

# TENDER

## HTR Archive Development 2011



**Status:** Task specific contract  
**Location:** HTR office  
**Closing date:** **Monday 21<sup>st</sup> February at 12noon**  
**Duration:** 9 days at £200 per day

### ***Project background***

Healing Through Remembering (HTR) requires the services of an appropriately skilled individual to continue the updating of the HTR archive and retrieval system.

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 updating the archive and revising the existing archive system for the work of Healing Through Remembering. Specifically this will include

- Working with HTR Administrator to develop and maintain archive system
- Any necessary revisions of the archive system
- Assessing digital storage requirements
- Identify and protect archive material
- Updating HTR archive and archive retrieval system
- Identifying and protecting material of historical significance
- 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 March 2011.

HTR Archivist 2011 - Brief



**European Union**  
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A project supported by the PEACE III Programme managed for the Special EU Programmes Body by the Community Relations Council/Pobal Consortium.

## ***Tendering Process***

Send the following to HTR Office (mark e-mail subject heading or envelope 'Archive 2011'):

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 [consultantsdb@healingthroughremembering.org](mailto:consultantsdb@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 **Monday 21<sup>st</sup> February at 12noon.**  
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)

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10/02/11