**Call for expressions of interest**

Developing a suite of guidance tools to support the promotion and delivery of community engagement in archaeology (P166/8522)

The Chartered Institute for Archaeologists (CIfA) has received funding from [Historic England](https://historicengland.org.uk/) for a project to develop guidance presented as a CIfA Toolkit to support the promotion and delivery of community archaeology.

The main target audience for this guidance are those who commission community archaeology projects and/or engagement activities.

The project aims to support community engagement to become embedded into sector practice across the UK, and to provide a framework to promote good and innovative implementation. The main driver is to support the delivery of public benefit through archaeology undertaken within the context of the planning system. However, the proposed suite of guidance will also provide important resources for community engagement undertaken through other initiatives, including landscape partnerships and monument monitoring schemes for example.

**Background**

Community engagement in archaeology has a long tradition and history with active involvement taking place all over the UK. Delivering and participating in community archaeology can bring with it social, communal and wellbeing benefits as well as a better understanding of place and empowerment of local communities to care for and promote their local historic environment. The results of these projects also have a research value, leading to a greater understanding of the past and better management of the historic environment.

Community engagement through development led archaeological investigations is one of the areas that contributes to supporting the delivery of public benefit. This is set out in the Chartered Institute of Archaeologists (CIfA) public benefit information sheet[[1]](#footnote-1) and in its Professional Practice Paper: Delivering public beneﬁt[[2]](#footnote-2). It is also covered in the forthcoming European Archaeology Council (EAC) guidance on public benefit.

However, recent studies, including the survey of local authority planning archaeologists (CIfA Voluntary and Community Special Interest Group (V&C SIG), forthcoming), has shown that community engagement through the planning system is not embedded in sector practice but is often seen as an add on and that there is a great deal of variation in implementation and little evaluation of impact. The responses from this survey also highlighted a need to provide support for archaeological advisors and practitioners on the delivery of public engagement activities that are proportionate to the work being undertaken and which will support the delivery of public benefit across a range of different types and scale of archaeological interventions.

The main aims of the project are:

1. To highlight and promote the value and role that community engagement in archaeology can play to support the delivery of inclusive and meaningful public benefit, so that it is considered as an ethos and is embedded in practice rather than being considered an “add-on” – this is with reference to work undertaken within the context of the planning system.
2. To improve the commissioning, planning, management, and delivery of community engagement undertaken by professional archaeologists so that it supports in a meaningful way the delivery of public benefit.

**Project information**This project proposes the development of a suite of guidance presented as a CIfA Toolkit to support the promotion and delivery of community engagement undertaken by professional archaeologists. This call for expressions of interest is focused on the appointment of a consultant to create this resource, guided by CIfA staff, the CIfA Voluntary and Community Special Interest Group and a project advisory board.

The audiences identified for this resource primarily involved those who commission community archaeology projects, which include

* Curatorial and planning archaeologists looking to implement community engagement within guidance/developer-led projects
* Archaeological project managers (working the development-led sector) seeking to embed community engagement activities within archaeology projects
* Archaeologists working within the Third Sector or government / non-departmental public body

The project method will be developed by the appointed consultant undertaking the project; however, it is envisaged that the work will include:

* Consultation with the archaeology sector on the scope and content of the suite of guidance (including case studies) (see below)
* Consultation with local authorities and contractors on the development of the guidance implementation plan
* Creation of a project advisory board to support the project
* Working with CIfA to identify gaps in the current Standards and guidance and to provide updates to these referencing community engagement
* Develop an evaluation plan to assess the impact of the guidance

We will expect your tender to set out your priorities for the content of the guidance. It is envisaged that the suite of guidance will cover various aspects associated with community engagement – broad areas and those directly associated with the context of archaeological investigations, including:

* Introduction, definition and scope of community engagement and public engagement activities
* Ethical and legal considerations
* Project commissioning considerations
* Practical considerations
* Working with volunteers (co creation and working towards a volunteer empowerment model)
* Reporting, archiving and evaluation strategies
* Sustainability of engagement
* Case studies

Different methods to promote the Toolkit will also be identified as part of this project and developed into an implementation plan. The promotion of the resource itself will be undertaken as a separate phase and is outside the scope of this tender.

The project will also consider methods for evaluation of the toolkit itself. This needs to include short and mid-term evaluation which can be implemented by project partners.

The appointed consultant will be expected to propose a methodology to address the above project tasks and must be able to demonstrate the appropriate skills, competence, and capacity to undertake the project as set out in the project team specification below.

The successful consultant should be professionally accredited by a relevant professional body and the project must be delivered in accordance with CIfA’s Code of conduct, as well as adhering to the relevant [CIfA Standards and Guidance](https://www.archaeologists.net/codes/cifa).

The project is funded by Historic England and the value of work is estimated to be in the region of **£15,000.00 inclusive of VAT and any associated expenses**. A start date of August 2022 is envisaged with the final stages of the project aiming to conclude by the end of March 2023. More details on this can be seen in the project proposal.

Expressions of interest are welcome from organisations and individuals who can demonstrate the relevant competence, and especially those with experience of community archaeology and community engagement. Please give details of your/the proposed project team’s relevant experience, availability and chargeable rates and send to cara.jones@archaeologists.net by **15th July 2022**. Proposals will be assessed by the Project Board against the criteria outlined above.

**Consultant specification**

The successful applicant must be able to evidence competence and capacity in the following areas

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| Criteria | Evidenced by |
| Good level of understanding of and familiarity with CIfA Code of Conduct, together with the CIfA Standards and guidance  | CIfA accreditation (or work for a CIfA Registered Organisation) and/or track record of advising on or managing projects in accordance with CIfA Standards and guidance |
| Good level of understanding of and familiarity with community engagement in UK archaeology, as well as a good understanding of the UK planning systems  | Track record of previous work  |
| Good contacts across all areas of the archaeology sector with focus on the audiences identified in the main part of the tender  | Track record and examples of previous work and/or representation on relevant fora or committees |
| Understanding the requirements associated with delivering projects of this nature/scale | Track record of previous work |
| Communication and engagement skills, with emphasis on facilitating discussions on complex issues, with a wide range of stakeholders | Track record and examples, CVs of relevant staff |
| Capacity to deliver within the project timeframe and budget | Statement within tender document  |
| Good level of understanding of CIfA’s Standard and Guidance. Professional accreditation by a relevant professional body | Track record and examples, CVs of relevant staff |

1. , ‘Delivering Public Benefit from Archaeology’ (CIfA, 2020). https://www.archaeologists.net/sites/default/files/Public%20benefit%20leaflet.pdf [↑](#footnote-ref-1)
2. ‘Professional Practice Paper: Delivering public beneﬁt’ (CIfA, Sept 2021) https://www.archaeologists.net/sites/default/files/Delivering\_public\_benefit.pdf [↑](#footnote-ref-2)