

Humber Museums Partnership Critical Evaluator and NPO Bid Development Brief

Contract to support the strategic development and evaluation of the Humber Museums Partnership.

Contract Duration: April 2025 – March 2026, with further year 2026-27 subject to finding.

Contract Management: Hull Museums on behalf of the Humber Museums Partnership.

Contract Value: Max £25,000 in year 1 year and £15,000 in year 2, inclusive of all expenses and excluding Value Added Tax (VAT)

Reporting To: NPO Programme and Development Manager – Hull Museums (Sarah Howard)

Working with:

Humber Museums Partnership Oversight Board

Humber Museums partnership Leadership and Development Group

Sarah Howard NPO Delivery Lead – Hull Museums

Rose Nicholson NPO Delivery Lead – North and North East Lincolnshire Museums

Dominic Rogan NPO Delivery Lead – East Riding of Yorkshire Museums

Background to the Humber Museums Partnership

Hull Museums has secured continued investment from Arts Council England (ACE) through its National Portfolio Programme for 2023-26 to support and expand the work of the Humber Museums Partnership. Led by Hull Museums and Gallery alongside East Riding of Yorkshire Museums Service and North Lincolnshire Museums, the Humber Museums Partnership has been working collaboratively since 2013 to uncover the unique stories of our region, introducing innovative, relevant and inclusive public programmes.

An uplift in investment also enables us to welcome North East Lincolnshire Museums into the Humber Museums Partnership from 2023, expanding our reach and impact and ensuring that museums and heritage are a vital part of regeneration, social and economic development in one of the UKs most underserved areas.

During 2023 - 2025 we have built on our recognised programmes for children and young people and worked to strengthen cultural infrastructure in the Humber through community collaboration, partnerships, training and employment opportunities.

Our work with children and young people provides free creative and cultural activities for under 5's, children and their families. Our work with schools keeps inspirational creative opportunities within the reach of the most disadvantaged whilst opportunities

for young people will develop skills and open doors into the creative and cultural sector.

As our communities grow and change, we are involving under-represented groups in developing our sites, collections, exhibitions and events, increasing our relevance to everyone. Dedicated community focussed staff and community partnerships are improving access and uncovering new perspectives and stories for our collections.

We have set our ambitions high and aim to play a key role in placemaking in the Humber and providing opportunities for entry level careers, keeping young talent in the region whilst attracting world class art and culture to our programme through national and international partnerships.

The Role – Critical Friend and Evaluator

From 2023 – 2025, Hull Museums has worked with an evaluation consultant to act as a critical friend and support the partnership with tracking our progress against our consortium activity and investment principles plans, and providing quarterly reports to our leadership and oversight groups for submission to Arts Council England. We are at a mid-way point in our NPO programme and are taking the opportunity to retender for this work as we enter the next application phase for Arts Council England's next investment round from 2027.

We are seeking an experienced cultural sector consultant to continue our monitoring and reporting, demonstrating the impact of the Humber Museums Partnership NPO consortium and supporting our strategic visioning. The successful consultant will use this insight to work with us to develop our next ACE NPO application.

Key Objectives

- Act as a trusted advisor to the partnership, facilitating strategic planning and embedding the HMP Investment Principles Plan.
- Work with the partnership's senior leadership team (HMP Leadership Group) to push the programme to achieve its goals.
- Support with co-opting diverse partners onto the HMP Leadership Group at appropriate points for strategic planning.
- Support with meeting ACE and Oversight Board requirements for audience and programme data reporting.
- Support with meeting ACE and Oversight Board requirements for qualitative insights reporting
- Monitor progress on HMP Activity and Investment Principles plans.
- Production of reports for funders and stakeholders, evidencing the impact of HMP in the region.

- Work with partnership to develop next NPO application

Outputs 2025 - 26

- Continuation of established monitoring and quarterly reporting with 4 x quarterly reports to oversight board and ACE
- Attendance and presenting reports at 4 x senior leadership and 4 x quarterly oversight meetings
- Facilitating annual strategic planning awaydays for senior leadership team
- Facilitating 2 x partnership sharing/training events with partner staff teams.
- HMP Interim report (High impact, key achievements 23-25)
- Facilitation and writing of NPO 2027-30 application (including community and stakeholder consultation, visioning and bid development).

Continued Outputs 2026 - 27

- Continuation of established monitoring and quarterly reporting as above.
- Continued attendance at Senior Leadership and Oversight meetings
- HMP Final report 2023 - 2027

Terms and conditions

The appointment shall be subject to our standard terms and conditions.

Application Process and Maximum Fee Available

Fee Year 1

15,000 Ongoing evaluation, interim report, strategic support and critical friend

10,000 – NPO 2027 – 30 bid development and writing

Fee Year 2 (subject to continued ACE NPO extension funding)

15,000 Ongoing evaluation, final report, strategic support and critical friend

The appointed contractor is responsible for paying their own income tax and National Insurance contributions. Payments will be made in 4 equal instalments.

Proposals are invited from individuals or organisations with:

Essential criteria

- A proven track record in strategic planning in the cultural sector
- A proven track record of evaluation and reporting
- Experience of working with ACE NPO organisations
- A proven track record in fundraising

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- A minimum of two examples of work on a similar scale
- Ability to travel and attend venues and activity taking place throughout the Humber region

Desirable criteria

- Experience of working with local authority museums

Tenderers should submit a costed proposal and support documents by email to Sarah.howard@hcandl.co.uk no later than 5pm 21st February 2025.

Proposals should include:

- Evidence of relevant experience
- An outline of your proposed approach to this commission (max. 1000 words)
- An estimated budget and timescales with number of days allocated, expected costs and expenses up to a maximum budget of £40,000 split as above over two years
- Two references
- Evidence of Professional Indemnity and Public Liability insurance up to £1m

Key milestones

Action	Owner	Deadline
Invitation to tender issued	Hull Museums	17/01/25
Deadline for submission of proposal with outline concept for delivery of this project together with timetable and budget	Applicant	21/02/25
Evaluation of quotations and shortlisting	Hull Museums	Wk 24/02/25
Interviews		Wk 10/03/25
Notification of successful tender	Hull Museums	Wk 17/03/25
Initial meeting to agree development/ schedule/ key dates/outputs	Meeting with HMP leads and the production company	Wk 24/03/25

Evaluation criteria

Selection and evaluation will be made on a:

60%: Response to brief and methodology.

40%: previous experience; cost/value for money basis.

We welcome any pre-response conversations that help you respond to the brief.

Please contact

Sarah Howard – NPO Programme and Development Manager, Hull Museums

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