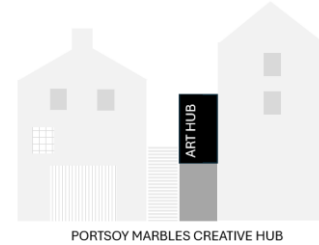




**NORTH EAST SCOTLAND
PRESERVATION TRUST (NESPT)**
MARBLES CREATIVE HUB, PORTSOY



BRIEF FOR PROJECT EVALUATION CONSULTANT



1 Introduction

The North East Scotland Preservation Trust (NESPT) is a building preservation trust that operates in Aberdeenshire and Moray. The purpose of the NESPT is the acquisition, repair and reuse of historic buildings of architectural merit that are neglected or at risk.

The NESPT have secured Development Phase funding from the National Lottery Heritage Fund (NLHF) to develop their plans for a heritage building project called “The Marbles Creative Hub” in Portsoy, Aberdeenshire. This project involves the repair of two historic buildings - the Marble Warehouse and Marble Workshop located at the Old Harbour in Portsoy, and their repair and conversion into a Creative Hub for artists and craftspeople. The Marble Warehouse, or Corf House, is category A listed. It was designed by John Adam and built in 1765. The Marble Workshop dates from the mid eighteenth century and is category B listed.

2 Project Information

The late Tom Burnett-Stuart passed away in January 2020. In his will he left the NESPT six historic buildings at the Old Harbour in Portsoy, including the Marble Warehouse and the Marble Workshop.

Tom bought the Marble Workshop in 1961 as a base for his business making and selling items made from Portsoy Marble. It was originally built as housing but was subsequently adapted as a granary and then as a buoy factory. Tom had his office on the upper floor. He bought the Marble Warehouse in 1967 and opened the Portsoy Marble Shop on the lower ground floor in 1984. The Portsoy Pottery opened on the upper ground floor in 1971 and closed in 2020. The upper floors are used as storage.

A full Options Appraisal of the buildings was carried out in 2022/23 by the Nicoll Russell Studios and Indigo Project Solutions. The work included extensive public consultation. The conclusion was that the two buildings should be renovated, linked together and converted to form the Marbles Creative Hub with artist's studios and craft workshops available to rent. This idea was further developed through to RIBA Stage 1 during 2024.

Following feedback from funders the NESPT is planning to progress the project in two phases – work to the Marble Warehouse in the first instance, to develop a stand-alone Creative Hub; and a second phase of work to develop the facilities in the Marble Workshop such as the gallery, events space, tenant’s facilities and artist in residence flat. The modern intervention linking the two buildings and providing lift access to all floors, is in phase 1.

In December 2025, the NESPT was awarded Development Phase funding from the National Lottery Heritage Fund for the first phase of the Creative Hub project.

3 Requirements

NESPT require a suitably qualified and experienced consultant(s) to deliver a comprehensive and independent Evaluation of the Marbles Creative Hub Project in line with the NLHF guidance and best practice. It is a requirement of the NLHF grant that all projects are properly evaluated. The NESPT, as part of the Development Phase submission to the NLHF, will produce in collaboration with the consultant, a Project Outcomes document along with an Activity Plan, which will form the basis of the Evaluation.

The Evaluation will look at what we want to achieve (including aims, why we want to do the project, what we plan to do and what difference we want to make) and compare this to what actually happened (including project management, funding, timetable and the difference made to heritage, people and communities).

The Evaluation will use a combination of both quantitative and qualitative evidence and will be drafted by the appointed consultant with support and input from the NESPT. Using the NLHF guidance as the basis of the Evaluation work, the Evaluation document should be presented in a way that can also be used by our other funding partners. The NLHF Investment Principles are:

- saving heritage
- protecting the environment
- inclusion, access and participation
- organisational sustainability

Guidance for the basis of our evaluation can be found here: [Evaluation good practice guidance | The National Lottery Heritage Fund](#)

The Evaluation work will be delivered in two phases (Development and Delivery) to align with funding timetables and outcomes. The appointment of a consultant for both phases is subject to successful grant awards at both stages. We have been awarded funding for the Development Phase. At the end of the Development Phase we will submit a further application to the NLHF for the Delivery Phase. Progression to the Delivery Stage will be subject to the successful review and completion of Phase 1. The required tasks are as follows:

Phase 1 - Development Phase (May 2026 – March 2026)

