

# **Belief in the North-East**

## **Brief for Project Evaluation Consultant**

### **1. Introduction**

The Department of Archaeology at Durham University has designed its BELIEF IN THE NORTH-EAST project to deliver a programme of community archaeological fieldwork and training to the local community. The project is now entering its Development Phase with funding from the Heritage Lottery Fund, and it is proposed to engage a Project Evaluation Consultant to work with the Project Manager (David Petts) and other University staff to undertake the evaluation of the project in accordance with standard HLF good practice. Further details are contained within the project Activity Plan.

### **2. Tasks and timetable**

Working in partnership with the Project Manager and Management Team as appropriate, the Project Evaluation Consultant will be required to undertake the following tasks:

- In collaboration with Project Manager to establish an action plan for the longitudinal evaluation of the BitNE project, including designing a program of data collection that will provide the basis for evaluation.
- Carry out the agreed evaluation plan including overseeing data collection, and creation of highlight reports.
- Complete overall project evaluation report by the end of the project (Spring 2021).
- Manage all survey data collected in the course of the evaluation in compliance with GDPR.
- Maintain regular contact with the project team, including attendance at meetings as required and occasional visits to projects to discuss the project with volunteers.
- Write a detailed evaluation report on the project for HLF.

### **3. The contract**

3.1 The contract will be for the completion of all the above tasks, during the life of the project (Spring 2019 – Spring 2021). The actual time worked will be by arrangement with the Project Manager.