The National Archives

Invitation to Tender – Open Competition

Title: Archives Revealed Cataloguing Grant Review

Deadline for receipt of tender proposals: 8th June 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 review of the impact the Archives Revealed Cataloguing Grant funding programme. The review is to examine the impact of the scheme for archive services in the following areas:

- Access to collections – digitally, physically
- The geographical spread and subject spread of the successful applications
- Collections Management – specifically improved collections information/documentation
- Engagement and outreach work – including digital and social media
- Audience breadth and diversity
- The strategic development of archives and parent organisations
- Advocacy for the archive service
- Fundraising capacity of archivists
- Funding of archives – both the impact of receiving funding and the impact of not receiving funding

1.2   In addition the supplier will suggest:

- Necessary recommendations to ensure the funding programmes more effectively achieves the objectives of the fund
- Recommendations regarding how to increase the size of the programme without compromising on delivery/service.

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.

2.2   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

2.3   The Archive Sector Development department (ASD) is responsible for leadership of the archive sector in England, comprising over 2600 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.

2.4   Resilience is one of the three key themes identified in the strategy for the sector Archives Unlocked; it is within our role as the sector lead to provide support to the sector which enables archivists to successfully transform archives so they are fit for the future.

2.5   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.

2.6   The objectives of Archives Revealed are to:
   1. Increase access to previously unavailable archive material
   2. Increase engagement with archive collections by wider audience groups
   3. Enable deeper use of archive material to further understanding of collections
   4. Increase confidence and skills of archivists so they can successfully secure income to fund archive development.

2.7   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.

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

2.9   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.

2.10   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.

3   Requirement

3.1   The outcome of this research will be a robust piece of research resulting in a written report; delivering insightful recommendations. One of the reasons we are seeking this report is to demonstrate the impact of the Cataloguing Grant programme to current and prospective funders.

3.2   The research will involve speaking to past applicants to the Archives Revealed Cataloguing Grant scheme, both successful and unsuccessful. The interviews with unsuccessful applicants will provide feedback regarding the application experience, the support they received and what their next steps are. Of the 126 unsuccessful applications it is our expectation that a random sample of 30 will be spoken to for this research.

3.3   The interviews with successful candidates will evidence what the impact of the Cataloguing Grant has been for the organisation, collection and users. Of the 18 applicants that have been successful, our expectation is that 16 will be interviewed.

3.4

3.5   The research should cover how the Archives Revealed programme has made an impact on the following within archive services:

- Access to collections – digitally, physically
- The geographical spread and subject spread of the successful applications
- Collections Management – specifically improved collections information/documentation
- Engagement and outreach work – including digital and social media
- Audience breadth and diversity
- The strategic development of archives and parent organisations
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3.6   The research should also cover how applicants feel about the application experience, the amount of effort required vs the potential reward, and the level of support provided.

3.7   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 the funding programmes.

3.8   The deadline for the work to be completed and submitted is 16th July 2020

4   Budget:

4.1   The budget for this piece of work is £6,500 (exclusive of VAT but inclusive of travel and other expenses).

5   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 28th May 2020. All questions will be responded to by 2nd June 2020

5.2   Please submit your response to lucy.davis@nationalarchives.gov.uk by 5.00pm on 8th June 2020

5.3   An award decision will be made by 11th June 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, programme evaluation and impact evaluation.

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 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, programme and impact evaluation.	10	2.5	25
3. Your proposed methodology for delivery of the research outcomes (Section 3.1 to 3.5)	10	2.5	25
4. Names and experience of individuals assigned to the project, and their involvement with the development of the research.	10	1	10
5. Price (Section 5.5.5)	10	2	20
Total	50	-	100

7   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.