

Request to Quote: Equality, Diversity & Inclusion Consultant

AIM: To work with Museum Development Yorkshire providing expertise and additional capacity to develop and deliver a programme of professional development, which will enable museums in Yorkshire and the Humber to better understand, embed and champion Equality, Diversity and Inclusion as core to all areas of their work.

Timescale of project	1 February 2021 to 31 March 2022
Target audience	Museum Development Yorkshire: We work with around 155 museums throughout Yorkshire and the Humber. Our client museums include: <ul style="list-style-type: none">○ medium-sized, local authority services with multiple sites○ large and small independent museums○ smaller, often volunteer-led museums Our primary focus is on approximately 100 museums which do not receive regular funding from Arts Council England through National Portfolio Organisation revenue grants.
Consultancy Budget	£5,000 (exclusive of VAT but including travel, expenses, insurance, etc)
Tender Deadline	Monday 4 January 2021 (09:00)

1. Background

Museum Development Yorkshire (MDY) supports the museums of Yorkshire and the Humber to be secure, accessible and sustainable homes for their collections, and of value to the diverse communities they serve.

Our role is to help museums fully understand the complexity of operating successfully in the 21st Century, and to build on good practice to assist them in releasing the cultural potential of their collections, people and sites. We guide museums on their development journey by enabling them to benchmark themselves, understand changes in audience, sector and stakeholder expectations, and identify the steps needed to realise their ambition.

We foster an environment in which best practice is developed, shared and used to inspire others to deliver their own growth. We deliver our support through a combination of mentoring, site-specific consultancy, group training, development programmes, network activity, small grants, and free professional advice.

MDY is funded by Arts Council England as a Sector Support Organisation for 2018-23, and is part of York Museums Trust.

2. Current situation

Whilst MDY's existing purpose is supportive of access and diversity in museums, we have identified a need to prioritise and strengthen both our delivery on Equality, Diversity and Inclusion (EDI), and our own organisational development in this area. To achieve this, we are seeking to contract additional expertise and capacity.

In terms of MDY's current delivery, aspects of EDI feature as stand-alone elements in different areas of our offer, for example in one-off training opportunities, small grants, and support for access audits.

Our strongest EDI delivery is probably within our annual health and well-being development programme, now in its sixth year, which features awareness-raising and action around improving access for people with a wide range of additional needs. EDI is not the principal focus or purpose of the programme, however.

Our other development programmes and consultancy activities focus on museum specialisms (e.g. collections management and development, visitor services, audience development) and organisational development (e.g. governance, business planning, fundraising, income generation, innovation skills), and there is a significant opportunity to thread EDI awareness and action into this work.

We are currently investing in our team's development through training in Unconscious Bias, Diversity and Inclusion, which will support us in updating our vision for Equality, Diversity and Inclusion (EDI), and reviewing our Equality Action Plan which was produced in 2017.

We have also introduced a focus on EDI through our informal, online Elevenses coffee time conversations with museum staff and volunteers, which will feature two dedicated sessions on this topic during autumn 2020.

Consistent with our existing approach of supporting museums to deliver their own growth, we would like to encourage museums to identify and employ their own assets and opportunities in relation to EDI, and to address with confidence and understanding the contribution that they can make through all areas of their work.

As part of our funding agreement with Arts Council England (ACE), we are tasked with supporting 4 museums to create [Equality Action Plans](#) (EAP). Our museums are not required to have an EAP, however this would be good practice. We do not currently offer structured support to develop EAPs, although there are good examples of this in other regions (e.g. [London Museum Development](#), [West Midlands Museum Development](#)).

We also seek to align ourselves with wider sector initiatives, such as [Tackling Inequalities](#), an EDI strategy released by AIM (the Association of Independent Museums).

3. Our vision for EDI

We are working towards defining our own vision for EDI, which will include:

- Leading and modelling organisational good practice by developing ourselves as a team and, as a priority, actively broadening our networks and making our working practices more inclusive
- Becoming confident advocates for EDI, and developing our capacity to act as catalysts for change
- Encouraging and enabling museums to prioritise equality, diversity and inclusion across all aspects of their internal and external work by translating sector initiatives into a range of training and development opportunities

4. Consultant's Brief

Museum Development Yorkshire is seeking to commission a professional consultant experienced at developing the equality, diversity and inclusivity of cultural organisations, through workforce development and strategic planning and implementation.

