

# TENDER

## HTR Archive Development



**Status:** Task specific contract  
**Location:** Northern Ireland and Border Region  
**Closing date:** **Wednesday 11<sup>th</sup> November 12pm**  
**Duration:** 10 days at £200 per day

### ***Project background***

Healing Through Remembering (HTR) requires the services of an appropriately skilled individual to develop appropriate systems and processes for the development of the HTR archive.

The appointed person will work under the instruction of the Healing Through Remembering Board and liaison will be with the Director of the organisation.

### ***Specification***

The successful individual/organisation should have demonstrable skills and experience in developing and maintaining archives and administrative systems.

This should include the archiving of media related materials, organisational documentation and training resources. Skills and experience in digital archiving, archiving sensitive material and setting up archiving systems will also be essential.

They should have a knowledge of the conflict in and about Northern Ireland; an understanding of the work of HTR and to be flexible in their available working hours. The proposal must represent value for money and be appropriate to the needs of the organisation.

### ***Project activity***

The successful candidate will assist the organisation in developing an appropriate organisational archive for the work of Healing Through Remembering. Specifically this will include

- Assessment of organisational archive requirements
- Development of archive solution
- System and process development for ongoing archiving of HTR documentation etc
- Assessment of digital storage requirements
- Training of HTR staff to use the archive
- Liaison with HTR staff throughout the development process to ensure that the archive meets the requirements of HTR.
- Maintaining effective record of work undertaken and feedback of all relevant information to HTR
- Completion of all related tasks prior to end of December 2009.



## ***Tendering Process***

Send the following to HTR Office (mark e-mail subject heading or envelope 'Archive'):

The successful tender will be awarded on the basis of ability to meet Healing Through Remembering's service requirements within the timeframe and budget allocation.

Tenders should be sent to [claire@healingthroughremembering.org](mailto:claire@healingthroughremembering.org) and include the following:

- a. a brief outline of your approach to this piece of work,
- b. experience and interest in this area,
- c. and availability

Submissions must be received by **Wednesday 11<sup>th</sup> November 12pm**.  
Receipt of submission may be confirmed by telephone: 02890238844

All correspondence for this tender to Alexander House, 17a Ormeau Avenue, Belfast, BT2 8HD or by e-mail to [claire@healingthroughremembering.org](mailto:claire@healingthroughremembering.org)

2/11/09

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