



## **External Tender Brief**

### **Evaluation of Sherbourne Valley Project Delivery Phase**

#### **Maximum Fee: £30,000 plus VAT**

**Tenders to be returned by 23<sup>rd</sup> July 2023.**

Warwickshire Wildlife Trust (WWT) is seeking to recruit a suitably qualified independent consultant to monitor and evaluate the delivery of the NLHF funded Sherbourne Valley Project.

#### **Background**

The Sherbourne Valley Project involves a wide range of partners working to bring the city's river back into people's hearts and minds, improving it for both people and wildlife. Following a two-year development phase funding for a four-year delivery phase was secured and began in Nov 2022. Further details can be found here: [www.sherbournevalley.co.uk](http://www.sherbournevalley.co.uk).

#### **The Brief**

We need an evaluation consultant who can work with our the Sherbourne Valley Project team to collate and analyse data from the project.

WWT will:

1. Produce all evaluation methods to be used by the project team to gather both qualitative and quantitative data.
2. Lead on ensuring all project staff understand and use the evaluation methods provided.
3. Set up internal databases for recording all data collated.
4. Conduct some evaluation for the project, for example leading focus groups, doing some face-to-face evaluation at events, conducting interviews.
5. Collating all raw evaluation data into a central location under the themes of the project.
6. Ensuring data is collected in a timely fashion and is complete and robust.

The role of the External Evaluation Consultant will be to:

1. **Meet with the project team** to understand the Sherbourne Valley Project, its outcomes and outputs and how these will be evaluated (how the data will be collected by the team).
2. To work with the project team to **review current evaluation methods** and improve/change these as necessary.
3. **Receive raw qualitative and quantitative consultation data** in many formats – survey monkey, paper questionnaires, maps, focus group recordings and others.
4. **Analyse the data** provided looking at evidence to demonstrate impact against the key project outcomes.
5. **To create a mid-term report** for NLHF half way through the delivery phase summarising the monitoring and evaluation evidence of achievements at that time, including presenting the finding of the report for the Sherbourne Valley Project Board.
6. **To create a final report** for NLHF at the end of the delivery phase summarising the monitoring and evaluation evidence of achievements at that time. The evaluation process provides an opportunity to celebrate the scheme's achievements and should be produced in an upbeat style to convey this. We require a report of no more than 100 pages, illustrated with appropriate photographs / diagrams. Ideas for complementary or alternative approaches to evaluation reporting such as storying, film etc. would be welcomed.
7. In addition to the full evaluation report, we will require a **stand-alone summary report** (6 pages or less).
8. Working closely with the board, a workable **legacy plan** should be produced which takes account of the expectations and learning from the scheme delivery period.
9. The consultant will also be required to **present their findings to the Sherbourne Valley Project board** and to a wider group of partners and stakeholders called together to celebrate the end of the scheme delivery.

## Considerations

The external Evaluation Consultant must work with the Sherbourne Valley Project staff at all stages to ensure that the value and necessity of evaluation is embedded into their work (e.g. not seen as a totally separate function). They must take the time to understand the scheme, the diversity of the activities it will offer, the communities and groups it will serve and develop the evaluation materials and plan accordingly. The plan should be bespoke to the scheme, but should learn from the experiences of other WWT and partner projects and schemes.

## Key deliverable(s)

- Current evaluation review and updated plan
- Mid-term Evaluation Report
- Final Evaluation Report (no longer than 100 pages)
- Short Summary Report (no longer than 6 pages)

## **Expectations**

We expect all appointed contractors to attend an inception meeting at Brandon Marsh Nature Centre or online. We expect regular updates on the study.

We expect all appointed contractors to meet with the relevant stakeholders as appropriate.

We expect all contractors to have relevant and adequate insurance for all works undertaken, to indemnify them both during the contract and afterwards should their study, advice or design have any undue adverse impact.

## **Schedule**

WWT will pay the appointed-on receipt of the final reports listed in the Key deliverables section.

- 25% of the overall fee upon completion of current evaluation review
- 25% of the overall fee upon receipt of the Mid-term evaluation plan
- 50% of the overall fee upon receipt of the Final evaluation plan

## **Background reading**

We expect anyone tendering to have read scheme's [Action Plan](#), to understand how this work complements the wider scheme. Particular attention should be given to Section 4.6: Monitoring and Evaluation from page 69, but please bear in mind that the methods and scope of evaluation will likely change depending on the advice and input from the contractor who is successful with this tender. Please also pay attention to the project management structure on page 79 as this will give you a sense of the number and range of people/organisations involved in the project who you will be working with or obtaining information from in some capacity.

## **Timescale**

- We require tenders to be returned by 23<sup>rd</sup> July 2023.
- The successful contractor will be appointed and the contract for the work will commence by one week following the tender submission deadline.
- We require the Mid-term Evaluation report to be completed at the beginning of year 3 of the scheme (November 2024)
- We require the Final Evaluation plan to be completed prior to the end of the delivery phase (November 2026)

## **Content required**

Your tender return should be no more than 20 sides of A4, including CVs and appendices. This means you will have to be concise and focus on giving us information that is directly relevant to the brief.



## Award Criteria

Award Criteria	Weighting
Quality of method statement and approach	30%
Value for money	25%
Relevant skills and experience	25%
Understanding of the brief	10%
Innovation	10%

## Contact

Tender submissions should be sent to: Caz Bailey – Sherbourne Valley Project Manager

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