Tender for mentoring support for developing heritage projects based in Northern Ireland

Bidder contact details

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| --- | --- |
| **Company details:** |  |
| 1. Registered company name: |   |
| 2. Main operational address for the service | Address 1: |   |
| Address 2: |   |
| Address 3: |   |
| Town: |   |
| County: |   |
| Post code: |    |
| Phone: |   |
| Email: |   |
|  |  |  |  |  |  |  |  |  |  |
| **Contacts:** |   |
| 3. Responsible person for the Contract: |  |
| Name: |   |
| Phone: |    |
| Email: |  |
|   |   |   |   |   |   |   |   |   |   |

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| 4a. First candidate carrying out the Service (If different from 3. above) |
| Name: |   |
| Address 1: |   |
| Address 2: |   |
| Address 3: |    |
| Town: |   |
| County: |  |
| Post code: |   |
| Phone: |  |
| Email: |  |
| 4b. Second candidate carrying out the Service (if applicable) |
| Name: |   |
| Address 1: |   |
| Address 2: |   |
| Address 3: |    |
| Town: |   |
| County: |  |
| Post code: |   |
| Phone: |  |
| Email: |  |
| 4c. Third candidate carrying out the Service (if applicable) |
| Name: |   |
| Address 1: |   |
| Address 2: |   |
| Address 3: |    |
| Town: |   |
| County: |  |
| Post code: |   |
| Phone: |  |
| Email: |  |

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Evaluation Questions

**Detailed Criteria for (name):**

(A response will need to be completed for each individual rather than per organisation. If more than one individual is responding please send separate Evaluation Questions response documents).

Please complete the clear boxes below. Throughout, word limits are maxima, and we will disregard any content that exceed them. You should aim to illustrate your experience and expertise across different types of digital work, including heritage projects where relevant.

If you would like an accessible version of this document please let us know.

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| **SPECIALIST SKILLS QUESTIONS** |
| * 1. **Professional Development**

**Please provide examples of how any professional development you have undertaken in the previous 3 years has informed:*** **Your practice of engaging the public with heritage, and**
* **Your knowledge and understanding of equality legislation and inclusion good practice.**

**(Max 400 words)** |
| *Response:* |
| * 1. **Social Value and Environmental Sustainability**

**Describe how you demonstrate good social value and environmental sustainability in your work with cultural organisations.** **For example, this can be economic (e.g. employment, training, work-experience for local people); environmental (e.g. how you reduce your carbon footprint) or social (e.g. how you support local community/charitable initiatives)****(Max 300 words)** |
| *Response:* |
| * 1. **Project Management Experience**

**Please briefly summarise your experience of developing fit for purpose project delivery plans and providing impartial assessments of project progress with recommendations for action****(Max 300 words)** |
| *Response:* |
| **2) Technical Expertise Areas to be tendered for** **For each technical expertise area you wish to be considered for, please indicate Y/N (Yes/No) in the appropriate box. You will need to indicate Y for at least 2 of the Technical Expertise Areas****Question 3 asks you to provide examples of your experience.** |
| **Audience Development/Widening Access** | **Y/N** | **Monitoring and Evaluation** | **Y/N** |
| **Volunteer Recruitment and Management** | **Y/N** | **Using Research, Data and Insight** | **Y/N** |
| **3) Technical expertise****You will need to demonstrate substantial experience across at least two of the four areas of public engagement practice set out in this section to be considered further.** **We are seeking to recruit public engagement experts to work across our funding portfolio, including a wide range of projects. Hence you should aim to give a spread of examples of your work across different types of heritage.** **We have asked for one case for each area but we expect to see a different case study for each area. We will accept case studies in the wider cultural sector but you must demonstrate how this experience can be applied to heritage organisations.** |
| * 1. **Audience Development/Widening Access**

**Demonstrate your experience of audience development work and/or work to widen access to heritage which has successfully engaged groups underrepresented in heritage and/or supported heritage organisations to better engage with under-served groups. demonstrate competence in delivering effective digital outputs The examples can be with individual organisations and/or cohorts of organisations** **(Max 500 words)** |
| *Response:* |
| * 1. **Monitoring and Evaluation**

**Please detail your experience in monitoring and evaluation of cultural projects (heritage, arts, culture) giving examples of how you’ve supported organisations to deliver useful and useable learnings through monitoring and evaluation activity. The examples can be with individual organisations and/or cohorts of organisations** **(Max 500 words)** |
| *Response:* |
| * 1. **Volunteer Recruitment and Management**

**Demonstrate your experience of supporting organisations in recruiting, managing and retaining heritage volunteers. Please summarise the impact of this activity. The examples can be with individual organisations and/or cohorts of organisations** **(Max 500 words)** |
| *Response:* |
| * 1. **Using Research, Data and Insight**

**Demonstrate your experience of supporting cultural organisations to use research, data or insight to help them understand and then develop approaches around public engagement which meet their organisation’s purpose and the needs of their target audiences.** **(Max 500 words)** |
| *Response:* |
| **4) Referees****Provide the names and contact detail of two referees. These should be from organisations or projects you have supported within the last three years. We will not contact referees unless we accept you as a ROSS Consultant.**  |
| *Referee 1:* |
| *Referee 2:* |

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| **Pricing Structure**  |
| Please note, prices entered will be maximum prices for the duration of the contract agreement.  |
| **5.1) Day rate including VAT if applicable £***Response***Please also state whether you are VAT registered:***Response: VAR registered/Not levied* |
| **5.2 Please provide your estimated availability (number of days) each year. Not scored.** |

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| --- | --- | --- | --- |
| **Criteria** | **Score** | **Weighting** | **Total** |
| **Quality criteria - specialist skills - 70%** |
| 1.1 How effectively has the candidate applied their professional development experiences to the practice of engaging people with heritage and their knowledge of equality legislation and good practice? |   | 20% | 0 |
| 1.2 How well has the candidate demonstrated good social value and environmental sustainability in their work with cultural organisations? |  | 10% | 0 |
| 1.3 How well has the candidate demonstrated their experience of developing fit for purpose project delivery plans and providing impartial assessments of project progress with recommendations for action |  | 10% | 0 |
| 2. Competency areas to be tendered for  | Information only | N/A | N/A |
| 3.1 How capable is the candidate of delivering good quality audience development and widening access work including digital outputs? |   | 30%\* | 0 |
| 3.2 How capable is the candidate of monitoring and evaluating cultural projects? |  | 30%\* | 0 |
| 3.3 How capable is the candidate of delivering good quality volunteer recruitment, management and development? |  | 30%\* | 0 |
| 3.4 How capable is the candidate of supporting cultural organisations to use research, data or insight to help them deliver their needs?  |  | 30%\* | 0 |
| 4. Referees | Pass/Fail | N/A | Pass/Fail |
| **Pricing criteria – 30%** |  |  |  |
| 5.1 Day rate |  | 30% | 0 |
| 5.2 Estimated number of days available each year  | Information only | N/A | N/A |

\**Scores for technical expertise questions will be scored independently and will not be cumulative***.** *See ITT scoping document for details*