- Develop a suitable monitoring and evaluation framework for the Creative Hub project based around the project aims and objectives (the “Evaluation Plan”);
- Deliver a half-day training session on best practice in Project Evaluation for the project team; and

- Develop an evaluation ‘toolkit’ for use by the Project Team, which would include evaluation of the following:
 - Delivery of the physical works to the buildings
 - 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
 - Inclusive engagement of project target audiences with the heritage
 - Developing specialist partnerships
 - Meeting the objectives of the Project Activity Plan
 - Meeting environmental sustainability objectives
- Completion of the Evaluation Plan framework for submission at the end of the Development Phase (estimated November 2026).

Phase 2 – Delivery Phase (October 2027 – April 2029)

This phase of work will be dependent upon a successful Delivery Phase application made during the Development Phase.

- Implementation of monitoring and evaluation framework
- 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 consultation and stakeholder engagement process to inform Evaluation Plan development
- Report to the Project Team at relevant stages of the Evaluation Plan development process (reporting timetable to be agreed)
- Work closely with wider project staff regarding the planning and delivery of activity events in relation to the evaluation.
- Production of Evaluation Report

4 Project Timetable

This is an indicative timetable that may be subject to change. The NESPT will only be able to proceed with the Delivery Phase of the project if the Delivery Phase grant is awarded by the NLHF. Please note due to NLHF timescales and deadlines, there is likely to be a 5/6-month gap between completion of the Development Phase and commencement of the Delivery Phase.

Development Phase	Date
Brief issued	4 May 2026
Tender returns	12pm, 19 May 2026
Interviews	w/c 25 May 2026
Appointment of consultant	w/c 1 June 2026
Development Phase tasks start	w/c 8 June 2026
Completion of Evaluation Plan Framework	November 2026
Development Phase completion	March 2027
Delivery Phase (subject to NLHF approval)	
Delivery Phase tasks start	October 2027
Delivery Phase tasks completion	February 2029
Submission of Evaluation Report	April 2029

5 Project Budget

This post is being funded by the NLHF grant. A budget of £10,000 has been secured for the Development Phase. NESPT will be applying for a budget of around £50,000 for the Delivery Phase. The Delivery Phase grant has not been secured.

6 Submitting a proposal

If you are interested in this proposal, please provide the following information as soon as possible and by **noon on Tuesday 19th May 2026** at the latest through the Public Contracts Scotland Portal. If you are not already set up as a supplier, you will need to do this, but there is no charge. [Home - Public Contracts Scotland](#)

The proposals will be evaluated against the following:

- Details of relevant experience of evaluation planning and development, especially for NLHF funded projects.

- Proposed methodology and assessment of key issues to be addressed and how objectives will be met.
- A fixed-price quote, split into Delivery and Development Phases, including daily rates for all team members and VAT (if applicable), production costs for final documents and any anticipated expenses.
- CVs for Consultant(s).

Quotes must also include:

- Confirmation that the consultant has the capacity to complete the work within the timescale indicated, noting the phasing and gap between the development phase completion and commencement of the delivery phase/
- 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).

Please provide the following costs in your submission:

Phase of Work	Cost
Phase 1 Development Stage (March 2025 – March 2026)	
Phase 2 Delivery Stage (June 2027 – December 2028)	
Total (ex VAT)	

Please provide details of hourly rate(s)

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7 Evaluation Criteria

Responses will be evaluated based on the most advantageous offer to the NESPT.

The main factors which will be considered in this assessment, along with allocated weightings, are:

Price	10%
Overall Quality of Submission	30%
Evidence of Past Work	40%
Team Experience	20%

8 Further Information

For further information please contact Frances Swanston, Project Manager, NESPT, projects@nespt.org

Presentation of information: all rights, including copyright to the detail of Activity Plan must be assigned to the NESPT at the end of the project. Intellectual copyright will remain with the original author.

Reporting: the lead professional appointed will be required to liaise with and report regularly to Paul Higson, the NESPT's Project Director.



	<p>North East Scotland Preservation Trust Portsoy Marble Shorehead Portsoy AB45 2PB</p> <p>www.nespt.org</p> <p><small>Registered Charity No: SC003953 Company No: SC094134</small></p> <p><i>Stay in our lovely holiday cottages and visit Portsoy Marble Shop</i></p>	<p><small>Connect with us</small></p>
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