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**INVITATION TO TENDER**

**Derby’s Egypt – Reinterpreting with and for the city**

**Freelance evaluator**

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8. **Letter of Invitation**

Derby Museums (DM) is working on a National Lottery Heritage Fund (NLHF) funded project titled: Derby’s Egypt – reinterpreting with and for the city.

You are hereby invited by DM to submit a tender for the evaluation of this project.

The Invitation to Tender from DM contains Instructions and Information for Tendering and Specification of Requirements.

Tender submissions must be submitted no later than 8th July 2024

Please send your proposal to:

laurap@derbymuseums.org

We look forward to receiving your tender response.

Yours faithfully,

Laura Phillips, Head of Interpretation and Display, Derby Museums.

1. **Project overview**

Across the three DM sites, the current ancient Egypt displays have been some of our most inadequate and ethically problematic. Without having a curatorial specialist on staff, the collections have been poorly researched and documented, and the display is around 30 years old. Over the past 24 months we have actively engaged in researching, reassessing, reinterpreting and redisplaying our Egyptian collections. A successful application for a Headley fellowship for our Coproduction Curator has enabled her to build a network of specialist support and work on the collection. Attempts have also been made to redevelop outdated schools’ sessions to remove problematic content. This research has also included coproduction with DM staff and volunteers to consider inaccuracies and issues with the displays in light of our values and the absent voices within these collections.

We are now at a point where we have the knowledge and supportive foundation to move forward with plans to redisplay our collections and reassess our schools offer to work seamlessly with our collection’s interpretation. We have decided to test our ideas and coproduce their development through a temporary exhibition opening July 2024, following which there will be a new permanent redisplay of the collection in autumn 2025.

This is particularly exciting and pertinent as, with the financial pressures mounting on DM, a popular, high-quality exhibition will drive footfall, donations and secondary spend. This project will also improve the care and interpretation of the collection through further research, assessment, conversation and the redisplay of objects in appropriate and newly constructed cases.

1. **Derby’s Egypt – Reinterpreting with and for the city project aims**

Develop a temporary exhibition opening July 2024, exploring DM’s ancient Egypt collection.

Strengthen DM’s financial situation and improve resilience through the delivery of a temporary ancient Egypt exhibition by driving footfall, donations and secondary spend.

Redevelop outdated schools’ sessions to remove problematic content and bring greater dignity to the mummified humans on display.

Permanently redisplay our ancient Egypt collection by Autumn 2025, ensuring greater accessibility for visitors, improved environmental conditions for the collections, and bringing greater dignity to the mummified humans on display.

Capitalise on our unique connections with lenders, specialist support, schools and enthused DM volunteers to improve the care and understanding of the ancient Egypt collections held in Derby, with and for local people.

**We want to learn together how to:**

* Co-create stories in an appropriate, ethical and accessible way, whilst creating displays that are fascinating, valued and easy to update without undue environmental impact.
* Develop opportunities for individuals to voice their opinions to DM and feel pride through the creation of displays and associated programmes.
* Open discussions around colonial collections and the display of human remains.
* Share learning outcomes with the wider heritage and arts sectors.

**We want our project evaluation to explore the following questions:**

* How did participants’ perceptions of ancient Egypt, the value of our collections and its relevance for Derby change during the project?
* Have audience members, including school children and teachers, deepened their understanding of the heritage and its value through their engagement?
* How effective was the exhibition in opening up discussions around colonial collections and the display of human remains?
* What are the key learnings regarding how to co-create school resources, an exhibition and longer-term display for a project of this nature and what has been the impact of this on our practice?
* Did teachers feel they learned skills and increased their confidence in teaching about ancient and present Egyptian ways of life?
* What did DM learn through the co-production process of creating displays with teachers and schools and what has been the impact of this on our practice?
* How effective was the project in meeting the NLHF outcomes?
* How effective was the temporary exhibition in supporting our business plan aims of attracting a diverse audience, generating income, visitors and secondary spend?

We will evaluate the exhibition from multiple perspectives: participant, staff, volunteer, peer and visitor evaluation. We will use the Culture Counts platform and guidance for exhibition outcomes, which can connect to the independent evaluator's research. We have the support of the University of Derby, as student visitor research placements will support course outcomes.

**4. Summary of evaluator consultant services**

As a new and ambitious initiative, on-going evaluation throughout will be essential to ensure the programme is meeting its aims and having a genuine impact, the audiences they serve and their wider sectors.

In order that evaluation is at the heart of the programme and built into every stage effectively, the Project leads will work with a freelance evaluator throughout the programme delivery. We want to co-produce the evaluation methodology together. The brief for the evaluator will be to:

* Offer guidance on measuring the progress of each aspect of the programme.
* Advise on what quantitative and qualitative information will be most relevant.
* Suggest processes for collecting both quantitative information and qualitative feedback across the project.
* Determine effective and accessible mechanisms for soliciting responses from all involved beyond standard feedback forms etc.
* Produce evaluation materials that are easily adaptable for dissemination and advocacy purposes.
* In line with the programme schedule, regularly analyse data and report on the progress and learning of the project.
* Introduce the process of evaluation to staff, volunteers and participants to support learning and a greater understanding of the evaluative process.

**5. Key dates**

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| **Key dates** | **Activity** |
| 5 July 2024 | Temporary Egypt exhibition begins |
| 8 July 2024 | Deadline for tender submission |
| w/c 15 July 2024 | Evaluator interviews  |
| July 2024 | Co-produced development of evaluation plan |
|  | Evaluator assesses data and begins data collection |
| September 2024 | Mid-project reporting  |
| November 2024 | Temporary Egypt exhibition ends  |
| August 2025 | Permanent Egypt collection displays installed  |
|  | Data collection phase ends Analysis |
|  | Final report drafting |
| September 2025 | Final report |
| 30 September 2025 | Project end |

**6. Budget**

Total budget for the evaluation: £5,000

**7. Proposal format**

* A brief written response to the programme overview provided.
* An introduction to, and credentials of, your organisation.
* Examples of relevant projects you and/or your organisation have
previously undertaken.
* Details of the personnel proposed to carry out the work.
* Details on how you would propose to satisfy the requirements of the brief.
* Reference of how you propose to deliver this work (frameworks, methodologies
and approaches).
* Budget breakdown for the project, including any VAT expenditure required.
* A statement of the number of days each team member will work on the project along with their job title and daily rates.
* Details of other costs, including travel. These should be described in sufficient detail to allow assessors to consider the reasonableness of the costs and more generally the efficacy of the proposed approach.
* Ability to meet the timescale outlined.
* Two references.