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Tender

## **Evaluation Consultant - Inspiring Everyone: RAF Museum Midlands Development Programme**

ROYAL AIR FORCE MUSEUM

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-065481

Procurement identifier (OCID): ocids-h6vhtk-05cd08

Published 15 October 2025, 10:31am

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### **Scope**

### **Reference**

MDP-EVAL-2025

### **Description**

The Royal Air Force Museum seeks to appoint an experienced Evaluation Consultant to deliver the summative evaluation for the Inspiring Everyone: RAF Museum Midlands Development Programme, supported by the National Lottery Heritage Fund. The consultant will design and implement an evaluation framework, provide staff and volunteer training, and produce reports in 2027 and 2028 to assess outcomes across capital and activity strands.

The work will use mixed-method approaches (quantitative and qualitative) to measure impact, assess audience outcomes, and capture lessons learned to inform future strategic and learning activity.

The contract value is capped at £45,000 (excluding VAT), and the Inspiring Everyone: RAF Museum Midlands Development Programme delivery period will run from May 2025 to December 2028.

### **Total value (estimated)**

- £45,000 excluding VAT
- £54,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 15 December 2025 to 31 October 2028
- Possible extension to 31 December 2028
- 3 years, 17 days

Description of possible extension:

Contract may be extended if there is a delay to completion of the MDP activity being evaluated.

### **Main procurement category**

Services

### **CPV classifications**

- 79419000 - Evaluation consultancy services
- 92521100 - Museum-exhibition services

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Participation**

### **This procurement is reserved for**

UK suppliers

### **Conditions of participation**

Bidders must demonstrate experience in evaluating heritage, cultural, or community engagement programmes.

The appointed consultant must have the capacity to deliver mixed-method evaluation (qualitative and quantitative), work collaboratively with museum teams, and produce reports compliant with National Lottery Heritage Fund (NLHF) standards.

The contract will be managed in English and all outputs must be submitted in English.

## **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

31 October 2025, 5:00pm

### **Tender submission deadline**

10 November 2025, 9:00am

## **Submission address and any special instructions**

Tender submissions must be submitted electronically by email to [tender.submissions@rafmuseum.org](mailto:tender.submissions@rafmuseum.org) quoting reference MDP-EVAL-2025 or via Find-a-tender portal (if possible)

[www.rafmuseum.org](http://www.rafmuseum.org)

## **Tenders may be submitted electronically**

Yes

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## Award criteria

Name	Description	Type	Weighting
Methodology, Programme and Team	<p>Question 2 or 3. All questions to be answered in no more than 10 sides of A4.</p> <p>Please describe your proposed methodology, programme, and team structure for the delivery of this project including CV's of key project personnel where relevant. In the evaluation of the tender we will be looking for: - demonstration of understanding of the evaluation objectives and a clear and appropriate methodology (qualitative and quantitative) aligned with NLHF evaluation principles, - demonstration effective data collection plans, - demonstration of capacity to deliver the evaluation, with clarity on staffing, roles, and expertise; inclusion of key personnel CVs or summaries, - demonstration of a realistic plan to complete the work including milestones, deliverables, risk management, and communication approach with project stakeholders.</p>	Quality	30%

Name	Description	Type	Weighting
Price	Price (excluding VAT) should include the completion of all work requested in the detailed brief attached (Document 1) including preparation of methodology, training of staff and volunteers, carrying out data collection and analysis and preparation of reports.	Price	30%
Skills and Social Value	Question 1 or 3. All questions to be answered in no more than 10 sides of A4. Please provide evidence demonstrating how your organisation meets the skills and social value requirements outlined in Section 5 of this Invitation to Tender. In the evaluation of the tender we will be looking for demonstration of appropriate skills to carry out the work and a demonstration of an understanding of the Museum's social value requirements in relation to this project.	Quality	20%

Name	Description	Type	Weighting
Relevant Experience	<p>Question 3 or 3. All questions to be answered in no more than 10 sides of A4. Please provide evidence of two similar projects your organisation has delivered, including (but not limited to):</p> <ul style="list-style-type: none"> <li>o Client name</li> <li>o A brief project description</li> <li>o Project size and scope</li> </ul> <p>References must be capable of being provided for each project listed as relevant experience. In the evaluation of the tender we will be looking for evidence of delivering at least two comparable evaluation projects within heritage, culture, or community engagement sectors, including examples of previous NLHF or similar projects. References must be capable of being provided for each project listed.</p>	Quality	20%

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

#### [Doc 1 - MDP-EVAL-2025 Invitation to Tender for Evaluation Consultant.pdf](#)

Invitation to tender for evaluation consultant for the Inspiring Everyone: RAF Museum Midlands Development Programme. Document includes background, requirements, tender process and tender timescales.

#### [Doc 2 - NL-22-00006\\_Activity\\_Plan\\_08.11.24.pdf](#)

Document 2 - Inspiring Everyone: RAF Museum Midlands Development Programme Activity Plan. To assist with understanding requirements set out in Document 1 - Invitation to Tender.

#### [Doc 3 - NL-22-00006\\_Action\\_Plan\\_08.11.24.xlsx](#)

Document 3 - Inspiring Everyone: RAF Museum Midlands Development Programme Action Plan. To assist with understanding requirements set out in Document 1 - Invitation to Tender.

#### [Doc 4 - RAFMM R2 Application Form 11.11.24.pdf](#)

Document 4 - Inspiring Everyone: RAF Museum Midlands Development Programme Application Form to NLHF for delivery phase. To assist with understanding requirements set out in Document 1 - Invitation to Tender.



[Doc 5 - NL-22-00006\\_Visitor\\_Research\\_Baseline\\_Report\\_04.22.pdf](#)

Document 5 - RAF Museum baseline visitor research report. To assist with understanding requirements set out in Document 1 - Invitation to Tender.

[Doc 6 - NL-22-00006\\_Audience\\_Development\\_Strategy\\_08.11.24.pdf](#)

Document 6 - RAF Museum audience development strategy. To assist with understanding requirements set out in Document 1 - Invitation to Tender.

[Doc 7 - NL-22-00006\\_Comms\\_and\\_Marketing\\_Plan\\_08.11.24.pdf](#)

Document 7 - RAF Museum comms and marketing plan. To assist with understanding requirements set out in Document 1 - Invitation to Tender.

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## **Contracting authority**

### **ROYAL AIR FORCE MUSEUM**

- Companies House: RC000922
- Public Procurement Organisation Number: PNGB-4829-LDNT

Grahame Park Way

London

NW9 5LL

United Kingdom

Email: [Tender.returns@rafmuseum.org](mailto:Tender.returns@rafmuseum.org)

Region: UKI71 - Barnet

Organisation type: Public authority - central government