



Migration Museum: Collections Project Planning Grant Tender Brief - Evaluation Consultant

Introduction

In preparation for the Migration Museum's move to our new permanent home in 2028 and the development of our larger project proposal, we secured funding from the National Lottery Heritage Fund for a 12-month intensive project-planning research grant focused on ensuring that heritage fully underpins all of our future activities.

Now at the halfway point of this project, we have already made significant progress. We have begun building a clearer understanding of relevant collections and materials, including those that are underused or overlooked; we are actively strengthening partnerships with national and regional heritage organisations; and we have initiated the development of the digital infrastructure for our dispersed Migration Collection digital database prototype. We are also advancing our thinking and practice around physical and digital collections management, and have taken early steps to ensure that existing and target audiences are included in decision-making from the outset.

By the end of the project, we aim to consolidate these developments and continue deepening our research, partnerships, and engagement to ensure that our future activities are inclusive, informed, and rooted in heritage.

The project includes 3 key strands:

1. Uncovering forgotten Migration Heritage

- a. Audit of c.200 previously delivered UK migration-related projects with 15 volunteers
- b. Research into the collections of 6 heritage institutions across the UK to research their own collections and identify 1-2 objects across specified themes (c.30 objects per institution)
- c. Delivery of 2 Migration Network events, expanding membership and a survey consulting with members of UK museums and organisations to understand their potential migration collections

- d. Development of strategic partnerships with The National Archives and British Library, allowing us to bring their collections to wider audiences
- e. Consideration of how collections are compatible with and used for the learning programme needs.

2. To a UK 'dispersed' Migration Collection

- a. Appointment and management of consultancy to create a 'dispersed' Migration Collection digital prototype.
- b. Development of methodology and a minimum viable output that can be built upon in partnership with more institutions. Focus on our identified themes and outputs from our other activities to feed into this.

3. Towards the Creation of a Physical Migration Museum Collection:

- a. 8 meetings of Steering Panel deciding on e.g. themes, stories, time periods, size and constraints of the collection.
- b. Commissioning Collections Management Consultant to provide expert advice, capacity and skills-building training to support developing the museum's collections management processes and plans (meeting Spectrum standards and to enable application for ACE Accreditation from 2027).
- c. Pilot activity with 1 UK school, and development of UK-wide strategy for 2027 campaign to identify 100 objects and stories that can be formally acquired and accessioned into the Migration Museum's collection

The Brief

The Migration Museum is seeking an experienced and creative Evaluation Consultant who can help us to devise a framework for the summative evaluation of the project, carry out quantitative and qualitative data research, and produce a final evaluation report, in line with NLHF guidance on evaluation.

Specific duties and deliverables will include:

The Evaluation Consultant will be appointed to prepare a framework, such as the Evaluation Logic Model – to NLHF requirements, to ensure the project delivers qualitative and quantitative evaluation.

- Coordinate and chair an initial meeting with the Project Team to consult about the outcomes of the project and agree what we will measure and evaluate
- Develop an Evaluation Framework for the project
- Create guidelines for collecting and storing information e.g. templates.
- Establish baseline data where possible

- Develop methodology and carry out data collection and analysis using a variety of quantitative and qualitative methods including but not limited to surveys, focus groups, and interviews with stakeholders from heritage institutions and project participants e.g. volunteer and fee paid researchers
- Collate and analyse all of the monitoring and evaluation material producing a final report within 1 month of the end of the last project activity
- The final report will measure and describe the impact and outcomes of the project based on the targets and measures of success identified in the Evaluation Framework, outline the lessons learnt and summarise the long-term legacy of the project

Consultant Specification

We are seeking a consultant with:

- Solid and extensive experience in developing and implementing monitoring, evaluation systems and frameworks
- Experience of collecting and analysing monitoring, evaluation and impact assessment data in order to draw meaningful conclusions and reports
- Experience of delivering summative stages of evaluation
- Excellent IT skills and a working knowledge of systems which would be readily, easily and cheaply integrated into the evaluation plan to support effective and insightful data collection in a range of forms
- Outstanding communication skills with the ability to articulate a vision, strategy or idea clearly and concisely with a vigorous eye for detail
- Experience of working on NLHF funded, educational or development projects
- Strong report writing, presentation writing and presentation delivery skills
- Ability to self-manage and work as a core part of a team

Budget and Contract Terms

There is a maximum budget of £8,000 for the work, including expenses but excluding VAT.

Availability and Scope

This work will start in October 2025 and the project is due to end in early 2026. The consultant would need to be able to occasionally attend Migration Museum meetings in London, and potentially join occasional site visits to other UK collection holdings across the UK.

Tender Submissions

In terms of submitting a proposal for undertaking the work, this should include:

- A. details of you/ your organisation, core skills, experience and competencies, in relation to evaluation
- B. case studies/examples of specific projects supported, with the contact details of at least two individuals we could approach for a reference
- C. evidence that professional indemnity insurance and public liability insurance is in place.
- D. fixed-price quote, exclusive of VAT, including a breakdown of costs. Quotes should include travel, materials, expenses, etc
- E. Please return the required information electronically to recruitment@migrationmuseum.org by 9am on Monday 29th September.

Assessment of submissions

The selection criteria will include:

- Demonstrable experience of the successful delivery of projects of a similar nature and scale within the last 5 years, providing case studies and references (3 projects max): 40%
- Approach and methodology for the project, ensuring that sustainability considerations are embedded within the project throughout: 30%
- The most economically advantageous tender : 30%

Timetable

The procurement timetable will be:

- Brief for Services issued 15th September.
- Completed tenders to be returned to the Migration Museum by 9am on the 29th September.
- Interviews week commencing 6th October.
- Confirmation of award of contract by 5pm 13th October.

Contact details

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