



TOLPUDDLE OLD CHAPEL TRUST
Company number: 8908950 Registered Charity number 1159578
tolpuddleoctrust@btinternet.com www.tolpuddleoldchapeltrust.org



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Tolpuddle Old Chapel Trust: Monitoring and Evaluation Consultant's Brief

Tolpuddle Old Chapel Trust seeks to appoint a consultant to develop a monitoring and evaluation framework for the Delivery Phase of this Heritage Lottery Funded project. This will ensure we are effectively and efficiently measuring our progress against key milestones and NLHF outcomes.

Through the renovation of the Tolpuddle Old Chapel, the Saving the Martyrs' Legacy Project aims to:

- Provide a quiet place in the heart of this Dorset village
- Provide space for community use
- Encourage knowledge and understanding to help tell the story of this humble building
- Develop skills and experience through volunteering and paid work opportunities
- Ensure project viability post completion

Of relevance to this assignment, the Saving the Martyrs' Legacy project will deliver a set of Activity Plan aims. Successful completion of the project will:

- Inspire a wide range of visitors and participants who will engage with and understand the significance of the Old Chapel story
- Increase the sense of ownership felt by Tolpuddle residents by encouraging contributions of time, knowledge and skills
- Raise the awareness of the Old Chapel as a destination for teaching and learning, with resources designed to match curriculum needs
- Form strategic alliances with heritage partners such as Shire Hall (Dorchester), the TUC Museum and Methodist Heritage
- Contribute to the sustainability of the project post-completion by underpinning the plan with governance and volunteer development

The Saving the Martyrs' Legacy Project Activity Plan is the guiding document for delivery. The Activity Plan is delivered through six programmes, namely:

- Programme 1: Volunteer Development
- Programme 2: Activities Programme
- Programme 3: Formal Learning
- Programme 4: Heritage Skills Training (cob, rural skills, apprenticeship)
- Programme 5: Research
- Programme 6: Trust Governance, Development and Sustainability

This is underpinned by a seventh programme, namely, the resources needed to deliver the activity programme. Interpretation, staffing, communications, an enhanced website and evaluation are grouped together under the Staff and Resources section of the Action Plan.

The Saving the Martyrs' Legacy Project **Activity Plan, Action Plan** will be delivered over a two and half year project period. The Action Plan will be managed by one post appointed for the duration of the project; namely the Activity Officer, with specialist services delivered by a Formal Learning Consultant (NLHF funded). The Activity Officer post holder will report to the Project Manager and is responsible for a team of volunteers.

The TOCT Project Board has overall responsibility for the evaluation of the NLHF Activity Programme.

The Consultant

In order to help the Activity Officer, evaluate the Action Plan, TOCT seeks to appoint an Evaluation Consultant for the duration of the project.

The full team comprises:

The Project Manager who is accountable to TOCT trustees, via the TOCT Project Board and holds responsibility for:

- Architect contract; includes oversight of sub-contracts to the Architect
- Activity Officer (currently being advertised and we welcome applications from individuals for multiple contracts)
- Formal Learning Specialist contract (currently being advertised and we welcome applications from individuals for multiple contracts)
- Evaluation Consultant contract (this contract)
- Designer (s) for Interpretation e.g. digital and static outputs; recruitment, selection and management

Principal tasks

The consultant will be required to:

- Review the evaluation framework developed at Round 2 [a supporting document to the Activity Plan]
- Propose a set of evaluation tools to enable the Activity Officer, with trustees and other volunteers to evaluate the project over the project period
- Deliver specialist qualitative research as appropriate, e.g. one to one interviews, focus groups with volunteers and key users
- Run at least one reflective workshop for principle trustees and volunteers during the final months of the project to capture organisational learning from the project
- Keep a watching brief on collection of evaluation data and other evidence
- Offer support and guidance to the Project Programme Manager [who is responsible for authoring the final evaluation report], and coordinate the preparation of the written final evaluation report

Timetable

The project runs until July 2023. The work will start with an inception meeting in Spring 2022 and will conclude with the delivery of the written evaluation report in July 2023.

Budget and resources

£4,500 is available for this work, to include all professional fees and expenses.

A schedule of payments will be agreed with the consultant to be paid against the completion of key outputs. Payment will be by BACS on receipt of official invoice. It is anticipated that this fee will deliver the equivalent of 15 day's work over the project period.

Selection criteria

We will be using these criteria:

- Understanding of the brief and extent of response to it
- Practical experience of museum/heritage project evaluation, preferably NLHF funded Activity Plan evaluation
- Value for money

Procedure for submission and selection:

- Candidates will submit CV and covering letter responding to brief and person specification. This will include a proposed approach to the contract with detailed resource allocation.
- Shortlisting based on pre-agreed criteria
- Candidates should supply the contact details for two referees
- Interview by panel with Trustee and Project Manager. Interview format to include:
 - Short presentation in response to requirements of role followed by Q&A
 - Standard set of pre-agreed questions for all candidates
- Candidates will be scored according to pre-agreed criteria and the highest scoring candidate will be selected.

Closing date for submissions is **9.00am Monday 28 March 2022**

Please submit your application by email to Crystal Johnson, Project Manager:

Crystal@Crystaljohnson.co.uk

Interviews will be held in the week commencing 4 April 2022