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**Invitation to tender for Evaluation Consultant Services**

**For Nature + Love:**

**The Redevelopment of Areas of the Gardens and Natural History Galleries at the**

**Horniman Museum and Gardens**

**11 April 2022**

**Timetable for responses to brief:**

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| **Tender Issue** | **11 April 2022** |  |  |
| **Clarifications deadline** | **03 May 2022** |  |  |
| **Tender Submission Deadline** | **09 May 2022 12.00pm** |  |  |
| **Evaluation of Responses** | **09 May 2022 – 13 May 2022** |  |  |
| **Invitation to Interview** | **13 May 2022** |  |  |
| **Interviews** | **16 May 2022 – 19 May 2022** |  |  |
| **Appointment**  **Project team start up workshop** | **20 May 2022**  **23 May 2022** |  |  |

**1. Introduction:**

The Horniman Museum and Gardens is seeking to appoint an Evaluation Consultant as part of the team being brought together to redevelop parts of our Gardens and the Natural History Galleries. The total budget for the project, including fees but excluding VAT, is circa £8,900,000. The project is due for completion in early 2027 (including completion of the Activity Plan) (dependent on the availability of funding) and is the next phase of a long-term strategic plan to widen and extend access, public facilities and increase exhibition space within the Horniman.

To assist us with this, the Horniman is seeking an experienced and creative evaluation consultant who can help set a framework for the ongoing formative and summative evaluation of the project, provide training to key staff/ volunteers, produce annual reports of our activity enabling us to reflect and review our activities and eventually write the final evaluation report in line with current NLHF guidance on evaluation.

**2. Specific duties and deliverables will include:**

* Coordinate and chair an initial meeting with the project team to consult about the aims and objectives of the project and activity and capital programme and consolidate / agree what we are going to measure / evaluate.
* Develop the Nature + Love Evaluation Plan in collaboration with the Horniman Project team, focusing on the critical objectives in the Business and Activity Plans and in line with National Lottery Heritage Fund Evaluation guidance documents.
* Keep abreast of the Nature + Love projects and their evaluation needs and support the project team as required. Coordinate and chair planning meetings at least every six months with key staff to review evaluation plans and materials for the following period. Regular evaluation reviews will ensure that the project is analysed and understood as broadly as possible and that effective evaluation techniques are incorporated into all of the Horniman’s public programme work.
* Provide support and technical training to staff, project team, partners and volunteers throughout to ensure they understand the purpose of evaluation and are committed to, confident and competent in carrying out evaluation as required and recording data collected
* Review all existing evaluation tools used and data collected by the Horniman and suggest any improvements or changes to fit into the wider framework of the project.
* In collaboration with the Horniman team and their partners, create an Evaluation Framework for the project and an internal culture which builds confidence in evaluation methods among the Horniman team in order that it becomes part of everyday practice and not an extra thing to do
* Provide guidelines and support for collecting and storing information.
* Establish baseline data during the project development for all relevant activity.
* Carry out data collection and analysis using a variety of quantitative and qualitative methods including but not limited to surveys, focus groups, competitor benchmarking, and interviews with stakeholders.
* Contribute to evaluation outputs within the Activity Plan (attached with the tender documentation for information) and incorporate partners own evaluation needs, as appropriate, to ensure we have the best evaluation techniques for the respective activities and audiences
* Monitor the project against the National Lottery Heritage Fund Approved Purposes for the project and other Trusts and Foundation evaluation requirements
* Collate and analyse all of the evaluation material from the Activity Plan and produce annual interim reports with a final report due in early 2027.

Reporting requirements:

* Monthly progress updates will be required by the Client Project Manager during the development phase
* Meetings at the Horniman will be required in the collection of evidence for evaluation.
* Contribute to the quarterly NLHF reports during delivery, as agreed in consultation with the Client Project Manager.
* Support the production of a final report that summarises all evaluation data collected, and evaluation work undertaken.
* Reports will avoid bias, tell the story of the work, its successes and challenges, and demonstrate how the project has developed over the course of delivery.
* The final report will measure and describe the impact and outcomes of the project based on the targets and measures of success identified in the Evaluation Framework, outline the lessons learnt and summarise the long-term legacy of the project.

**3. The Consultant specification:**

We are seeking a consultant with:

* Solid and extensive experience in developing and implementing monitoring, evaluation systems and frameworks;
* Experience of analysing monitoring, evaluation and impact assessment data in order to draw meaningful conclusions and reports;
* Experience of delivering both the formative and summative stages of evaluation, using appropriate processes for each;
* Excellent IT skills and a working knowledge of systems which would be readily, easily and cheaply integrated into the evaluation plan to support effective and insightful data collection in a range of forms;
* Experience in developing innovative opportunities for reflection and learning and a working knowledge of the ‘Inspiring Learning for All’ framework used for the development of the activity plan;
* Experience of training and supporting others, including volunteers, in getting the best of out of evaluation;
* Outstanding communication skills with the ability to articulate a vision, strategy or idea clearly and concisely with a vigorous eye for detail;
* Experience of working on NLHF funded, educational or development projects
* Strong report writing, presentation writing and presentation delivery skills;
* Ability to self-manage and work as a core part of a team.

**4. Selection and Contract requirements:**

**4.1 Selection criteria:**

* Demonstrable experience of the successful delivery of projects of a similar nature and scale within the last 10 years, providing case studies and references (3 projects max) :**40%**
* Approach and methodology for the project, ensuring that sustainability considerations are embedded within the project throughout: **30%**
* The most economically advantageous tender : **30%**

**4.2 Contract award:**

* Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

* 1. **Contract terms and conditions:**
* Our standard terms and conditions are attached for your information.

**5. Instructions for Tender Submission:**

Should you wish to tender for this project you are required to provide the following information:

* 3 case studies, with references, of projects of a similar nature and scale undertaken within the last 10 years
* Your outline approach and methodology for the provision of Evaluation Consultancy throughout the project
* A timetable of the project, including milestones and dates, taking into account the need to involve and consult people
* Detail of how the plan/framework development process will be managed and a strategy for consultation, involvement and training
* Your outline approach and relevant experience of working with sustainability considerations in mind.
* Names and CV’s of the proposed Project Partner/Director and key support team members including qualifications and experience
* Health and safety, environmental and equal opportunities policies
* Completed Anti-Fraud and Bribery Statements
* Company accounts for the last three years
* Confirmation of insurances held
* Company history
* A staged fee proposal including expenses for Evaluation Consultancy services based on the Project Timing outline at 4.3 of the Brief.

Please return the required information electronically to [kwalker@horniman.ac.uk](mailto:kwalker@horniman.ac.uk), or in writing (marked Confidential Tender) to the following address by 12.00 noon on the 9 May 2022.

Ms Kirsten Walker

Director Collections Management & Special Projects

Horniman Museum and Gardens

100 London Rd

Forest Hill

London SE23 3PQ

For any queries about the project please contact me by e-mail or call me on 020 8291 8695