

TERMS OF REFERENCE

CONSULTANCY FOR THE PREPARATION OF EXHIBIT DESIGNS, ESTIMATES OF COST FITTING, EQUIPPING AND OPERATING THE NATIONAL SPORT MUSEUM

INTRODUCTION

The National Sport Policy (2013) has as one of its objectives to *Enhance and leverage the sport component of “Brand Jamaica.”* In order to achieve this objective, at paragraph 10.4.1, the Policy addresses the Government’s commitment to focus on Sport Tourism as a vehicle to spur growth and development in communities while empowering youths. The establishment of a National Sport Museum has been identified as one of the critical strategies to support this priority objective.

The Government of Jamaica has decided to construct a modern technologically advanced national museum and resource centre to serve as a knowledge bank collecting and documenting all material pertinent to Jamaicans who primarily dedicated their lives as athletes and athletes support personnel.

The national museum will preserve and showcase the distinctly rich sport heritage of Jamaica, the athletes and teams, through a collection of artefacts of highest quality, memorabilia, multimedia, and works of art, interactive exhibits, lecture series and community outreach programmes.

It is also of note that, in October 2011, the National Sport Museum was identified by the Jamaica 50 Secretariat of the Ministry of Youth and Culture as one of the Legacy Projects to mark the historic milestone of Jamaica’s fiftieth Anniversary of Independence.

In August 2012, a National Sport Exhibition was held in celebration of Jamaica’s rich sport history and as a precursor of the development of a National Sport Museum. The Exhibition was held over six days at the National Arena and it was well received. Visitors consistently commented on the urgent need for a National Museum recognizing the institutional gap in our sport and cultural heritage.

The National Sport Museum will be located along Arthur Wint Drive, Kingston 6, directly across from the main entrance to the National Stadium and adjacent to Marley Place, on 4500 square metres of land, being part of Briggs Park, St. Andrew and being part of the land registered at Volume 982 Folio 676.

The Ministry of Culture, Gender, Entertainment and Sport (MCGES) commissioned a Strategic Business Plan to guide the design and development of the National Sport Museum (NSM). The Plan which was completed in April 2017 identified the following:

- (a) the primary elements and tools that will be required to establish the museum;

(b) the proposed phased implementation strategies; and

(c) The accompanying budgets for the next three fiscal years 2018/19 – 2020/2021.

Having secured the PIMC’s approval of the concept for the establishment of a National Sport Museum, the Ministry of Culture, Gender, Entertainment and Sport is now seeking to develop a comprehensive project proposal for the establishment of the Jamaica National Sport Museum which is intended to engage others, transform sport stories, and showcase Jamaica’s extraordinary achievements in sport to inspire all Jamaicans and visitors to pursue excellence.

This consultancy, for the preparation of exhibit designs, estimates of cost of fitting, equipping and operating the national sport museum, will provide one aspect of the services needed to provide technical input to the design of the project proposal to be submitted to the PIMSEC for consideration.

OBJECTIVE

The objective is to procure the services of a consulting firm to provide exhibit designs for Jamaica’s National Sport Museum; as well as estimates of the cost of fixtures and fitting, equipping and operating the Museum.

SCOPE OF WORK OF EXHIBITS DESIGN CONSULTANCY

The Ministry of Culture, Gender, Entertainment and Sport requires the services of a consulting firm to provide exhibit designs; estimate of the cost of fitting, equipping and operating the Museum. This museum is intended to showcase Jamaica’s extraordinary achievements in sport, and to inspire all Jamaicans and visitors to pursue excellence.

Main Activities Include:

1. In consultation with the MCGES and its key advisors and stakeholders, prepare exhibit designs and audio-visual integration; and estimate of the cost of fitting, equipping and operating the proposed museum.
2. The exhibit designs and fittings should satisfy approved local and international standards for exhibit design and should be appropriate for existing local and anticipated climatic conditions.
3. Encapsulate the spirit of *Sport for all* – promotes inclusivity and is accessible and can be enjoyed by peoples with varying levels of abilities or disabilities.
4. Use environmentally sustainable methods (*the National Sport Policy, section 10.5 affirms to GOJ’s commitment to “ensuring that the sport sector promotes a healthy natural environment and contributes to the sustainable development of Jamaica”.*)

5. Employ the “black box” design concept for the preservation and longevity of the exhibits.
6. Provide the consultant charged with the responsibility to develop the full proposal with all the critical information to be included in the proposal, including but not limited to a description of the exhibits, number of exhibits and the estimated cost of the exhibits.

DELIVERABLES AND PAYMENT PLAN

The deliverables are summarised as follows:

No	ACTIVITY	DELIVERABLE	PAYMENT
1	Development of Work plans	Work plan	15%
2	Prepare exhibit designs and construction costs estimate	Preliminary exhibit designs	35%
3	Refine designs based on feedback	Revised draft designs; construction cost estimates	
4	Prepare estimates of the cost of fixtures and fitting, equipping and operating the Museum	estimates of the cost of fixtures, fitting, equipping and operating the Museum	35%
5	Approved designs & estimates	Final designs and construction cost estimates	15%

QUALIFICATIONS OF THE FIRM

The consultancy firm should have at least ten years of experience in the design or redevelopment of museums or similar facilities, as well as ten years’ experience in exhibit design.

The firm or consortium of firms should have the following key personnel with qualifications as outlined below:

a) Exhibit Designer

The following qualification and experience are required for the Exhibit Designer:

- i. Master’s degree in Graphic Design, Fine Arts or related discipline.
- ii. Over 5 years of experience in modern museum/exhibit design.

b) Museum Curator

The following qualification and experience are required:

- i. Master’s degree in Museum related discipline

- ii. Over 10 years of experience in museum management, exhibit coordination and management and museum programming.

CHARACTERISTICS OF CONSULTANCY

Consultancy period – The expected duration of the consultancy is 10 weeks between signing of the contract and satisfactory completion of all deliverables;

Type of consultancy – Firm of consultants, local or foreign

Type of Contract – Fixed Price.

The work schedule for the contract period is expected to be submitted within two weeks of contract being signed.

REPORTING RELATIONSHIP/ SUPERVISION OF CONSULTANTS

The Lead Consultant will reports directly to the Permanent Secretary of the Ministry of Culture through the Senior Director, Sport Monitoring and Sport Development Division.

The consultancy firm will participate in brainstorming sessions and consult with the National Sport Museum Project Management Team.

The deliverables will be reviewed and accepted by the National Sport Museum Project Management Team/Steering Committee, before final submission to the Permanent Secretary.