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## Annex 2 – Project Specification

**For:** International Museum Academy: Burma 2017

**Date:** October 2016

### Introduction and Background to the project

#### Cultural Skills

This project is led by the Cultural Skills team (CS) which was set up to consolidate and develop the British Council's global cultural skills offer.

Collaborating with UK and international partners, CS's ambition is to realise the British Council's cultural relations mission by building sustainable capacity building programmes that ensure the cultural sector worldwide is equipped with highly skilled workers, who can contribute to mutual cultural and economic benefit.

#### International Museum Academy: Burma 2017

International Museum Academy: Burma 2017 is designed to build capacity in Burma's museum and education sector and form new relationships between UK and Burmese museums and universities.

Programme objectives:

1. development of the standard of collections documentation in Burma's museums
2. improvement to the documentation module of Yangon National Museum's diploma in Museum Studies
3. creation of a digital documentation model that enables Burmese museums to share their collections online

#### Legacy

In order for the programme to continue and develop beyond 2017, the British Council will seek to develop a consortium of partners to contribute to the sustainability of the programme. We are open to exploring different partnership, financial and business models, and would welcome a discussion with interested partners to find an equitable solution.

## Specification

The British Council is inviting proposals for the content development and delivery of the following programme of activity in February 2017 in Burma. We are inviting you to tender with an approach which would accomplish this within a total budget of **15,000 GBP (+ VAT)**.

The proposed activity for two individuals from a UK institution to deliver is as follows:

**a. Documentation and Digitisation: short course 21-25 February 2017**

Develop and deliver the content for a practical five day CPD course that will teach 50 Burmese museum professionals how to accurately document and share their collections digitally

**b. Documentation and Digitisation: toolkit**

Deliver a toolkit (print-friendly in PDF format) to accompany the short course that will guide Burmese professionals through the step-by-step process of documenting objects digitally using SPECTRUM as a standard; this should be linked to a Google Docs site that will enable collections to be securely shared online

**c. Yangon National Museum: Museum Studies diploma development**

Advise and provide content to the Yangon National Museum in order for them to modernise the documentation module of their Museum Studies diploma

The fixed fee for this work is **15,000 GBP (+VAT)**:

<b>Role</b>	<b>Fee</b> (£500 per day)	<b>Days</b>
<u>Course Leader</u>  Overall responsibility for design, coordination and delivery of content	£10,000	20 days total:  5 days development of <b>short course</b> 5 days development of <b>toolkit</b> 5 days development of <b>Museum Studies diploma</b> 5 days <b>short course delivery</b>
<u>Course Facilitator</u>  Responsibility for contributing to design and delivery of content	£5,000	10 days total:  2.5 days development of <b>short course</b> and <b>toolkit</b> 2.5 days development <b>Museum Studies diploma</b> 5 days <b>short course delivery</b> in Burma

**NB: The Course Facilitator does not have to be an employee of the Course Leader's institution.**

The short course participants will have a minimum of one years' experience in the museum sector, have responsibility for collection management in their institutions, and be in a position to implement what they have learnt.

Their English proficiency will be low, therefore a consecutive interpreter (not simultaneous) will provide translation during the course, as well as provide translation for the toolkit and Museum Studies diploma development.

A local museum adviser will also form part of the team in order to advise on content development and provide some translation support during the course and with the Museum Studies diploma.

The programme should:

- encourage arts professionals to develop new ways of thinking and working in museums
- increase the skills and expertise of museum professionals
- showcase examples of best practice in the UK museum sector
- create a network of emerging museum professionals

### Dates

The short course will be delivered at Yangon National Museum in Burma from 21-25 February 2017.

The toolkit will be launched during the short course.

Development of the Museum Studies diploma should take place in the run up to the short course from late November to February.

### Training Methods and Structure

The short course should be interactive, engaging and innovative. It should include:

- taught sessions
- interactive group work
- hands-on activities and practical sessions
- presentations of case studies
- one-on-one sessions

### Responsibilities

The responsibilities will be:

- to develop and deliver the activity outlined above
- to feed into the participant survey for the short course
- to liaise with the British Council CS Programme Manager and British Council Burma Project Manager

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- to be available for calls at regular intervals between November 2016 – February 2017

CS will cover the cost of and have responsibility for:

- Managing the participant survey
- Liaising with the course participants
- Logistics (flights, accommodation, teaching venue, catering)

### Goods

The following goods are associated with the project:

- Course outlines
- Presentations
- Hand-outs
- Toolkit
- Google Sheets

Intellectual property rights connected to the project will reside with the British Council. **The bidder should note that the British Council may adopt the Creative Commons copyright licenses and tools as related to the use of the Project IPR.**

Your tender response should demonstrate:

- A broad knowledge of the UK museum sector
- An effective network within the UK museum sector
- Expertise associated with the course topic
- Experience of designing and delivering training to museum professionals
- Experience of the needs of museum institutions overseas
- Experience of working with an international audience

## Instructions for Response

Please complete Annex 3 – Supplier Response and submit it to [Nathan.Tregarvan@britishcouncil.org](mailto:Nathan.Tregarvan@britishcouncil.org) before the deadline at 12:00 hours UK time on Friday 18 November 2016.

The following timescales will apply to this Procurement Process:

Activity	Date
Request for Proposal issued to bidding suppliers	Monday 24 October
Deadline for submissions by bidding suppliers (4 weeks to apply)	Friday 18 November
Final Decision	Monday 21 November
Contract concluded with chosen supplier	Friday 25 November
Contract start date	Monday 28 November

Responses will be reviewed and assessed under the following criteria and weightings:

Criteria	Weighting
Quality	50 %
Methodology and Approach <ul style="list-style-type: none"> <li>• Clear and creative approach</li> <li>• Robust methodology demonstrating efficiency and effectiveness</li> </ul>	50 %