



INVITATION TO TENDER FOR

Learning Programme Design

November 2021

INFORMATION AND INSTRUCTIONS TO TENDERERS

FOR Holocaust Survivors' Friendship Association (HSFA)

Scope of the contract

HSFA wish to commission a consultant to design our new learning programme for primary and secondary schools.

This consultancy is part of a broader strategy, which seeks to develop organisational resilience by developing our work in key areas, including education,

branding, communication, volunteers, collections and fundraising. This work is funded by the NLHF, and it will see us collaborating with a number of consultants over the next twelve months.

The education consultant will be expected to share progress with the HSFA staff and participate in regular update meetings with other consultants to ensure continuity and cohesion across all areas.

The Holocaust Survivors' Friendship Association

The HSFA runs the Holocaust Exhibition and Learning Centre on the campus of the University of Huddersfield. Our mission is to inspire others to value human rights, freedom, and equality by exploring the darkest parts of modern history.

We tell the global history of the Holocaust through local stories from the North of England. We do so by collecting, preserving, and exhibiting the memories of survivors and refugees who made a new life as members of local communities in the North. We:

- House a permanent exhibition on the campus of University of Huddersfield
- Hold a growing archive of survivor and refugee oral histories, photographs, records, and objects
- Deliver a programme of education and public learning activities both on and offline
- Promote and undertake academic research
- Offer support and friendship to the local community of survivors and refugees

Our values and personality

<p>Being Relevant Connecting history with survivors' testimonies to inform research, practice, and education.</p> <p>To ensure we remain relevant we must come across as: Authoritative & Engaging</p>	<p>Being Authentic Basing our work on the testimonies and evidence of those who were there.</p> <p>To ensure authenticity we must be: Empathetic & Creative</p>	<p>Being Inclusive Offering multi-disciplinary programmes for diverse audiences.</p> <p>To ensure we are inclusive we must be: Open & Transparent</p>
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The Centre is staffed by the following roles

1. The HSFA's Director
2. Head of Research
3. Head of Collections
4. Archivist
5. Finance Officer
6. Producer (Learning and Events)
7. Admin/Junior Producer
8. Digital Intern
9. Community liaison officer (based in Leeds)

Ben Barkow is Chair of the HSFA.

www.holocaustlearning.org.uk

Instagram @ Holocaust_Hud

TikTok @lesser.known.stories

Twitter @ Holocaust_Hud

Facebook @HELCHuddersfield

Project Scope and deliverables

To work alongside the HSFA Director to design our new learning programme. This will include:

- Assessing our existing learning programme to gain an understanding of our current offer and where we would like to be;
- Developing between 3 and 5 curriculum-linked school sessions that make best use of the collections through creative and active engagement;
- With the support of HSFA's Producer and Junior Producer, coordinating the production of all necessary resources (such as PowerPoints, activity sheets, abstracts, lesson plans, etc.) – available budget: £ 2500;
- Contributing a post to our blog.

Timeframe

December 2021 to May 2022

Requirements

The successful provider will be expected to work closely with HSFA staff and other contractors within this project to ensure a coordinated approach.

Reporting requirements

Weekly updates to the Director of HSFA and Producer.

Budget

The maximum value of this contract **inclusive of VAT** will be £ 5,000 (plus expenses)

INSTRUCTIONS FOR TENDERERS

Deadline for tender submissions

Tenders must be received by 01.12.2021 midnight. Tender documents received late, i.e. after the specified time and date, will not be considered.

Please submit your tender documents to a.bucci@hud.ac.uk

If necessary, interviews to be held on 06.12.2021

Submission of the tender documents

Please limit your submission to at most 4 sides of A4 and detail your costs on a separate sheet.

Please provide:

- Your understanding of the issues and brief
- Your proposed approach/methodology, with an outline of actions
- A timetable, with key milestones, for the work; please also indicate your availability.
- Any input you would expect from HSFA
- An example of a similar piece of work you have completed
- CVs for all consultants who will be involved in this piece of work, detailing relevant experience and expertise
- Contact details for two referees. Please ensure that you include phone numbers and email addresses
- A firm price for completion of all the work (i.e., a price that is not subject to variation). Please include a breakdown of price, including daily fee rate, number of days to be worked)
- An indication about expenses
- An indication of the budget required to produce the new learning programme (max £ 2500)
- Your required payment schedule

VAT treatment

All prices and/or rates shall be inclusive of VAT.

Evaluation criteria

All tenders received will be considered based on the information they have submitted in their tender. The tenders will be evaluated on the following criteria:

- Meet the requirements of the brief
- Previous relevant experience
- Price submitted
- References

Award of tender

HSFA will decide to whom the contract shall be awarded based on the evaluation criteria outlined above. HSFA does not bind itself to accept the lowest of any tender/quotation.