

Request for Proposal (RFP)

For

Project Evaluation 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 are seeking a Project Evaluation Consultant/Service provider to support a phase of this project.

2 RESPONSIBILITIES/DELIVERABLES

The Project Evaluation Consultant will be responsible for the following deliverables.

- **Evaluation Plan:** The consultant should provide a detailed evaluation plan that outlines the evaluation methodology, data collection methods, and analysis techniques.
- **Data Collection:** The consultant is responsible for collecting data related to the project. This could include conducting interviews, surveys, or focus groups; observing project activities; or reviewing project documents.
- **Data Analysis:** The consultant should analyze the collected data to assess the project's performance against its objectives.
- **Evaluation Report:** The consultant must produce a comprehensive evaluation report that presents the findings of the evaluation, including the project's strengths, weaknesses, and areas for improvement. The report should also include recommendations for future projects.

3 CONTRACT MANAGEMENT

3.1 TIMELINE:

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

3.2 BUDGET:

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

3.3 CONSULTANT QUALIFICATIONS

- The Consultant/ Service Provider **MUST** have experience evaluating projects. This could include understanding the unique challenges and considerations of oral history projects.
- Understanding of Evaluation Methods: The consultant should have a deep understanding of various evaluation methods.
- Ethical Considerations: The consultant should demonstrate an understanding of the ethical considerations involved in oral history projects and how Oral projects should adhere to Oral History Guidelines and Ethical Practices.

3.4 PROPOSAL INSTRUCTIONS

- Proposals should address the "Consultant Qualifications" and "Award Criteria " as specified in this RFP.
- This will be a lump sum contract. The total budget for the project cannot exceed £3,000 (inclusive of VAT) but is exclusive of travel.

4 AWARD/EVALUATION CRITERIA

The Consultant/Service Provider will be selected based upon evidence displaying their expertise across the following evaluation criteria:

- **Understanding of Evaluation Methods:** The consultant should have a deep understanding of various evaluation methods and be able to choose the most appropriate method for the project.
- **Communication Skills:** The consultant should have strong communication skills and be able to clearly explain their findings and recommendations.

5 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

5.1 SUBMISSION DETAILS:

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