



## Brief for an Evaluation Consultant

### NLHF Development Phase of the Rock Hall Revival Project

#### 1. Context

Banana Enterprise Network, working in partnership with Bolton Council, have secured Development Phase funding from the National Lottery Heritage Fund (NLHF) to develop their Plans for a heritage building project called “Rock Hall Revival”. This project will enable the Charity to develop its proposals for Rock Hall’s renovation and expansion, whilst enabling the Charity to build its capacity.

#### 2. Core requirements

##### Consultancy Outputs

Working closely with Project development staff, the Evaluation consultant will:

- Develop a suitable monitoring and evaluation framework
- Deliver a half-day training session on best practice in Project Evaluation for the project team
- Develop and train in, an evaluation ‘toolkit’ for use by the delivery team
- Oversee the collection of data by the team throughout the project
- Act as mentor and editor for the completion of interim project evaluation reports
- Ensure that the evaluation is informed by and representative of the diverse communities our Charity serves.
- Complete a final project evaluation report
- Support the project team to develop a robust evaluation methodology for pilot activities undertaken during the Development phase that will be used to inform the Activity Plan.
- Produce a brief for the appointment of an Evaluation consultant in the Delivery phase.

The Evaluation Consultant will:

- Utilise hybrid working, combining remote working and face to face activity as the project requires.
- Work closely with other members of the project team at all stages of the document development process to ensure planned evaluation activities are deliverable, costed and sustainable
- Actively engage with the user/non-user consultation and stakeholder engagement process to inform Evaluation Plan development
- Report to the project team at relevant stages of the Evaluation Plan development process
- Work closely with wider project consortium staff regarding the planning and delivery of pilot events and evaluation



### 3. Budget

There will be a total fixed fee payment for this work of **£10,000 (incl. VAT)**. This fee to include all travel, subsistence and other costs incurred by the consultant. No additional costs may be charged.

### 4. Project information

The Rock Hall Revival project will preserve the heritage of the Moses Gate in Farnworth by redeveloping Rock Hall and enhancing the natural environment of the Moses Gate Country Park. The redeveloped hall will be a significant resource for the local community and will include a café, multi-use community spaces and interpretive displays. The greenspace of the park will also be improved.

The project will have a transformative effect on the health and wellbeing of local people, providing an opportunity for people to get together and participate in learning about the heritage of the place they live. Farnworth is an area of high deprivation, which is facing vast social and health inequalities.

The project will be inclusive and accessible by design, encouraging people from the community who face barriers to engaging with heritage and nature to participate. The programme of activity has been created to reflect the need of the locality with targeted events and projects directly targeting local people from the BME population, local families on low incomes, older people, younger people and people with SEND and additional needs. We will also deliver a volunteering and skills programme to provide opportunities for our community to play an active role.

The Rock Hall Revival project links to five key heritage themes:

- The heritage of recreation and wellbeing in the nature reserve and Rock Hall
- The Social and Industrial history of Rock Hall and Moses Gate
- Natural heritage and the environment of Rock Hall and the park
- Craft and heritage skills associated with the hall and the park
- Heritage link to the town of Farnworth

### 5. Evaluation Planning – suggested priorities

During the Development Phase, we would expect to evaluate the following things:

- Participation numbers and demographic analysis
- Reach and inclusivity of programme
- Effectiveness of engagement (in line with NLHF outcomes)
- Development of skills and knowledge
- Barriers to participation
- Mental health and wellbeing impacts
- Routes into volunteering from diverse backgrounds
- Inclusive engagement of project target audiences with the heritage
- Supporting mental health and wellbeing
- Developing specialist partnerships
- Skills and knowledge development for staff and volunteers



- Effectiveness of consortium working
- Meeting the objectives of the Pilot activity plan
- Meeting environmental sustainability objectives

## 6. Quote Requirements

The Quotes will be evaluated against the following:

- Proposed methodology and assessment of key issues to be addressed and how objectives will be met.
- Details of relevant experience of evaluation planning and development, especially for NLHF funded projects.
- A fixed-price quote, including daily rates for all team members and VAT (if applicable), production costs for final documents and any anticipated expenses

Quotes must also include:

- Confirmation that the consultant has the capacity to complete the work within the timescale indicated
- An explanation of each person's responsibilities and any sub-contracting for particular parts of the work, where necessary
- Insurance details. Consultancies are required to have Public Liability and Professional Indemnity insurance cover of at least (£500,000).

## 7. Timescales

- Response to invitation to quote required by **19<sup>th</sup> April 2024**
- Interviews (if applicable) will be online on a date to be confirmed
- Successful consultant will commence work no later than **17<sup>th</sup> May 2024**
- The deadline for the completion of the Evaluation Report is **28<sup>th</sup> February 2025**.

## 8. Quote evaluation

The chosen consultancy will be selected based on:

- Methodology and assessment of key issues to be addressed and how objectives will be met (60%).
- Proven experience of similar work including projects involving young people and heritage skills (40%).
- Quote price – pass/fail (fixed price).

## 10. Submission

Quotes to be submitted by **19<sup>th</sup> April 2024** by emailing [Jayne@bananaenterprise.co.uk](mailto:Jayne@bananaenterprise.co.uk)

Any pre-submission queries to be submitted to the same email address.

**Thank you for your interest in working with us!**