



EGYPT  
EXPLORATION  
SOCIETY  
FOUNDED IN 1882

# Call for Tenders: Evaluator, NLHF Development Phase

**Clients:**

The Egypt Exploration Society  
2-4 Doughty Mews  
London  
WC1N 2PG

**Contact:**

Dr Edward Scrivens (Development Manager)  
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## **Outline**

Since its founding 142 years ago, the Egypt Exploration Society has supported and promoted Egyptian cultural heritage. We have explored more than 150 sites and monuments, published more than 350 volumes of scientific research, and engaged thousands of people across the world.

The EES has embarked on an exciting and ambitious redevelopment project – [‘Building the Future’](#) – which was recently awarded a Development Phase grant by the National Lottery Heritage Fund. We seek to save our unique collections and make them accessible to everyone via a new activity programme conducted from our central London premises, which will be refitted into an accessible and sustainable heritage centre to house our unique collections and utilise them in new engagement spaces. The project outcomes include the creation of new engagement activities and assets, including digital, and learning programmes with both on-site and remote activities and incorporating SEN provision.

We are seeking an experienced Project Evaluator to develop an evaluation framework for our Development Phase, collect data, deliver an evaluation report of the Development Phase, and develop a preliminary evaluation framework to form part of our Delivery Phase application (scheduled for submission in February 2025).

## **Methodology**

If invited to tender, we want to hear about how you work, your previous projects, and how you would conduct the evaluation process. You will be given access to materials and information surrounding the project, as well as organisational and governance data which may be necessary for a thorough evaluation.

The Evaluator’s primary points of contact will be the Society’s Development Manager, Director, and a consultant Activity Planner, though the Evaluator may also work as needed with other members of EES staff and prospective partner organisations.

## **Outputs / Deliverables**

The Evaluator will deliver an evaluation report for the delivery phase and a preliminary evaluation framework for our Delivery Phase.

## **Contract management**

Following selection, we anticipate the Evaluator will begin work in late September/early October 2024. The Evaluator will be expected to deliver the evaluation report and preliminary evaluation framework by early February 2025.

The budget for this work is £12,000 (inc. VAT), based upon an estimated 12 days of work during our Development Phase. We expect to pay the contracted fee by invoice in two instalments: 50% on commission, 50% with the delivery of the evaluation report and Delivery Phase framework. Other payment arrangements can be discussed.

## **Award criteria**

The decision to award the contract will be made according to a range of factors, including cost, prior experience, and ability to deliver the brief on time and to budget.

Tell us about your experience of working with heritage organisations, or how your experience might be transferable to that sector. Candidates with prior experience of NLHF processes are encouraged to apply.

To express interest in tendering for this work, please respond **by 17:00 (UK) on 23<sup>rd</sup> August 2024** with the following information:

- A concise 500-word summary of the work you plan to carry out. This could include a suggested methodology and timeline for delivery against the deadline.
- Indicative costs for your proposed work plan.
- Professional profile with details of previous work and relevant prior experience (please also tell us about any safeguarding policies you have in place).
- References.

Please note: While individuals and organisations are welcome to tender for both advertised Evaluator and Activity Planner roles, these contracts will be awarded to different individuals/organisations to ensure a robust evaluation process.

### **Selection timetable**

23<sup>rd</sup> August: Deadline for responses (send to Dr Edward Scrivens at [edward.scrivens@ees.ac.uk](mailto:edward.scrivens@ees.ac.uk))

26<sup>th</sup> August: Candidates invited to tender

9<sup>th</sup> September: Provisional interview date (via Zoom)

13<sup>th</sup> September: Successful candidates notified

If you have any questions or would like to discuss the project ahead of making an application, please email the Society's Development Manager Dr Edward Scrivens ([edward.scrivens@ees.ac.uk](mailto:edward.scrivens@ees.ac.uk)).