We wish to work with a consultant in the following activities:

- **Developing MDY:** We are seeking support for our own organisational development, to ensure that we lead and model good practice, broaden our networks, provide informed and confident advocacy, and are able to act as agents for change in EDI.
- **Developing existing delivery:** We wish to embed EDI into our existing development programmes and specialisms, delivered by our core team and external consultants. These include collections care and development, visitor welcome, health and wellbeing, audience development, fundraising, income generation, innovation, and site access audits.
- **Developing new delivery:** We wish to offer new, stand-alone EDI training sessions, and development programmes for museums that would like to prioritise and accelerate their development in this area.

We envisage that new delivery could include:

- Developing awareness and understanding on EDI across the museum workforce including trustees, staff and volunteers; potential training needs so far identified include racial diversity awareness and recruitment processes;
- Moving the museum workforce through awareness to action, via support to produce and implement Equality Action Plans in museum forward planning;

- Consultancy support for museums to implement EDI activity across any aspect of their organisational life from governance and staffing, to audience development, collections development or public programming.

Project delivery:

Methods: The proposal should:

- Propose a layered engagement and development plan, including stand-alone training sessions starting with diversity awareness, and deeper engagement through in-depth group work and consultancy support for museums wishing to prioritise faster progress;
- Specify how the plan will lead to the production of organisational Equality Action Plans;
- Allocate time to working with the MDY team to thread and strengthen EDI awareness and action into existing programmes of work;
- Provide for collaboration and support to develop and implement MDY's own Equality Action Plan.

Schedule: Produce a delivery schedule to expedite this work as a development strand by MDY, to be delivered in the period from February 2021 – March 2022. Delivery will need to be flexible to adapt around the potential impact of Covid restrictions on face-to-face group meetings or site working.

Budget: Propose a detailed budget breakdown for different areas of support, giving transparent costings which will allow support to be scaled in response to demand. The indicative budget for the contract period is £5,000, excluding the costs of room hire and catering etc for any on-site meetings to be agreed. These would be covered by additional MDY budgets (subject to potential coronavirus restrictions on group meetings).

Evaluation: Training and support will be evaluated through existing frameworks used by the Museum Development Network including booking and evaluation data, and the annual impact survey. An additional key metric will be the number of museums producing Arts Council England Equality Action Plans as a result of engagement, and their progress against their Plans. Additional evaluation may be sought through one-to-one feedback and short case studies.

5. Areas to be covered and outputs

The selected contractor will deliver the following:

- Capacity and capability in museum workforce training and development on equality, diversity and inclusion, specifying the number of hours of training that will be deliverable;
- Consultancy support to museums, individually or in groups, through coaching or mentoring, to develop and implement their own organisational Equality Action Plans, specifying the amount of consultancy time deliverable;
- Support for MDY to update and implement its own Equality Action Plan.

6. Project Management

The principal contact for the commissioning process is Joanne Bartholomew, Museum Development Officer.

7. Method of Appointment

The closing date for receipt of proposals is 09:00 Monday 4th January 2021.

Proposal documents should include:

- Details of the methods or approach proposed
- A detailed budget costing (exclusive of VAT but including all travel, expenses, insurance costs etc), enabling transparency and potential scaling of work in response to demand
- Details of relevant knowledge and experience with specific reference to potential areas of support
- CV of key project personnel
- Declaration of any potential conflicts of interest e.g. where the consultant is currently a museum trustee or has pre-existing relationships with specific museums
- Contact details for two referees

Proposal documents should include the following table:

Contractor Name	Estimated Days	Cost of project	incl Vat (tick)	incl. travel (tick)	incl. costs (tick)
		£			

Proposal documents should not exceed 12 sides A4 including CVs.

Selection will be according to the following criteria:

- Experience in and knowledge of the areas detailed in the specification
- Knowledge and understanding of the museums sector
- Evidence of ability to deliver to specification
- Price indicative budget £5,000 for the period February 2021 - March 2022, including all consultancy costs, but exclusive of VAT and any room hire/catering costs.

8. Timescale

- Deadline for receipt of proposals by **09:00 Monday 4th January 2021**.
- Selection notification by 17:00 8th January 2021.
- Interviews (presumed to be held online) in week 18th January 2021.
- Delivery from 1st February 2021.
- Completion by 31st March 2022.

9. Submission of Proposals

Proposals, to be received by **09:00 Monday 4th January 2021**, should be sent to:
mdyoffice@ymt.org.uk

If you have any queries, or would like to discuss this brief, please contact:

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