

Request to Quote:

Museum Development Yorkshire - additional capacity 2022-23

AIM: To work with Museum Development Yorkshire providing temporary additional capacity on a level with the Museum Development Officer team to manage delivery of additional consultancy contracts, and support events and communications in the period November-December 2022.

Timescale of project	1 November – 31 December 2022
Target audience	<p>Museum Development Yorkshire: We work with around 155 museums throughout Yorkshire and the Humber. Our client museums include:</p> <ul style="list-style-type: none"> ○ medium-sized, local authority services with multiple sites ○ large and small independent museums ○ smaller, often volunteer-led museums <p>Our primary focus is on approximately 100 museums which do not receive regular funding from Arts Council England through National Portfolio Organisation revenue grants.</p>
Consultancy Budget	Up to £5,000 (exclusive of VAT but including travel, expenses, insurance etc)
Tender Deadline	18:00 Wednesday 19 October 2022

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

Museum Development Yorkshire is currently below staffing capacity due to the secondment of the Head of Museum Development Yorkshire into a post within York Museums Trust as of 1 August 2022 until 31 July 2023. The Head of MDY post has been backfilled by the secondment of the Museum Development Officer for workforce training and development into the Head of MDY post for the same period.

Pending the recruitment of two fixed-terms posts for the period 1 January – 31 July 2023 to cover the backfilling requirements of these posts, we wish to appoint a freelance team member to provide additional temporary capacity.

There is a budget of £5,000 available to procure additional capacity of around 2 days per week for the period 1 November – 31 December 2022.

There is the possibility of continuation in early 2023 in the event of delays in the recruitment process, but availability beyond 31 December is not a requirement.

We are expediting the appointment of this contract to bring in additional capacity as soon as possible.

3. Brief

Museum Development Yorkshire is seeking to commission an experienced museum freelancer to provide additional short-term capacity for the Museum Development Officer team.

Working from home with occasional need for on-site attendance, this role will focus on setting up and monitoring a range of short-term consultancy projects to support museums with a series of strategic interventions in areas likely to include museum security, collections care, volunteer development and learning. The total value of contracts managed is estimated to be around £40,000. In addition, the role will be an active team member supporting routine communications, training activity, and the annual Celebrating Museums event:

- **Act as project manager for a range of Museum Development Yorkshire consultancy contracts:**
 - Continue discussions with identified consultants, maintaining positive and well-managed relationships with MDY contacts
 - Implement consultancy contracts using established templates and ensuring that work is appropriately documented
 - Request purchase orders via the MDY Intern for approval by the Head of MDY
 - Liaise between consultants and museums to initiate consultancy work, maintaining communication with the museums' regional MDO for continuity of information
 - Attend online or on-site training where specified with consultants as part of the work package, especially for museum security and collections care
 - Monitor progress of the consultancy work and confirm work completed for payment of invoices
 - Identify and address any barriers to progress with support from the regional MDO or subject specialist
 - Maintain project management records in order to hand over project management to the MDY team at the end of the contract

- **Act as a member of the Museum Development Yorkshire team, providing continuity and support for museums and capacity within the team for on-going tasks:**
 - Support with providing information for and editing the fortnightly MDY email bulletin
 - Prepare information and communications for training events to be distributed by the MDY Intern
 - Undertake and monitor evaluation activity for completed training events or programmes
 - Hosting online or on-site networking, training and development events as agreed
 - Attend team meetings or external meetings on behalf of MDY as agreed
 - Assist with planning and organising the annual Celebrating Museums event at The Hospitium in York

Project delivery: The ideal appointee will offer consistent support at a rate of approx. 2 days per week for the period November-December 2022.

Methods: The proposal should describe how support will be offered and the candidate's suitability for the contract.

Budget: Confirm a day rate or number of days proposed to be worked for the available budget of £5,000.

Costs: The budget should be fully inclusive of all costs including VAT, insurance, travel and expenses.

6. Project Management

The contacts for the commissioning process are Joanne Bartholomew, Head of Museum Development Yorkshire and Alan Bentley, Museum Development Officer.

7. Method of Appointment

The closing date for receipt of proposals is **18:00 Wednesday 19 October 2022**.

Proposal documents should include:

i) A **tender** - a maximum of 2 sides of A4 detailing:

- Method or approach proposed
- Confirmation of budget, number of days to be worked and clear statement of how they will be worked
- Details of relevant knowledge and experience, with a focus on knowledge of museums, and managing projects and contracts
- 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

ii) A **CV** (in addition to the two sides of A4) stating your wider, relevant experience.

Proposal documents should not exceed 12 sides of A4 including CV.

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
- Value within budget of £5,000

8. Timescale

- Deadline for receipt of proposal is by **18:00 Wednesday 19 October 2022**.
- Delivery to commence from 1 November or as soon as contract terms are agreed.
- Completion by 31 December 2022.

9. Submission of Proposals

Proposals, to be received by **18:00 Wednesday 19 October 2022**, should be sent to:

joanne.bartholomew@ymt.org.uk

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

Joanne Bartholomew: joanne.bartholomew@ymt.org.uk or phone: 07730 642919

Alan Bentley: alan.bentley@ymt.org.uk or phone: 07595 609782

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