

INVITATION TO TENDER

The Centre that Powers the Road Freelance evaluator

CONTENTS

1. Letter of Invitation
2. Programme background
3. Programme overview
4. Summary of Evaluation services
5. Key dates
6. Budget
7. Proposal format

1. Letter of Invitation

Derby West Indian Community Association (DWICA) in partnership with Derby Museums (DM) is just starting a National Heritage Lottery Fund (NHLF) Grants for Heritage funded project titled: The Centre that Powers the Road.

You are hereby invited by DWICA to submit a tender for the evaluation of this project. The Invitation to Tender from DWICA contains Instructions and Information for Tendering and Specification of Requirements.

Tender submissions must be submitted no later than Sunday 9th January 2021.
Please send your proposal to:

n.hudson@dwica.co.uk and

laurap@derbymuseums.org

We look forward to receiving your tender response.

Yours faithfully,

Nezrine Hudson, centre Manager and Project Lead, DWICA

Laura Phillips, Head of interpretation and Display and Project Lead, DM.

2. Project Background

Derby West Indian Community Association (DWICA) has built and served Caribbean diaspora communities for over 60 years. A key contributor to UK carnivals, instrumental in the development of the East Midlands Carnival Network, and leading Derby Caribbean Carnival (DCC) for 46 years. DWICA is embedded within its community and supports local residents through collaboration with other community-based providers.

This project began as a conversation about an exhibition focused upon the history of Derby Caribbean Carnival (DCC). It was felt that this major event in Derby's cultural calendar could be developed into a vibrant, family friendly exhibition encouraging new audiences to Derby Museum and Art Gallery.

As the partnership between DWICA and DM developed the project took a different journey. The pandemic highlighted that DWICA's year-round services were an essential lifeline for members and the foundation for Derby Caribbean Carnival. Black Lives Matters movements expressed themselves and the Windrush scandal continued to unfold as Carnival 2020 was cancelled for the first time, with great emotional impact for the community.

This project now has a deeper, multilayered approach. We want to develop an amazing multi-sensory exhibition, for all ages, that expresses the energy and essence of Derby Caribbean Carnival. We also want to collate, research, assess, record, and make available for future generations, a strong archive relating to DWICA, DCC and its local, national and global connections. The exhibition and archive need to express that Derby Caribbean Carnival's foundation, continued survival and creativity, stems from the past and present grass roots community building that has formed DWICA as it stands today.

3. Programme Overview

The project will enable DWICA to: collate, digitise, care for and store its heritage, creating a new online archive; record intangible heritage using oral history, carnival making skills and digital technology; document the lead up to carnival's return to the streets in 2022 and create a regionally important exhibition at Derby Museum and Art Gallery.

We want to explore the following questions:

- Do participants in the project and audience members deepen their understanding of the heritage and its value through their engagement?
- Do participants feel more confident that they can support in maintaining their heritage after the project? And that they have learned skills to help

them?

- Do participants feel their ideas were valued and had an impact on project outcomes?
- What worked in terms of the co-production methods of the project and what didn't, and why? How have the project leads, and other team members, managed challenges? What can be learned?
- How might this project inform other organisations to work as allies to overcome institutional inequalities for African and Caribbean organisations?

4. Summary of evaluator consultant services

As a new and ambitious initiative, on-going evaluation throughout will be essential to ensure the programme is meeting its aims and having a genuine impact for both organisations, the audiences they serve and their wider sectors.

In order that evaluation is at the heart of the programme and built into every stage effectively, the Project leads will work with a freelance evaluator throughout the programme delivery. We want to co-produce the evaluation methodology together. The brief for the evaluator will be to:

- Offer guidance on measuring the progress of each aspect of the programme.
- Advise on what quantitative and qualitative information will be most relevant.
- Suggest processes for collecting both quantitative information and qualitative feedback across the project.
- Determine effective and accessible mechanisms for soliciting responses from all involved beyond standard feedback forms etc.
- Produce evaluation materials that are easily adaptable for dissemination and advocacy purposes.
- In line with the programme schedule, regularly analyse data and report on the progress and learning of the project.
- Introduce the process of evaluation to staff, volunteers and participants to support learning and a greater understanding of the evaluative process.

5. Key dates

Key dates	Activity
Dec 2021	Deadline for tender submission
January 2022	Co-production meetings and development of evaluation plan
February 2022	Exhibition development (final stage) Data collection phase starts
March 2022	Exhibition opens
June 2022	Mid-project reporting
July 2022	Derby Caribbean Carnival
October 2022	Data collection phase ends Analysis

November 2022	Final report drafting
December 2022	Final report

6. Budget

Total budget for the evaluation: £8,000 incl. VAT

7. Proposal format

- A brief written response to the programme overview provided
- An introduction to and credentials of your organisation
- Examples of relevant projects you and/or your organisation have previously undertaken
- Details of the personnel proposed to carry out the work
- Details on how you would propose to satisfy the requirements of the brief
- Reference to how you propose to deliver this work (frameworks, methodologies and approaches)
- Budget breakdown for the project, including any VAT expenditure required.
- A statement of the number of days each team member will work on the project along with their job title and daily rates
- Details of other costs, including travel. These should be described in sufficient detail to allow assessors to consider the reasonableness of the costs and more generally the efficacy of the proposed approach
- Ability to meet the timescale outlined
- 2 References