**Tender opportunity**

**Call for expressions of interest**

**P188 (HE9408) phase 1 pilot study - enhancing and promoting CIfA Standards and guidance:**

CIfA has received funding from Historic England to develop a project linked to work package 3 of the [21st Century Challenges for Archaeology work programme](https://historicengland.org.uk/research/support-and-collaboration/21st-century-challenges-archaeology/) whose remit is to enhance and promote standards and guidance on archaeological practice to increase public benefit. This project (HE9408) includes a preliminary phase 1 pilot study (this tender) created to help inform and support the delivery of the wider project aims (phase 2).

The project will focus on the strategic review of the landscape of standards and guidance across the historic environment sector in England. It will identify what documentation is available, its use and the roles and responsibilities associated with its provision and enforcement. Key outputs include

1. supporting archaeological practice in England through creating opportunities for increased communication and collaboration on guidance development and encouraging more comprehensive signposting
2. 2) informing the development and review of existing and future CIfA Standards and guidance with the data providing the basis for the development of detailed (jurisdiction-specific) guidance for archaeological practice in England.

This expression of interest is to commission a consultant to undertake the **phase 1 pilot study** as outlined below:

**Phase 1 pilot study aim – to undertake preliminary research and define the project scope and methodology to inform and support delivery of phase 2.**

The phase 1 pilot study will be overseen by a project advisory board and require the successful consultant(s) to navigate a complicated guidance and stakeholder landscape. This will involve

* preliminary data gathering and research to explore the landscape of archaeological/historic environment standards and guidance and their use across England
* production of a literature review
* project scope and methodology design/development for project advisory board review/agreement
* production of an updated project design (UPD) for funder review detailing the scope and associated methodology to be undertaken in phase 2

The main project (phase 2) will take place once the UPD and associated costs have been approved by Historic England. The successful consultant(s) for phase 1 may go on to complete phase 2 but this is subject to the funding agreement with Historic England so is not guaranteed.

A project design for phase 1 is included for more detail.

The successful consultant(s) will be professionally accredited by the Chartered Institute for Archaeologists or have other appropriate professional accreditation.

The project funding for the phase 1 pilot study is **£7,500.00** **inclusive of VAT**. Availability for a start date in June 2025 is preferable with phase 1 aiming to conclude in September 2025.

Expressions of interest are welcome from organisations or individuals. Please give details of your/the proposed project team’s relevant experience, availability and chargeable rates and send to [jen.parkerwooding@archaeologists.net](mailto:jen.parkerwooding@archaeologists.net) by **16 May 2025**. Proposals will be assessed by the project team against the criteria outlined below.

**Consultant specification**

The successful consultant(s) 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 standards and guidance for archaeological/historic environment practice | Track record and examples of previous work utilising or reviewing the use of different standards and guidance   Track record of advising on or managing projects in accordance with CIfA Standards and guidance and/or a member of a committee or panel with this remit (eg CIfA Registration Committee, CIfA Professional Standards panel)  CIfA accreditation (or work for a CIfA Registered Organisation) |
| Good contacts with historic environment sector organisations and practitioners who use/promote/develop/publish standards and guidance | Track record and examples of previous work and/or representation on relevant fora or committees |
| Competence in collating and reviewing documentation and gathering qualitative data through focus group, survey, and interview | Track record of specifying, designing or managing projects utilising similar methods |
| Understanding the requirements associated with delivering projects of this nature/scale, in particular familiarity with Historic England funding and reporting requirements | Track record of previous work |
| Communication and engagement skills | Track record and examples, CVs of relevant staff |
| Capacity to deliver within the project timeframe and budget | Track record of previous work |
| A broad understanding of historic environment sector issues (preferred) | Track record of previous work |
| Professional accreditation by CIfA as individuals or as RO(s) or have other appropriate professional accreditation. |  |