



EGYPT
EXPLORATION
SOCIETY
FOUNDED IN 1882

Call for Tenders: Activity Planner, 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 Activity Planner to develop our preliminary activity plans as part of our Development Phase. The new activity plan will form part of our Delivery Phase application to the NLHF, 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 go about developing our plans (including any necessary research or consultations). You will be given access to the information and contacts gathered in the creation of the preliminary activity plan submitted with our successful Development Phase application.

The Activity Planner will work with the Society’s Development Manager and Director as primary points of contact, as well as other members of EES staff and with partners identified in earlier phases of the bid (e.g. local schools, Camden Disability Action, University College London, and others).

Outputs / Deliverables

The Activity Planner will deliver a finished, fully costed activity plan with all necessary partnerships in place.

The activity plan should aim to expand and widen participation in the EES’ heritage offering. Activities should appeal to broad and diverse audiences, with several demographic identified as key targets: school groups, young people, the UK-based Egyptian diaspora, SEN learners and adults, and those experiencing loneliness or living with Dementia.

Contract management

Following selection, we anticipate the Activity Planner will begin work in late September/early October 2024. The Planner will be expected to deliver the activity plan by early February 2025. The EES Development Manager may ask to see or discuss drafts of the plan before final delivery, to inform the preparation of the Delivery Phase application.

The budget for this work is £36,000 (inc. VAT). The Activity Planner will also have access to a £10,000 budget for any necessary consultations and workshops, trial events, etc. We

expect to pay the contracted fee by invoice in monthly instalments, the final instalment (on delivery of the Activity Plan) being 25% of the overall fee. 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.

A key factor in our selection will be candidates' ability to build activity programmes that prioritise accessibility and inclusion. 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 23rd 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

23rd August: Deadline for responses (send to Dr Edward Scrivens at edward.scrivens@ees.ac.uk)

26th August: Candidates invited to tender

9th September: Provisional interview date (via Zoom)

13th 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).