

**INVITATION TO QUOTE**  
**Research and Models for**  
**Connecting Museums Working Internationally**

<b>Location:</b>	Remote
<b>Fee:</b>	£ 35,000 inclusive of VAT and expenses
<b>Status:</b>	Contract with ICOM UK
<b>Reporting to:</b>	Strategic Director, ICOM UK
<b>Contract duration:</b>	10 months (May 2025 – March 2026)

### **Introduction**

ICOM UK with support from our partners at the British Council, are seeking a consultant/s to undertake a research, mapping and networking exercise for institutions and professionals in the museums sector who are working or who wish to work internationally and wish to establish meaningful connections with each other.

The research will inform and model a mechanism for connecting organisations and individuals in the museums sectors across the ICOM UK's and the British Council's international networks with counterparts in the UK.

### **Background**

ICOM UK is a leading organisation dedicated to supporting and promoting the cultural heritage sector across the UK and internationally. A membership organisation serving approximately 3,500 individual and institutions, ICOM UK delivers our mission through partnerships and programmes across the four nations of the UK and increasingly with the so-called British Overseas Territories. Globally, the ICOM network comprises more than 45,000 members in almost 140 countries and territories. ICOM UK is the only internationally focused museums organisation in the UK, with a whole UK remit, and is part of a well-respected and well-connected global body.

The British Council supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. There has long been demand from the British Council to connect museums internationally as part of its cultural relations remit. When museums/organisations have had short term arrangements in place to fulfil this role, it has been well received in the UK and internationally, contributing to the UK's international standing while supporting the enrichment and development of museums internationally and fostering closer understanding and ties between countries.

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The British Council is supporting ICOM UK to undertake a research project to scope this out more fully.

**Purpose of the Brief**

From experience, enough is known to be sure that there is demand for a ‘matchmaking role’ connecting UK and international museums. However, further research is needed to define the purpose, test the effectiveness and viability of models on which matchmaking could operate by identifying:

- The strategic international aims of different museums of different sizes and remits, based across the UK.
- The needs and goals of museums based in a defined set of countries internationally, as expressed primarily through links with the British Council country and regional teams.
- The kind of activities or connections that parties on both sides are seeking.
- The events and programmes planned in coming years that could provide a hook for more in-depth connection between museums in different countries.
- The models / types of work that could support international museum delegations.
- The defined gap that a matchmaking role might fill and what the successful outcomes from this work would look like.
- The resourcing models available to support this work in different places.
- The feasible operating models that could take forward this work in specified economically rich (non-ODA) and in economically poor (non-ODA) countries.

**Role & Outputs**

The consultant/s are expected to deliver the following outputs:

- An agreed plan for the commissioned work setting out the research lines of enquiry, approach and timescale, presented to and agreed by the project Steering Committee.
- Interim report on the initial research findings, presented to the project Steering Committee.

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- Final report detailing the findings from the research and setting out costed options for sustainable matchmaking models, including a full set of recommendations and next steps, presented to the project Steering Committee.
- Attendance at quarterly meetings to provide project updates.

ICOM UK will hold the contract for this work and supervise the consultant to undertake this work from May 2025-March 2026. The Consultant will report directly through the Strategic Director and also report regularly to a Steering Committee with members from ICOM UK and the British Council. This output-based contract will require a named individual to be available for weekly contact, to be agreed with ICOM UK.

**Timescale**

This is a 10-month research project and the indicative timescale for the work is as follows:

1 May 2025	Anticipated contract start date
End May 2025	Research plan agreed by the project Steering Committee
October 2025	Interim report presented to the project Steering Committee
February 2026	Final report and options presented to the project Steering Committee
1 March 2026	Contract Close

**Location & Equipment**

The work will be undertaken from the consultant/s own premises and they will be expected to attend online meetings during the course of the work.

The consultant/s will be expected to provide their own IT equipment to enable them to fulfil the requirements of the contract, including access to a computer/laptop, the internet and phone. ICOM UK uses Microsoft 365.

The consultant/s will be expected to provide any materials that they require for the contract.

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**Insurance**

The consultant/s are required to hold professional indemnity (£2m) and public liability (£2m) insurances for this contract. Consultant/s will be asked to provide evidence of insurance at appointment.

**Responding to the Brief**

Contractors are asked to submit the following in response to the brief:

- An overview of the consultant/s or company and bios of any key consultant/s that would be working on the contract. (1 side of A4)
- A proposed methodology, approach and timescale for the research. (2 sides of A4)
- Two examples of similar work/projects undertaken by the consultant/s. (1 side of A4)
- A detailed budget quotation for the work required to deliver the brief, including a breakdown of days' work/daily fee for each team member involved, expenses and any other costs.

Submissions should be returned by email to [info@icomuk.org](mailto:info@icomuk.org) with the 'RESEARCH BRIEF' in the title by **9am on Monday 7 April 2025**.

Interviews will take place in the week commencing 21 April 2025.

To arrange an informal discussion about the contract brief in advance of the deadline, please contact Kristina Broughton, Strategic Director: [strategicdirector@icomuk.org](mailto:strategicdirector@icomuk.org)