

Request for Proposal (RFP)

For

Project Management 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 Project Manager to lead the successful delivery of this project.

2 METHODOLOGY/SCOPE OF WORK

The Consultant must specify the project management methodology they plan to use to meet the aims and objectives of this project.

3 RESPONSIBILITIES/DELIVERABLES

The Oral History Project Manager will be responsible for the following deliverables.

- **Project Planning:** The project manager is responsible for planning the oral history project, which includes defining the scope, setting objectives, and determining the resources required.
- **Team Management:** The project manager oversees the interviewers and other staff and volunteers involved in the project. They need to ensure that everyone understands their roles and responsibilities and is working towards the project's objectives.
- **Recording and Archiving:** The project manager ensures that oral histories are recorded, documented, and archived to professional standards. This is crucial for preserving the recordings and making them accessible for current and future generations.
- **Legal Responsibilities:** The project manager is responsible for ensuring that recording agreements are in place and that copyright and clearances are obtained. This is important

for protecting the rights of the interviewees and the organization conducting the project.

- **Budget Management:** The project manager is responsible for managing the project's budget. This includes estimating the time required for research, meetings, administration, and reporting, and ensuring that the project stays within budget.
- **Communication:** The project manager needs to maintain open lines of communication with all stakeholders, including the interviewees, project team, and any external organizations involved.

4 CONTRACT MANAGEMENT

4.1 TIMELINE:

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

Experience as a Project Manager, Programme Manager in the private or public sector.

4.4 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 should be between £25,000 – £31,800 but cannot exceed £31,800(inclusive of VAT) but is exclusive of travel.

5 AWARD/EVALUATION CRITERIA

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

1. **Technical Capabilities:** knowledge of project management methodologies, tools, and techniques.
2. **Vendor Experience:** track record, the types of projects they've managed, and the outcomes of those projects.
3. **Project Approach:** approach to managing projects (including processes for planning, executing, monitoring, and closing projects).
4. **Customer Success Practices:** This will be communication practices, obstacle management and approach to quality management.

6 PROCUREMENT TIMETABLE

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