

Request for Proposal (RFP)

For

Oral History Consultant

PROJECT

**Oral History Project for the Over 50s
Black Men Forum (O5BM)**



1 BACKGROUND

The Over 50s Black Men Forum (O5BM) is a vibrant community that brings together Black men aged 50 and over. As part of our commitment to preserving our history and amplifying the voices of our members. We are embarking on an oral history project to capture the voices of Black male Diasporains living in Essex.

1.1 PROJECT MISSION

We want Essex history to include Older black male voices, who are at the margin or society and whose voices have been hidden from the history of Essex.

1.2 PROJECT AIMS AND OBJECTIVES.

- Recording of personal narratives of older black male living in Essex, who are part of members of the Over 50s Black Men Forum.
- Collection of stories to help the creation of historical records, where our participants can story and recollections of events that can be archived at the Essex Record Office
- To create a rich and authentic oral history archive that reflects the resilience, wisdom, and contributions of Black men in our community.

We seek a skilled and passionate Oral History Consultant to support lead the Oral History collection phase of this project.

2 METHODOLOGY/SCOPE OF WORK

The Consultant must specify the methodology they plan to use to meet the aims and objectives of the work or specify their approach.

Methodology must include principles for.

- Ethical considerations,
- Researching
- Information Sharing

3 RESPONSIBILITIES/DELIVERABLES

The Oral History Consultant is responsible for the following deliverables.

1. Interview Planning and Recording:
 - Identify potential interviewees within the O5BM community.
 - Schedule and **Conduct interviews** (remotely or in person).
 - Create a comfortable and respectful environment for participants to share their stories.
2. Documentation and Archiving:
 - Record interviews (audio or video).



3. Narrative Development:
 - Craft compelling narratives from the collected interviews.
 - Highlight themes, common experiences, and unique perspectives.
 - Collaborate with O5BM members to validate accuracy and authenticity.
4. Community Engagement:
 - Engage with O5BM members during the project.
 - Facilitate storytelling workshops or discussions.
 - Foster a sense of ownership and pride in the oral history project.
5. Deliverables:
 - Edited narratives capturing the essence of each participant's story.
 - A comprehensive oral history archive accessible to O5BM members.

4 CONTRACT MANAGEMENT

4.1 TIMELINE:

The project is expected to commence in **June 2024** and conclude by **June 2025**.

4.2 BUDGET:

Please provide a detailed breakdown of your proposed fees, including hourly rates, travel expenses (if applicable), and any additional costs.

4.3 CONSULTANT QUALIFICATIONS

1. Be an oral history professional and/or graduate student or professor working in the areas of public memory or race and identity or community members with strong expertise and knowledge in the humanities, particularly having done work related to memorials, public memory, local history, etc.
2. Experience conducting oral history interviewing interviews consistent with the Oral History Association Principles and Best Practices:

4.4 PROPOSAL INSTRUCTIONS

Proposals should address the "Consultant Qualifications" and "Award Criteria " as specified in this RFP.

- The Consultant should provide examples of oral history projects that they have worked on and a minimum of three references.
- This will be a lump sum contract. The total budget for the project cannot exceed £6,000 (inclusive of VAT) but is exclusive of travel.

5 AWARD/EVALUATION CRITERIA

The Consultant will be selected based upon the following evaluation criteria:

1. **Alignment with Project Objectives:** proposals that demonstrate a clear understanding of your community’s needs and vision.
2. **Experience and Expertise:** track record in conducting oral history interviews, handling sensitive narratives, and preserving historical content.
3. **Methodology and Approach:** how the consultant plans to engage with interviewees, document stories, and create narratives.
4. **Budget and Cost:** that the costs are reasonable and transparent.
5. **Timeline and Availability:** Consultant’s availability during the duration of the project
6. **Sample Work:** samples of previous oral history projects or related work.
7. **References and Referrals:** references from previous clients.

6 PROCUREMENT TIMETABLE (TBC when detailed Project Plan exists)

June 3, 2024	O5BM Issues RFP
June 14, 2024	Suppliers submit RFP Proposal
June 18, 2024	Evaluation Completed
June 20-21, 2024	Interview of shortlisted candidates
June 25, 2025	RFP contract award decision
June 26-28, 2024	RFP Contract signed
July 01, 2024	Consultant Starts

6.1 SUBMISSION DETAILS:

1. Interested consultants should submit their RFP proposals by **June 14, 2024**,
2. Submit proposals to: sorosoke@o5bmforum.org.uk