



EGYPT
EXPLORATION
SOCIETY
FOUNDED IN 1882

Call for Submissions: Project Evaluator

Clients:

The Egypt Exploration Society
2-4 Doughty Mews
London
WC1N 2PG

Contact:

Dr Edward Scrivens (Development Manager)
edward.scrivens@ees.ac.uk



Outline

Since its foundation 144 years ago, the Egypt Exploration Society (EES) has supported and promoted Egyptian cultural heritage. We have explored more than 150 sites and monuments, published more than 350 volumes of scientific research, and engaged thousands of people across the world.

The EES has embarked on an exciting and ambitious redevelopment project – ‘Building the Future’ – which was recently awarded a Delivery Phase grant by the National Lottery Heritage Fund. We seek to save our unique collections and make them accessible to everyone by regenerating our central London premises into an accessible and sustainable heritage centre, where our collections will be housed and made the centre of a new activities programme.

We are seeking an experienced Project Evaluator to collect and interpret data over the course of our project’s Delivery Phase (including the period of activity plan delivery after reopening), following the evaluation framework and toolkit created during our Development Phase. This is anticipated to represent a period of around 3.5 years. The Project Evaluator will produce a final evaluation report that will be submitted to the Heritage Fund and made publicly available on the EES website.

Methodology

The first stage of the application process is to submit a tender document including the information outlined below. We want to hear about how you work, your previous projects, and how you would manage the evaluation of our redevelopment project. If shortlisted, you will be invited to attend an online interview.

The Project Evaluator’s primary points of contact within the EES will be the Society’s Development Manager and Director, though they may work with other members of staff and appointed contractors where necessary or appropriate.

Outputs / Deliverables

The Project Evaluator will collect the necessary data to produce a final evaluation report on time and to budget, in fulfilment of our obligations to the Heritage Fund and for the benefit of our service users and the wider public.

Contract management

Following appointment, the Project Evaluator will collect data across the period of activities supported by the Heritage fund, anticipated to end in June 2030.

The budget for this work is £18,000 (inc. VAT), to include 42 days of data collection over a 3.5-year period, plus six days of final evaluation write up. We expect to pay the contracted fee by invoice in monthly instalments, though other payment arrangements can be discussed.

Award criteria

The decision to award the contract will be made according to a range of factors, including cost, prior experience, and ability to deliver the brief on time and to budget.

Tell us about your experience of working with heritage organisations, or how your experience might be transferable to that context. Candidates with prior experience of National Lottery Heritage Fund projects are encouraged to apply.

To tender for this work, please respond **by 17:00 (UK) on Monday 24th August 2026** with the following information:

- A concise 500-word summary of the work you plan to carry out, including a suggested methodology and timeline for delivery against the deadline (ideally aligned to RIBA stages: we have completed RIBA Stage 3).
- Costs and a charging schedule for your proposed work plan.
- Details of professional indemnity insurance cover and any safeguarding policies you have in place.
- Professional profile with details of similar projects undertaken in the last three years.
- Three references which should reflect projects from the last three years.
- Copies of the last three years of accounts for your organisation.

We anticipate that interviews will be held on Monday 14th September 2026.

Please send expressions of interest, or any questions about the project, to the Society's Development Manager Dr Edward Scrivens at edward.scrivens@ees.ac.uk.