

## **Consultancy opportunity at Feminist Archive North**

The Feminist Archive North (FAN), based at the University of Leeds and Women's Aid UK (WAFE), based in Bristol, seek an experienced consultant or consortium to undertake a scoping survey of WAFE records, identifying the archive collection and making recommendations on processing it (inclusive of collections care) for accession into a suitable repository.

### **1.0 Introduction**

Women's Aid Federation of England (commonly called "Women's Aid" within England) is the sole national coordinating body for the England-wide network of over 370 local domestic violence organisations, providing over 500 refuges, outreach, advocacy and children's support services. The first Women's Aid federation was set up in 1974.

The Feminist Archive North is a collection of material relating to Women's Liberation Movement from 1969 to the present. Topics covered by FAN include the women's peace movement, women's studies women and development, and violence against women. FAN collections are kept on deposit at the University of Leeds Special Collections. FAN is an independent charity with a Board of Trustees:

<http://feministarchivenorth.org.uk/>

FAN and WAFE are in agreement that FAN could be a suitable custodian of the WAFE archive. The records of WAFE have not been organised as an archival collection for historical research. Records from 1974 to the present day (over 300 boxes) have been stored with no consistent filing system. The records are held in 2 containers in Bristol.

Special Collections archivists at the University of Leeds undertook a sample survey of Women's Aid Federation of England (WAFE) records in 2016. A more robust scoping study is required to uncover records that would be of historical research value to form the organisations archive. This study is intended to provide options for WAFE and FAN to create an accessible archive that is open to researchers in a suitable repository.

### **2.0 Project Objectives**

- Review the paper records, advising on the copyright considerations and extent of data protection restrictions that would need to be imposed in a research environment
- Review the formats and extent of digital records that would form part of the archive
- Make recommendations on the level of cataloguing and indexing required, inclusive of professional, para-professional and volunteer time

- Make recommendations on the work and storage environment required to process the collection pre-move to a recognised repository
- Review the conservation needs of the collection
- Review the extent and format of any anticipated accruals
- Establish existing research interest in the collection

### **3.0 Background to the Collection**

The WAFE collection is rich in informational value and contains considerable amounts of unique material. Alongside the institutional archive, the collection includes substantial series of correspondence, research material, WAFE publications, and reference material from 3rd parties. Several common types of documents were identified during the survey undertaken by archivists in 2016:

- Organisational archive of WAFE (constitution documents, committee minutes, planning document)
- Correspondence
- Research material generated by WAFE
- Material relating to joint working (WAFE advisory role)
- WAFE publication/ marketing material
- Reference material – including press cutting

### **4.0 Project Delivery**

1. Collection review involving working on site for 10 days plus 5 days desk work. The consultant will have the opportunity to interview the Director of WAFE and a FAN Trustee.
2. Conservation assessment involving 4 days on site plus 3 days desk work

### **5.0 Project Output**

- A report prepared by the consultant providing an overview of the collection. The report will propose a strategy for extracting the archival collection and making it discoverable and accessible in a repository. The report will provide a condition assessment of the collection and make recommendations for improving collection care.
- The consultant will be asked to present the report to a group of stakeholders at the University of Leeds

### **6.0 Timescales**

The following timetable is indicative and subject to discussion with the successful Consultant(s)

Advertise consultancy 1st June

Closing date 16th June

Informal discussions/ interview 4th July

Onsite visits (Bristol) July – September

Delivery of report 3rd November

Presentation at the University of Leeds w.b. 13th November

## **7.0 Budget**

The consultancy contract is with the Feminist Archive North

Consultant fees: £10,000 (inclusive of travel/ accommodation/ subsistence to Leeds and Bristol)

## **8.0 Response to the brief**

Outline should include:

- Basic details of organisation, including company name, address, VAT and company registration/ charity number, qualifications of individuals
- Proposed project approach and methodology
- Identification of support required from WAFE/ FAN/ University of Leeds Special Collections
- Examples of similar projects undertaken
- Proposed timetable

## **9.0 Selection Process**

Written tender responses will be evaluated against the following criteria:

- Understanding the needs of WAFE/ FAN/ University of Leeds
- Previous experience of similar projects
- The effectiveness of the project approach and methodology
- Timescales proposed

Tenderers will be asked to meet with FAN/ WAFE/ University of Leeds representatives at the University of Leeds.

## **10.0 Submission of Tenders**

This project is administered by FAN. Post or email submissions by 5pm, 16th June

Feminist Archive North

University of Leeds

Brotherton Library

Woodhouse Lane

Leeds

LS2 9JT

Email: [fa\\_north@yahoo.co.uk](mailto:fa_north@yahoo.co.uk)

## **11.0**

If you would like an informal discussion around information contained in this brief contact Joanne Fitton, Head of Special Collections and Galleries, University of Leeds:

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