

**St Osyth Priory & Parish Trust**

Tithe Barn and Old Dairy Project

Evaluation Tender Clarification Schedule

6th August 2025

| **Ref** | **Description** | **Response** |
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| 1 | The ITT states ‘annual interim evaluations’ during the delivery phase (beginning January 2027 with opening in March 2029). How many interim evaluations would be expected and over what duration for each? | Two interim evaluations would be expected. |
| 2 | Roughly how frequent would meetings be? | There will be monthly Project Team meetings scheduled for the Design Team, Activity Planner, Business Planner, Interpretation Designer etc (online), with some additional ad-hoc meetings as required. As Evaluation Consultant you would not be expected to attend all Project Team meetings. |
| 3 | The development phase suggests ‘training of volunteers to capture evaluation data during pilot activities and consultation’. How many sessions would be required for each stage? | There is no set requirement for each stage. We would like you to consider the budget and use your expertise and experience to suggest a reasonable number of training sessions. |
| 4 | There is reference to “Training of volunteers to capture evaluation data during Pilot Activities and consultation”. In general, what is the expectation of internal resource on collecting and monitoring data and working with the consultant. Will they be responsible for populating the framework that the consultants develop? | There is an expectation that the Evaluation Consultant would prepare the framework and resources, and train volunteers in capturing evaluation data. On the ground capture, collecting, and recording the data is expected to be done by volunteers. Consolidation and analysing this data would be within the remit of the Evaluation Consultant rather than staff and volunteers. |
| 5 | Are we please able to receive full tender documentation? | Please find full tender documentation attached |
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