



## **The Claymills Pumping Engines Trust**

### **Consultancy Services for:**

#### **Project Activity and Interpretation Planner in Support of HLF Project**

The Claymills Pumping Engines Trust require the services of a consultant with experience in Activity Planning, and in the development of proposals to engage educational groups, and the production of materials and facilities to interpret information relating to the Claymills Heritage, to assist them in preparing a bid for funding from the Heritage Lottery Fund (HLF), to provide a Visitor Centre at the Claymills Victorian Pumping Station, situated at Claymills, Burton-on-Trent, Staffordshire.

The Trust has received funding from the HLF to develop their proposals for a new Visitor Centre and associated works to replace the existing inadequate facilities.

The total value of the project including the new building, associated yard works, welfare facilities and equipment is £1.95m

The indicative budget for this element of the required consultancy services is £15k

Applicants are initially required to submit expressions of interest, including a summary CV, which in particular, details their experience of the type of work outlined in the attached brief and of working on funding bids to be submitted to the HLF .

Shortlisted applicants will be invited to make a presentation to the Project Team, based on their written submission, containing the following elements:

- Detailed statement of experience of working in support of similar projects
- Method Statement
- Delivery Plan
- Fee Proposal
- Contact details of organisations from whom a reference may be sought.

Applicants will be assessed using the following criteria:

- Experience of the required tasks and HLF Project Submissions
- Proposed methodology and understanding of the Trust's needs
- Your Fee Proposal

The successful applicant will be required to submit three hard copies of their final report, plus an electronic copy. The applicant's fee proposal should be inclusive of ALL costs associated with the delivery of the required services.

**Timetable:**

Expressions of Interest to be sent to [alastair.scales@btinternet.com](mailto:alastair.scales@btinternet.com) by 26th May 2017

Notification of Shortlisted Applicants	5 <sup>th</sup> June 2017
Submissions from Shortlisted Applicants	26th June 2017
Applicant's Presentations	Between 3 <sup>rd</sup> July and 14th July 2017
Appointment of Successful Applicant	20 <sup>th</sup> July 2017
Commencement of Consultancy Work	Not later than 1 <sup>st</sup> August 2017
Completion of Draft Report	Not later than 22 <sup>nd</sup> December 2017
Review of Draft Report by HLF Project Team	w/c 8 <sup>th</sup> Jan 2018
Completion of Final Report	5 <sup>th</sup> February 2018

**Payment Terms**

50 % on completion of Draft Report

50 % on completion of Final Report



## **The Claymills Pumping Engines Trust**

### **Visitor Centre Project**

#### **Brief for Consultancy Services:**

#### **Project Activity and Interpretation Planner**

The following tasks are required to be undertaken in connection with the development of Educational activities:

- Identify and develop opportunities for all categories of educational groups to engage with the Claymills Heritage including schools, higher education and informal learning groups
- Identify and develop initiatives for:
  - Supporting Duke of Edinburgh Scheme
  - Teacher/Lecturer Engagement
  - Partnerships with kindred and other local organisation
  - Development of STEM initiatives
  - Create proposals for delivering informal learning opportunities across the site

The following activities are to be undertaken in connection with the development of Heritage Interpretation initiatives:

- Identification and development of appropriate documentation, display materials and equipment to interpret all aspects of the Claymills Heritage for the information and benefit of all categories of visitors.

The above work should be informed by consultation with the Trust's Museums Mentor and other relevant stakeholders, including local disability groups, and the Trust's Members, Volunteers and Directors.

Produce a report on the above items.

Draw up a comprehensive Activity Plan, incorporating activities relating to the above items of work and to the associated activity planning initiatives being developed by the Trust and other commissioned consultants. The Activity Plan should incorporate costing and programme information and, where appropriate, proposed activities may be tested.

A fully detailed and costed action plan is needed, as specified by the HLF.

The above activities should take account of the relevant requirements and recommendations specified in HLF's Guidance Notes contained in their website [hlf.org.uk](http://hlf.org.uk) Guidance for Applying and, in particular, the notes on Audience Development, Interpretation Guidance, and Activity Plan Guidance.

For further information about Claymills Victorian Pumping Station, including a virtual guided tour, please refer to our website [www.claymills.org.uk](http://www.claymills.org.uk)