



## **Brief: Evaluation Consultancy**

### ***Beacons of the Past – Hillforts in the Chilterns Landscape project***

#### **The Chilterns Conservation Board and Chilterns AONB**

The Chilterns Area of Outstanding Natural Beauty (AONB) is a nationally protected landscape comprising a ridge of chalk hills stretching from Goring on Thames in South Oxfordshire to Hitchin in Hertfordshire, covering an area of 833km<sup>2</sup>.

The Chilterns Conservation Board (CCB) is an independent statutory body established by Parliamentary Order in 2004. It has two statutory purposes:

1. To conserve and enhance the natural beauty of the Area of Outstanding Natural Beauty (AONB).
2. To increase the understanding and enjoyment of the special qualities of the AONB.

In fulfilling these purposes, the Board has a duty to seek to foster the economic and social wellbeing of local communities within the AONB without incurring significant expenditure. The 27 Board members all live in or close to the Chilterns and represent the interests of the local community.

The Board has a duty (under the Countryside and Rights of Way Act 2000) to produce a plan which outlines its policies for the management of the AONB. The Board's role is to guide and contribute to the implementation of the plan, alongside all those whose activities influence the AONB.

#### ***Beacons of the Past project summary***

This project will engage and inspire a large, diverse range of people to discover, conserve and enjoy the Chilterns' Iron Age hillforts and their prehistoric chalk landscapes.

The project's central aims are:

- **Beacon 1: Discovery**  
To add to our knowledge and understanding of hillforts and prehistoric landscapes in the Chilterns, so they can be better understood, cared for and appreciated.

- Beacon 2: Learning  
To create new opportunities for people to investigate, celebrate and appreciate the hillforts and prehistoric landscapes of the Chilterns.
- Beacon 3: Protection  
Safeguarding the historical and ecological value of known and newly discovered hillforts and other prehistoric features in the Chilterns.

## Purpose and approach

The CCB is looking to appoint an experienced, competent consultant to lead on evaluating the *Beacons of the Past* project. The successful contractor will work with the project team to evaluate the successes, challenges and learning of the *Beacons of the Past* project, assessing the impact of the project and its legacy. Specifically, this work will entail:

- Development of a monitoring and evaluation framework
- Development of an evaluation 'toolkit' for use by delivery team
- Mid-term review
- Project evaluation report

## Existing guidance

The following sources offer guidance on evaluation of HLF projects

- [HLF Evaluation Good-practise guidance](#) (2017),
- [Heritage Grants programme evaluation and outcomes review](#) (2017)
- Evaluation strategy guidance (available from Project Manager)

## Evaluation Consultant Expected Outputs and Responsibilities

CCB is looking to appoint an Evaluation Consultant to work with the *Beacons of the Past* project team to evaluate the project. The successful consultant will work predominantly with the Project Manager, but will also consult with other project staff, and a range of volunteers and partners.

Proposed timetable for expected outputs:

- **Part 1: Create monitoring and evaluation framework** – Spring 2018
- **Part 2: Develop evaluation toolkit** – Summer/Autumn 2018
- **Part 3: Mid-term review** – review progress and methods - 2019
- **Part 4: Final project evaluation** – Summer 2021

### Part 1: Create monitoring and evaluation framework

- Document which will set out how outputs and outcomes will be monitored
- Procedures agreed for data collection and reporting
- Indicators identifies for different types of evidence
- A reliable framework for measuring impact of the whole project and discreet projects within the wider project

## **Part 2: Evaluation Toolkit**

- Set of documents and templates developed that the delivery team are able to use confidently to gather data from a range of activities
- Able to collate qualitative and quantitative data
- Variety of data-gathering techniques that are suitable for the wide range of smaller projects and activities within the project work

## **Part 3: Mid-term review**

- A short, 'light' review of progress on project impact
- Ensuring that monitoring tools are fit for purpose and are in use by project team
- Confirm what has been achieved to date
- Consider how project legacy is developing at project and local levels
- Review efficiency and effectiveness of project team and wider project partnership
- Ensure delivery plans and evaluation plans for second half of project remain fit for purpose, including recommendations for any changes needed

## **Part 4: Final project evaluation**

- Summary of what has been achieved
- Assess to what extent the project has achieved its aims and objectives – where targets have been met, exceeded, or where they have not been realised.
- Present an assessment of project legacy – the longer-term impacts beyond the life of the project delivery and plans to ensure legacy is sustained.
- Review project delivery – how effective has project delivery been?
- What has been learnt – could things have been done in a different way?
- How can we share this learning?

The evaluation report must be an honest and accurate assessment of the project, ensuring that it captures both the successes and failures. Collaborating with the project team, partners, participants, volunteers and others will be needed in preparing the final report. This will include:

- The mid-delivery review
- Assessing written materials from the project, including original bid documentation and other supporting documents
- Monitoring data recorded over the delivery period
- Additional information and insights gathered by the Consultant
- Visits to events, project sites, community and volunteering activities
- Consultations and interviews with partner organisations and stakeholders

- Consultations with volunteers

### **Skills and experience required**

The Evaluation Consultant will be expected to have:

- Previous experience writing and/or co-ordinating final evaluation reports for Heritage Lottery Fund grants.
- Proven track record of providing evaluation services to the voluntary sector.
- An understanding of heritage projects or archaeological projects.
- Experience of bringing together internal and external stakeholders to undertake review exercises.
- Understanding of working on a landscape-scale project
- Experience of community project work – both rural and urban
- Experience in the voluntary sector
- Excellent communication skills and ability to work with a wide range of people

### **Submitting a tender**

Applicants should demonstrate how they meet the above skills and experience criteria, providing the following information:

- **Company details:** lead individual, contact details, CV summary of staff who will be working on the brief
- **Skills summary:** showing how skills and experience requirements are met
- **Methodology:** proposed methodology on approach to delivering brief (including proposed consultation approach)
- **Outline proposal for final report:** summarising approach to achieving the final evaluation report
- **Full cost breakdown:** Quote daily rate and expected days of work required to complete brief, VAT costs
- **Value for money:** justify costs and demonstrate value for money
- **Insurance cover:** Details of professional and public liability insurance cover

Successful candidates will be appointed based on fitness for purpose, best value, and availability.

The following documents can be obtained upon request to the Project Manager [wmorrison@chilternsaonb.org](mailto:wmorrison@chilternsaonb.org)

- *Beacons of the Past* project aims
- *Beacons of the Past* project summary
- *Beacons of the Past* Activity Plan and Action Plan
- *Beacons of the Past* Evaluation Strategy

**Deadline for submissions: 21 May 2018, 1700 BST**

Tendering submissions to be sent in electronic format only to [wmorrison@chilternsaonb.org](mailto:wmorrison@chilternsaonb.org)