cataloguing Grants – awarding grants of up to £40,000 for archives to create catalogues of archival collections. Successful applicants evidence archives of significance that demonstrate outcomes which have the potential to transform archive services, vastly improve access and increase public engagement with heritage.

•   Scoping Grants – awarding grants of up to £3,000 to support archives to develop achievable strategic plans, identify key issues and prioritise their resources to ensure their archive collections are accessible and well cared for.

2.6   Archives Revealed delivered to the archive sector in partnership with The Pilgrim Trust.

Archives Revealed is managed through a full time position (funded by TNA). This means we are able to develop fundraising skills in the sector both through pre-application support and through high-quality, targeted feedback. This support is already driving up the quality of applications and enabling the scheme to reach out to organisations who have strong need for funding but who are lacking experience and expertise in raising money.

The Pilgrim Trust (charity number 206602) has acted as banker for the programme since its inception and has a dedicated bank account for it. This account receives all the funding from the partners (11 in total since 2006) and pays out all the funding as grants to the successful recipients without taking any fee to cover the trust's administration costs.

2.7   Collaborate and Innovate is a new funding stream launched this year, which consists of two funding streams:
•   Archive Testbed Grants – Micro grants of up to £5k to test, explore or pilot an innovative idea.
•   Networks for Change – grants of up to £15k to develop or strengthen networks within the archive sector, encouraging efficiencies of scale and collaborative working.

2.8   Further information regarding the Collaborate and Innovate fund can be found here: https://www.nationalarchives.gov.uk/archives-sector/finding-funding/collaborate-and-innovate/

3.0   Requirement

3.1   The outcome of this research will be a robust piece of research resulting in a written report; using case studies if appropriate to deliver insightful recommendations.

Research should include examples of best practice from other relevant funders, as well as speaking to past and potential applicants to the Archives Revealed and Collaborate and Innovate funding programmes.

The report should include short, medium and long term recommendations which demonstrate an understanding of, and relevance to, the archive sector and the objectives of both funding programmes.

3.3   It is required the deadline for the work to be completed and submitted Thursday 5th March 2020

4.0   Budget:

4.1   The budget for this piece of work is £6,000 (exclusive of VAT but inclusive of travel and other expenses), £7,200 inclusive of VAT.

5.0   How to respond:

5.1   If you have any clarification questions related to your response, please submit these to lucy.davis@nationalarchives.gov.uk by Friday 10th January, The National Archives will not be in a position to respond to question over the Christmas and New Year period however all questions will be responded to by Wednesday 15th January 2020

5.2   Please submit your response to lucy.davis@nationalarchives.gov.uk by 5.00pm on Tuesday 21st January 2020

5.3   An award decision will be made by Monday 27th January 2020

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 (Section 3)	10	2	20
2. Details of your understanding of the specific needs of the archive sector, including understanding of Successful Service Transformation in the archive sector. (Section 3.5)	10	2.5	25
3. Your proposed methodology for delivery of the training outcomes (Section 3.2 and 3.3)	10	2.5	25
4. Names and experience of individuals assigned to the project, and their involvement with the development of training materials and training delivery. (Section 3.5)	10	2	20
5. Price (Section 5.5.5)	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.